

**MANCHESTER COMMUNITY COLLEGE**

2019-2020

COLLEGE CATALOG

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## ABOUT MANCHESTER COMMUNITY COLLEGE

### Message from the President

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

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

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

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

In our ever-changing knowledge-based economy, area employers work with us to customize training and educational programs to update incumbent worker's skills.

We have credit-free professional development and enrichment courses for adults and special interest programs for children and teens such as Junior Culinary Camp, Engineer That! and Girls Take Charge.

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

Learning is a journey that has the potential to satisfy your intellectual curiosity and provide you with new ways of thinking about the world around us - it can fulfill your dreams. It is a journey that doesn't have an end although you will surely earn your rewards with a certificate or degree if that is your goal.

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

Gena Glickman, Ph.D.

### Manchester Community College Mission Statement

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

### Guiding Principles

Shared Understanding • Shared Responsibility • Shared Leadership

### MCC Facts

College founded in 1963. Great Path Academy middle college high school opened Fall 2009.

## Students

- MCC serves over 15,000 students a year.
- 48 percent of the credit students come from the primary service area of Andover, Bolton, Columbia, Coventry, East Hartford, Glastonbury, Hebron, Manchester, Mansfield/Storrs, Marlborough, South Windsor, Tolland, Union, Vernon/Rockville and Willington.
- Spring 2019: 5,359 students (credit only); 3,033 (full-time equivalent).
- Fall 2018: 6,003 students (credit-only); 3,508 (full-time equivalent).
- Average age: 25; 54 percent women; 31 percent full time.
- MCC serves "returning students" with associate, bachelor's, master's and doctoral degrees with workforce training and skills enhancement, special advanced certifications or retraining in a new field.
- Approximately 49 percent of the credit students are from under-represented racial and ethnic groups.
- The Division of Continuing Education serves over 5,200 credit-free and 3,800 credit extension students each year.
- 280 students in inter-district magnet school, Great Path Academy, in grades 9, 10, 11 and 12.

## Faculty

- MCC has 456 teaching faculty.
- Faculty earned degrees from over 100 institutions, including MCC.
- 39 full-time faculty and staff are graduates of MCC.

## Degrees and Certificates

- MCC offers associate in art and associate in science degrees in over 40 disciplines. Broad areas of study include: accounting, business, business office technology, computer information systems, computer science and technology, engineering science and industrial technology, general studies, health careers, hospitality management, human services, humanities and the liberal arts and sciences.
- MCC also offers programs of a shorter duration in each of the areas listed above, resulting in the awarding of a certificate. The certificate programs range from 6 to 30 credits, and some may be completed in as little as one year.
- Through its Continuing Education division, MCC also offers a wide variety of credit-free certificate programs. Examples include Certified Nurse Aide, Phlebotomy Technician, Pharmacy Technician, Veterinary Assistant, Emergency Medical Technician, Microsoft Office Specialist, Real Estate Principles and Practices, Personal Trainer and many more.
- MCC has graduated over 25,000 students since 1965. Thousands more students have transferred to baccalaureate institutions prior to receiving their associate degree

## Transferability

- MCC graduates are guaranteed admission to the Connecticut State Universities. The transfer compact between MCC and the Connecticut State Universities provides special opportunities for students to complete an associate degree in a program designed for transfer.
- Incoming MCC students or students with up to 15 transferable credits at MCC may enroll in the UConn Guaranteed Admission Program (GAP). A 3.0 minimum cumulative grade point average, (3.3 for the School of Business) and an associate degree in Liberal Arts is required in order to qualify under the terms of this agreement. Upon completion of an associate degree, students may then go on to UConn and major in one of more than 50 majors offered in the College of Liberal Arts and Sciences, College of Agriculture and Natural Resources or School of Business.

- MCC graduates have successfully transferred to over 100 public and private universities, both in Connecticut and throughout the country.

## CSCU Transfer Ticket Programs

Connecticut's twelve community colleges, four state universities and Charter Oak State College have partnered to offer a low-cost pathway to a bachelor's degree.

Students pursuing a Transfer Ticket associate degree will be paired with an academic advisor at each institution and know exactly which courses to take. The degrees can be attained without incurring extra expense or requiring extra credits. After completing a Transfer Ticket associate degree, students can transfer to any Connecticut state university - as a junior - confident that they have only half of the degree requirements remaining in their major. All degree and transfer requirements, as well as other information, can be found at: <http://www.ct.edu/transfer>

For additional information about the Transfer Ticket programs, contact: Robert Turner, Jr., Student Services Center, SSC L120, Manchester Community College; Great Path; MS#8; Manchester, CT 06045-1046; [rturner@manchestercc.edu](mailto:rturner@manchestercc.edu), 860-512-3320

## Budget

- Annual budget: \$55 million.
- 2017-18 tuition and fees: \$4,356 for full-time, in-state students.

## Facilities, Programs, Special Events and Community Activities

- Raymond F. Damato Library open to the public, SBM Charitable Foundation Auditorium, bookstore, Cougar Cave cafeteria, Tower Café, Child Development Center, College Career Pathways, career and counseling services, cooperative education, Academic Support Center, MCC Foundation, transitional programs, customized training for businesses, Excursions in Learning youth and family programs, credit-free courses, Organization of Active Adults, Hans Weiss Newspace Gallery, Dehn Gallery, Viscogliosi Entrepreneurship Center, fitness center, Bicentennial Band Shell, and numerous student organizations.
- MCC hosts various seminars, workshops, exhibitions, and guest speakers each year.
- Home of the Connecticut Poetry Circuit.

## Accreditations and Memberships

Manchester Community College is accredited by the Board of Regents and by the New England Commission of Higher Education (NECHE), through its Commission on Institutions of Higher Education. Inquiries regarding the accreditation status by the New England Commission should be directed to the administrative staff of the institution. Individuals may also contact:

**Commission on Institutions of Higher Education**  
**New England Commission of Higher Education**  
**3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514**  
**(781) 425-7785**  
**[neche.org](http://neche.org)**

Twelve programs of study offered by Manchester Community College have been awarded national accreditation. The Early Childhood Education program and the Child Development Center have been accredited by the National Association for the

Education of Young Children. The Foodservice Management and Culinary Arts programs have been accredited by the American Culinary Federation Educational Institute Accrediting Commission. The Music Studies program has been accredited by the National Association for Schools of Music. The Occupational Therapy Assistant program has been accredited by the Accreditation Council for Occupational Therapy Education. The Paralegal program has been approved by the American Bar Association. Respiratory Care Program is accredited by Commission on Accreditation for Respiratory Care. Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Manchester Community College's thirty-six credit Dental Assistant certificate program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. The Radiation Therapy and Radiography programs are accredited by the Joint Review Committee on Education in Radiologic Technology.

The college is a member of the American Association of Community Colleges, the American Council on Education, the Association of American Colleges and Universities, the American College and University President Climate Commitment, The College Board, League for Innovation in the Community College, several chambers of commerce, Campus Compact, the Council for Resource Development, the National Council on Student Development, the New England College Council and several other organizations.

This catalog of Manchester Community College is provided as a source of information for prospective students and does not constitute a contract. It is prepared in advance of the academic period during which it is to be in effect; therefore, the college reserves the right to make necessary changes in any of the information appearing in the catalog.

## **Continuing Notice of Nondiscrimination**

Manchester Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277.

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

## **Photo and Videotape Policy**

Manchester Community College, MCC on Main, and the college's Marketing and Public Relations department often take or commission photos and videotapes of students, faculty and staff, visitors and event attendees. These images are taken in the gallery and classrooms, as well as in the public spaces. MCC reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll in MCC courses and community members attending events at MCC on Main and MCC on Main do so with the understanding that these images might include them and might be used in college publications, both printed and electronic, social media, print advertising, direct mail, electronic media and other forms of promotion.

## **Academic Calendar 2019-2020**

### **SUMMER SESSION 2019 (Continuing Education)**

Tuesday, May 28    3-week morning session, May 28-June 14



Tuesday, May 28 6-week day/evening and intensive session I begins, May 28-July 5

Wednesday, May 29 Commencement

Monday, May 27 Memorial Day (College closed)

Monday, June 10 8-week day/evening session, June 10-August 2

Monday, June 24 6-week day/evening session, June 24-August 2

Thursday, July 4 Independence Day observed (College closed)

Monday, July 8 6-week day/evening and intensive session II, July 8-August 16

## FALL SEMESTER 2019

Monday, August 26 Fall semester begins

Monday, August 26 Professional Day

Monday, August 26 Senior citizen, cross-registration and High School Partnership Program registration;  
Last day to drop General Fund (15-week) Classes and receive full tuition refund

Tuesday, August 27 Fall classes begin  
Accelerated Session 1 (8-week) classes begin

Monday, September 2 Labor Day (college closed)

Monday, September 9 Last day to receive 50 percent General Fund (15-week) tuition refund

Tuesday, September 10 Accelerated Session 2 (12-week) classes begin

Saturday, October 12 Accelerated Session 1 ends

Monday, October 14 Accelerated Session 1 grades due

Tuesday, October 15 December 2019 graduation application due

Tuesday, October 22 Reading Day (no classes) \*\*/\*\*

Wednesday, October 16 Accelerated Session 3 (8-week) classes begin

Tuesday, November 12 Last day to drop General Fund (15-week) classes without Academic Penalty;  
last day to make up incompletes

Wednesday, November 27 Thanksgiving Recess begins (no classes) \*\*

Thursday-Saturday, November 28-30 Thanksgiving Recess (college closed)

|                              |                               |
|------------------------------|-------------------------------|
| Monday, December 2           | Classes resume                |
| Saturday, December 7         | Last day of classes           |
| Monday-Sunday, December 9-15 | Final exams                   |
| Wednesday, December 18       | Final grades due (by 12 noon) |
| Monday, December 23          | Fall semester ends            |

## WINTER INTERSESSION 2019-20

|                       |                            |
|-----------------------|----------------------------|
| Thursday, December 26 | Winter Intersession begins |
| Monday, January 13    | Winter Intersession ends   |

## SPRING SEMESTER 2020

|                               |   |
|-------------------------------|---|
| Monday, January 20            | Martin Luther King Day (college closed)   |
| Tuesday, January 21           | Professional Day  |
| Wednesday, January 22         | Spring classes begin<br>Accelerated Session 1 (8-week) begins   |
| Thursday, February 6          | Last day to receive 50 percent General Fund (15-week) tuition refund  |
| Friday, February 7            | Accelerated Session 2 (12-week) begins  |
| Friday-Monday, February 14-17 | Presidents' Recess (college closed)   |
| Wednesday, March 11           | Accelerated Session 1 ends  |
| Friday, March 13              | Accelerated Session 1 grades due  |
| Sunday, March 15              | May 2020 graduation application deadline  |
| Monday-Sunday, March 16-22    | Spring recess (no classes) **   |
| Monday, March 23              | Classes resume<br>Accelerated Session 3 (8-week) begins   |
| Thursday, April 2             | Last day to drop General Fund (15-week) classes without academic penalty<br>Last day to make up incompletes |
| Friday, April 10              | Good Friday/Day of Reflection (college closed)  |

|                          |                                |
|--------------------------|--------------------------------|
| Thursday, May 7          | Reading Day (no classes) **/** |
| Saturday, May 9          | Last day of classes            |
| Monday-Sunday, May 11-17 | Final exams                    |
| Thursday, May 21         | Final grades due (by noon)     |
| Monday, May 25           | Memorial Day (college closed)  |
| Wednesday, May 27        | Commencement                   |
| Monday, June 1           | Spring semester ends           |

\*College office hours may be limited.

\*\*Administrative offices open.

\*\*\*Reading Days are to be used as study days and/or optional make-up class time at the discretion of the faculty members. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities/classes on a reading day.

*The term "college closed" means that no classes - credit or non-credit - will be held and no college services will be available. The "no classes" dates do not apply to Continuing Education non-credit classes. Please note: start and end dates vary for accelerated credit courses and non-credit classes.*

## Information Directory

### Important Telephone Numbers

|                         |              |
|-------------------------|--------------|
| Emergency               | 860-512-3111 |
| Academic Advising       | 860-512-3320 |
| Academic Support Center | 860-512-2610 |
| Computer-Assisted Lab   | 860-512-2610 |
| Tutorial Assistance     | 860-512-2610 |
| Writing Center          | 860-512-2610 |
| Admissions              | 860-512-3210 |
| International Students  | 860-512-3215 |
| New Student Information | 860-512-3229 |
| Testing Center          | 860-512-3304 |

|  |                          |
|--|--------------------------|
| Test Exemption                                     | 860-512-3229             |
| Transfer Transcript Evaluation                     | 860-512-3214             |
| Bookstor   | 860-645-3140             |
| Bursar   | 860-512-3638             |
| Career Services                                    | 860-512-3374             |
| Child Development Center                           | 860-512-3272             |
| Continuing Education                               | 860-512-2800             |
| Business and Industry Services                     | 860-512-2813             |
| Children's Programs                                | 860-512-2804             |
| Credit-Free Courses                                | 860-512-2800 or 512-2823 |
| Organization of Active Adults                      | 860-512-2825             |
| Summer Session and Winter Intersession             | 860-512-2803 or 512-2800 |
| Cooperative Education                              | 860-512-3312             |
| Counseling Center                                  | 860-512-3320             |
| Advising   | 860-512-3329             |
| Learning Disabilities Specialist                   | 860-512-3325             |
| Physical and Psychological Disabilities Specialist | 860-512-3332             |
| Division Offices                                   |                          |
| Business, Engineering and Technology               | 860-512-2620             |
| Liberal Arts                                       | 860-512-2660             |
| Mathematics, Science and Health Careers            | 860-512-2700             |
| Social Science and Hospitality                     | 860-512-2750             |
| Financial Aid                                      | 860-512-3380             |
| Fitness Center                                     | 860-512-3353             |
| Library  | 860-512-2880             |
| Office of Transitional Programs (AIT, STARS)       | 860-512-3344             |
| Public Safety/MCC Police                           | 860-512-2880             |

|                            |                              |
|----------------------------|------------------------------|
| Registrar                  | 860-512-3220                 |
| Enrollment Verification    | 860-512-3225                 |
| Immunization Information   | 860-512-3237                 |
| MCC Transcripts<br>(A-L)   | 860-512-3236                 |
| (M-Z)                      | 860-512-3233                 |
| Student Activities         | 860-512-3283                 |
| Student Affairs            | 860-512-3203 or 860-512-3204 |
| Student Retention Services | 860-512-3303                 |
| Technology Help Desk       | 860-512-3456                 |
| Veterans Affairs           | 860-512-3362/3307            |
| Women's Resources          | 860-512-3324                 |
| Information                | 860-512-3000                 |

## Website

|                     |  |
|---------------------|--|
| Website             | <a href="http://www.manchestercc.edu">www.manchestercc.edu</a> |
| Online Registration | <a href="http://my.comnet.edu">http://my.comnet.edu</a>        |

## ADMISSIONS

**860-512-3210**

Manchester Community College has an 'open door' admissions policy for graduates of approved accredited high schools or those individuals that possess a high school equivalency diploma.

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

### Degree or Certificate Students (Matriculation)

Students applying for a degree or certificate program must complete the Admissions Application, submit official transcripts or diploma from an approved high school/college or an official copy of a high school equivalency diploma, and submit proof of measles/rubella, mumps and varicella immunizations.

### Requirements for Admissions

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

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

### Health Career Applications

**860-512-2704**

Students interested in pursuing a health career degree or certificate are required to complete a separate Health Career Application in addition to the Admissions Application. There is no charge for the Health Career Application. Health Career Applications are available in the Admissions office, the Health Careers office (LRC A237) or on the college website. Applications for the Dental Assistant, Occupational Therapy Assistant, Physical Therapist Assistant, Radiation Therapy, Radiography, Respiratory Care, and Surgical Technology programs are accepted year-round. Please consult the MCC website or Health Careers office for specific deadlines. Completed applications should be returned to the Health Careers office, LRC A237. No additional application is required for the Therapeutic Recreation and Health and Exercise Science programs.

### Online Program Applications

Students interested in applying for an online degree program should contact the Education Technology and Distance Learning department at: MA-Sandbox@manchestercc.edu to determine if online learning is a good choice for them. The next step is to speak with an advisor regarding the steps to successfully completing their online degree. Students will then complete an application to MCC and receive instructions about applying for financial aid and other information. Please note that some requirements will need to be fulfilled on campus, such as the assessment test and applicable lab courses.

## International Affairs

860-512-3214

The Office of International Affairs assists international students meet their academic, social and cultural needs while attending Manchester Community College. Also, the office assists international students in meeting their academic and socio-economic goals and objectives with a variety of opportunities that the college has to offer. The office provides information, programs, activities and services to increase international awareness for the community at-large. International students speaking over 50 languages representing over 70 countries have attended MCC and many students transfer to baccalaureate institutions to further their academic and career goals. All I-20 documents must be submitted to the International Student Affairs office by June 30 for the Fall semester and November 15 for the Spring semester. International students interested in attending MCC with an F-1 visa should contact the Director of International Affairs for further information to ensure that their I-20 application is processed in a timely manner for appropriate service or U.S. State Department approval. Official international academic credentials, such as high school and college transcripts, must be in English. These documents may be translated and evaluated by the World Education Services, Inc. ([www.wes.org](http://www.wes.org)) or an accredited evaluation center, before they are submitted for international student admissions. International application packets are available in the Office of International Affairs or the Admissions office. International students on a visa other than F-1 may enroll for classes at MCC, but they should consult with the office of U.S. Citizenship and Immigration Services ([www.uscis.gov](http://www.uscis.gov)) or the Director of International Affairs to verify student eligibility and enrollment status.

## Home-Schooled Students

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

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

Applicants who are in the process of home schooling, but who have not as yet completed the equivalent of a high school education, should contact the Admissions office at 860-512-3210. Maximum credits are limited to 8 credits per semester.

## Non-Degree Students

Students who are interested in enrolling in individual credit courses, but who are not interested in pursuing a degree or certificate program, may elect to enroll as non-degree, non-matriculating students. Students applying as non-degree students may complete the Admissions Application.

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

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

## Transcript Evaluation

Students wishing to transfer course work completed at another college or university, or by CLEP (College Level Examination Program) or other standardized examination, must request that an official transcript of previous college work be sent to the Admissions office. Evaluation of transcripts and awarding transfer credit will be done on a rolling basis. For further information, see Transfer Policies , Course Credit for Prior Learning , and College Level Examination Program.

It is recommended that students planning to enroll in a college transfer program of study meet with a transfer counselor (Counseling Center, L108). It is especially important for students to be informed fully about the requirements of the transfer college or university because of differences in program requirements among institutions.

## Assessment Tests

English and mathematics assessment tests are required for all degree and certificate candidates after they have been accepted for admission. Tests must be taken prior to registration. Transfer students having college level mathematics and English credits may be exempted from taking tests in those subjects. Students with SAT verbal/critical reading or writing score of 450 or more, and/or mathematics score of 500 or more are exempt from the assessment test. Proper verification is required. For partial testing, the approved exemption form must be presented to the test administrator before testing. The results of the assessment test will be used to determine the individual's level of achievement in mathematics and/or English and will determine appropriate class placement. Retesting is not allowed for students who have entered the writing sequence. For more information about assessment testing, call 860-512-3304 or visit the college website at [www.manchestercc.edu](http://www.manchestercc.edu). The Assessment Testing Exception form is available on the college website from the Assessment webpage (<https://www.manchestercc.edu/wp-content/uploads/Assessment-Testing-Exemption-Request-for-printing.pdf>) or in the Admissions office.

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

**Health Careers Students:** Students accepted into Health Careers programs are required to meet with the specific program coordinator to obtain test results and plan course selection.

**Online Program Students:** Students interested in applying to be admitted to an online degree program are required to complete a student profile and a self-assessment to determine their aptitude for online learning, and to speak with an advisor.

## Advanced Placement Program

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

## College Board AP Examination Transfer Guidelines

| AP Exam     | Score | Course Equivalents<br>Granted | Credits Granted |
|-------------|-------|-------------------------------|-----------------|
| Art History | 4, 5  | ART* 101 and ART* 102         | 6               |
| Biology     | 4, 5  | BIO* 121 and BIO* 122         | 8               |
| Chemistry   | 4, 5  | CHE* 121 and CHE* 122         | 8               |



|   |         |                       |   |
|---|---------|-----------------------|---|
| Computer Science                          | 4, 5    | CSC* 226              | 3 |
| Macroeconomics                            | 3, 4, 5 | ECN* 101              | 3 |
| Microeconomics                            | 3, 4, 5 | ECN* 102              | 3 |
| English Language or<br>English Literature | 4, 5    | ENG* 101              | 3 |
| Environmental Science                     | 4, 5    | EVS* 100              | 3 |
| French Language                           | 3, 4, 5 | FRE* 111              | 3 |
| Geography                                 | 4, 5    | GEO* 101              | 3 |
| Comparative Government & Politics         | 3, 4, 5 | POL* 101<br>POL* 111  | 3 |
| U.S. Government & Politics                | 3, 4, 5 | POL* 111              | 3 |
| American History                          | 3, 4, 5 | HIS* 201              | 3 |
| European History                          | 3, 4, 5 | HIS* 101              | 3 |
| World History                             | 3, 4, 5 | HIS* 121              | 3 |
| Mathematics BC                            | 4, 5    | MAT* 254 and MAT* 256 | 8 |
| Music                                     | 3, 4, 5 | MUS* 101 and MUS* 102 | 6 |
| Physics B                                 | 4, 5    | PHY* 121 and PHY* 122 | 8 |
| Physics C Elec & Magnet                   | 4, 5    | PHY* 222              | 4 |
| Physics C Mechanics                       | 4, 5    | PHY* 221              | 4 |
| Psychology                                | 3, 4, 5 | PSY* 111 and PSY* 112 | 6 |
| Spanish Language                          | 3, 4, 5 | SPA* 111              | 4 |
| Statistics                                | 4, 5    | MAT* 165              | 4 |

## MCC International Baccalaureate Academy Courses

Manchester Community College recognizes the IB Diploma Program and will consider for course credit and advanced placement any higher level IB subject in which a grade of 5 or higher has been earned. Credit is awarded at the discretion of individual departments through the Admissions office.

## Re-Admission

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

## **Cross-Registration Privilege**

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

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

Students born after December 31, 1956: Connecticut State Law requires that all incoming full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. The first dose must be given on or after the first birthday and the second at least one month later to insure adequate immunization. Health Careers students may be required to have additional immunizations. Further information is available in the Registrar's office.

## **New England Regional Student Program**

Manchester Community College is a member of the New England Regional Student Program. The program provides an opportunity for students to earn an undergraduate degree in certain programs not offered at a college near their home or in their home state. Under this program, an out-of-state student will be charged the regular resident tuition plus a 50% surcharge. Ask the Admissions office for further information about this program.

## **High School Partnership Program**

The High School Partnership Program provides the opportunity for a high school junior or senior to enroll in college-level courses (eight credit maximum) at no cost. Students must have a strong academic background; at least a "B" average; meet the course pre-requisites and have a written recommendation from their guidance counselor to participate in the program. The high school must have a signed partnership contract on file with the College. Students are responsible for their books and transportation. The purpose of the program is to give students who are capable of college-level work the opportunity to take courses which are of interest to them. Priority registration is given to students enrolling in STEM courses - science, technology, engineering and mathematics, to broaden the students' educational experience and career opportunities while responding to the demands of Connecticut's high-skill growth industries for an educated workforce with solid grounding in these disciplines. Students interested in registering for any other college-level course are allowed to register on the day before classes begin, on a space available basis only. Students must submit a High School Partnership application, which is available through the

participating high school guidance office or in the MCC Admissions office. Registration is conducted in-person only; online applications or registrations are not acceptable. Maximum credits are limited to 8 credits per semester.

## College Career Pathways Program

The College Career Pathways program is a combined secondary and post-secondary educational program that allows students in high school to obtain advanced standing by earning college credits in certain business, occupational and technology courses at MCC. This is a formal articulation program between MCC and a consortium of area high schools. High school students must follow guidelines for admission to the College Career Pathways program as established by their high school and MCC. Students will take the College Career Pathways courses at their high schools in the 10th, 11th and 12th grades. Upon successfully completing the high school portion of the program and graduating from high school, the student can complete the program at MCC.

The student must meet the same college level standards that are expected of students attending MCC. Please contact the Admissions office or a high school guidance counselor for application information.

## Veterans Services

Veterans are certified by the staff in the Veterans O.A.S.I.S. in the Lowe Student Services Center, L-101 and Career Services & Veterans Services office in the Lowe Student Services Center, L-120. A School Certifying Official (SCO) will assist eligible veterans each semester with the required processes and procedures for receiving monthly benefits, tuition waivers, and other educational benefits. Students must meet with a counselor to verify course work each semester.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree program will count towards eligibility for monthly benefits. Veterans that are transfer students must request an official transcript to be sent to the Admissions office for evaluation of prior credit.

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

Veterans who are eligible to receive educational benefits must complete the VONAPP located on the [www.gibill.va.gov](http://www.gibill.va.gov) website, and submit their DD 214 to the SCO. If a member of the CT National Guard, the student must request through his/her Unit Education Officer a Notice of Basic Eligibility (NOBE) prior to the start of classes in order to receive benefits.

In addition, veterans are eligible for a full tuition waiver for General Fund courses if they were:

1. Honorably discharged or released under honorable conditions from active service;
2. On active duty for at least 90 days during specific periods of conflict.

Tuition waivers cover only the cost of tuition for General Fund credit-bearing courses. They do not cover expenses associated with books, supplies, or student fees. In addition, they do not cover Extension Fund courses such as College by Design classes, winter intersession classes, or summer classes.

Students withdrawing from courses are required to notify the School Certifying Official as soon as possible. This will allow for the SCO to promptly notify the VA and avoid overpayment of benefits to the student. Veterans are responsible for satisfactory pursuit of the courses in which they register and for notifying Veterans Services of any change in status. For more information, please call 860-512-3362.

**SEC.103. DISAPPROVAL FOR PURPOSES OF EDUCATIONAL ASSISTANCE PROGRAMS OF DEPARTMENT OF VETERANS AFFAIRS OF CERTAIN COURSES OF EDUCATION THAT DO NOT PERMIT INDIVIDUALS TO ATTEND OR PARTICIPATE IN COURSES PENDING PAYMENT (ADDENDUM).**

(a) IN GENERAL.-Section 3679 of title 38, United States Code, is amended by adding at the end the following new subsection:

"(e) (1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

"(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

"(i) The date on which the Secretary provides payment for such course of education to such institution.

"(ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

"(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

"(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title.

"(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

"(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

"(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.

"(B) Submit a written request to use such entitlement.

"(C) Provide additional information necessary to the proper certification of enrollment by the educational institution."

(b) PROMPT PAYMENTS.-

(1) IN GENERAL.-The Secretary of Veterans Affairs shall take such actions as may be necessary to ensure that the Secretary makes a payment to an educational institution on behalf of an individual, who is entitled to educational assistance under chapter 31 or 33 of title 38, United States Code, and who is using such assistance to

pursue a program of education at the educational institution, not later than 60 days after the date on which the educational institution certifies to the Secretary the applicable tuition and fees for the individual.

(2) SEMIANNUAL REPORTS.-Not later than May 1 and October 1 of each year, the Secretary shall submit to the Committee on Veterans' Affairs of the Senate and the Committee on Veterans' Affairs of the House of Representatives a semiannual report summarizing any cases in which the Secretary failed to make a payment described in paragraph (1) within the period set forth in such paragraph and an explanation for each delayed disbursement of payment.

(c) RULE OF CONSTRUCTION.-In a case in which an individual is unable to meet a financial obligation to an educational institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of such title and the amount of such disbursement is less than anticipated, nothing in section 3679(e) of such title, as added by subsection (a), shall be construed to prohibit an educational institution from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the financial obligation and the amount of the disbursement.

## Vocational Rehabilitation Benefits (Chapter 31)

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

## Post 9/11 G.I. Bill Benefits (Chapter 33)

The Post 9/11 Veterans Educational Act of 2008 program, Chapter 33, provides up to 36 months of educational services. Based on the length of active duty service, veterans may be entitled to a percentage of tuition and fees, a monthly housing allowance and a yearly book stipend. For more information, please call 860-512-3362.

## Dependents Educational Assistance (Chapter 35)

Dependents Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. If you are interested in these benefits, please contact the Veterans Services office at 860-512-3362.

# MCC Graduate Transfers

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

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

American International College

Roger Williams College

Amherst College

Sacred Heart University

|   |                                       |
|---|---------------------------------------|
| Antioch College                         | Saint Joseph College                  |
| Art Institute of Boston                 | Saint Leo College                     |
| Assumption College                      | Smith College                         |
| Babson College                          | Southern Connecticut State University |
| Bentley College                         | Springfield College                   |
| Boston University                       | State University of New York          |
| Bryant College                          | Syracuse University                   |
| California Polytechnic State University | Thomas Edison College                 |
| Central Connecticut State University    | Trinity College                       |
| Charter Oak State College               | University of Arizona                 |
| Columbia University                     | University of Bridgeport              |
| Connecticut College                     | University of Chicago                 |
| Cornell University                      | University of Colorado                |
| Eastern Connecticut State University    | University of Connecticut             |
| Emerson College                         | University of Florida                 |
| Fairfield University                    | University of Hartford                |
| Fashion Institute of Technology         | University of Hawaii                  |
| Florida International University        | University of Houston                 |
| George Mason University                 | University of Illinois                |
| Goddard College                         | University of Maine                   |
| Hampton University                      | University of Massachusetts           |
| Howard University                       | University of Nevada                  |
| Johnson & Wales University              | University of New Hampshire           |
| Lesley University                       | University of New Haven               |
| Marietta College                        | University of North Carolina          |

|                               |                                      |
|-------------------------------|--------------------------------------|
| Massachusetts College of Art  | University of Rhode Island           |
| Molloy College                | University of Virginia               |
| Mount Holyoke College         | Wesleyan University                  |
| New York University           | Western Connecticut State University |
| Northeastern University       | Western New England University       |
| Oregon State University       | Westfield State University           |
| Parsons School of Design      | West Virginia Wesleyan               |
| Post University               | Williams College                     |
| Quinnipiac University         | Worcester Polytechnic Institute      |
| Rhode Island School of Design | Yale University                      |

## Great Path Academy

Great Path Academy is a middle college high school enrolling more than 275 students in grades 9-12, located within the campus of Manchester Community College. The school is an inter-district magnet school managed on behalf of the college by Hartford Public Schools, and its member towns include Bolton, Coventry, East Hartford, Glastonbury, Granby, Hartford, Manchester and Tolland. Students who live in other towns may apply through Parent Choice. All students are selected through a blind lottery.

The middle college high school theme provides students with an accelerated program through which they may enroll in up to eight credits per semester in direct college classes and through courses articulated with MCC through the Career Clusters program. Last year, the average student earned twenty-four college credits at no expense to the family. Over the past three years, 97% of students have graduated and enrolled in post-secondary education.

The high school building opened in 2009 and is connected to the Lowe Student Services Center. The building features eighteen classrooms, including three science labs, a language laboratory, culinary arts classroom, art room, graphic design studio and gymnasium. For more information call 860-512-3702.

## TUITION, FEES AND REFUND POLICIES

### Connecticut Community College Schedule of Fees

Tuition and fees are subject to change. At the time of registration, all students are required to pay their fees.

#### General Fund Tuition and Fees

*General Fund* courses are any 15-week credit courses offered during the fall and spring semesters. Tuition and fees for General Fund courses are payable in advance in accordance with deadline dates announced each semester.

*Credit Extension* tuition and fees are for accelerated 3-, 6-, 8- and 12-week classes.

The following is a complete schedule of tuition and fees, prepared by the Board of Regents for Higher Education and effective Fall 2018.

#### Connecticut Residents Tuition & Fees, Per Semester

##### General Fund Classes (In-State Tuition and Fees)

| Semester<br>Hours | Tuition <sup>(1+2)</sup> | College<br>Services Fee <sup>‡(3)</sup> | Student<br>Activity Fee <sup>‡‡(3)</sup> | Transportation<br>Fee <sup>‡(3)</sup> | Total      |
|-------------------|--------------------------|---|--|---------------------------------------|------------|
| 1.0               | \$166.00                 | \$88.00                                 | \$10.00                                  | \$20.00                               | \$284.00   |
| 2.0               | \$332.00                 | \$95.00                                 | \$10.00                                  | \$20.00                               | \$457.00   |
| 3.0               | \$498.00                 | \$101.00                                | \$10.00                                  | \$20.00                               | \$629.00   |
| 4.0               | \$664.00                 | \$106.00                                | \$10.00                                  | \$20.00                               | \$800.00   |
| 5.0               | \$830.00                 | \$125.00                                | \$10.00                                  | \$20.00                               | \$985.00   |
| 6.0               | \$996.00                 | \$142.00                                | \$10.00                                  | \$20.00                               | \$1,168.00 |
| 7.0               | \$1,162.00               | \$160.00                                | \$10.00                                  | \$20.00                               | \$1,352.00 |
| 8.0               | \$1,328.00               | \$175.00                                | \$10.00                                  | \$20.00                               | \$1,533.00 |
| 9.0               | \$1,494.00               | \$194.00                                | \$10.00                                  | \$20.00                               | \$1,718.00 |
| 10.0              | \$1,660.00               | \$209.00                                | \$10.00                                  | \$20.00                               | \$1,899.00 |
| 11.0              | \$1,826.00               | \$227.00                                | \$10.00                                  | \$20.00                               | \$2,083.00 |



12.0    \$1,992.00    \$246.00    \$20.00    \$20.00    \$2,278.00

**Please note:** Additional semester hours are charged accordingly.

‡ Non-refundable fees.

‡‡ Non-refundable fees. The \$10 student activity fee is charged for fall and spring 12- and 8-week 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 the first day of classes and 50% in the add/drop period (similar to tuition).*

## Non-Resident Rates Tuition & Fees, Per Semester

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

| Semester<br>Hours | Tuition <sup>(1)</sup> | College<br>Services Fee <sup>‡(3)</sup> | Student<br>Activity Fee <sup>‡‡(3)</sup> | Transportation<br>Fee <sup>‡(3)</sup> | Total      |
|-------------------|------------------------|---|--|---------------------------------------|------------|
| 1.0               | \$498.00               | \$264.00                                | \$10.00                                  | \$20.00                               | \$792.00   |
| 2.0               | \$996.00               | \$285.00                                | \$10.00                                  | \$20.00                               | \$1,311.00 |
| 3.0               | \$1,494.00             | \$303.00                                | \$10.00                                  | \$20.00                               | \$1,827.00 |
| 4.0               | \$1,992.00             | \$318.00                                | \$10.00                                  | \$20.00                               | \$2,340.00 |
| 5.0               | \$2,490.00             | \$375.00                                | \$10.00                                  | \$20.00                               | \$2,895.00 |
| 6.0               | \$2,998.00             | \$426.00                                | \$10.00                                  | \$20.00                               | \$3,454.00 |
| 7.0               | \$3,486.00             | \$480.00                                | \$10.00                                  | \$20.00                               | \$3,996.00 |
| 8.0               | \$3,984.00             | \$525.00                                | \$10.00                                  | \$20.00                               | \$4,539.00 |
| 9.0               | \$4,482.00             | \$582.00                                | \$10.00                                  | \$20.00                               | \$5,094.00 |
| 10.0              | \$4,980.00             | \$627.00                                | \$10.00                                  | \$20.00                               | \$5,637.00 |
| 11.0              | \$5,478.00             | \$681.00                                | \$10.00                                  | \$20.00                               | \$6,189.00 |
| 12.0              | \$5,976.00             | \$738.00                                | \$20.00                                  | \$20.00                               | \$6,754.00 |

## NEBHE Tuition & Fees, Per Semester

| Semester<br>Hours | Tuition <sup>(1)</sup> | College<br>Services Fee <sup>‡(3)</sup> | Student<br>Activity Fee <sup>‡‡(3)</sup> | Transportation<br>Fee <sup>‡(3)</sup> | Total      |
|-------------------|------------------------|---|--|---------------------------------------|------------|
| 1.0               | \$180.00               | \$132.00                                | \$10.00                                  | \$20.00                               | \$342.00   |
| 12.0              | \$2,160.00             | \$369.00                                | \$20.00                                  | \$20.00                               | \$2,569.00 |
| 15.0              | \$2,700.00             | \$369.00                                | \$20.00                                  | \$20.00                               | \$3,109.00 |

### Additional Mandatory Usage Fees, Per Semester

|  |          |  |
|--|----------|--|
| Laboratory Course Fee                      | \$91.00  | Per registration in a designated laboratory course               |
| Studio Course Fee                          | \$97.00  | Per registration in a designated studio course                   |
| Clinical Program Fee-Level 1               | \$487.00 | Per semester (Fall & Spring only) Level 1 allied health programs |
| Clinical Program Fee-Level 2               | \$359.00 | Per semester (Fall & Spring only) Level 2 allied health programs |
| Supplemental Course Fee-Level 1            | \$102.50 | Per course (level determined by additional contact hours)        |
| Supplemental Course Fee-Level 2            | \$205.00 | Per course (level determined by additional contact hours)        |
| Material Fee                               | \$51.00  | Per course, where applicable                                     |
| Transportation Fee (Full time & Part time) | \$20.00  | Per semester   |

*Supplemental and Material course fees are 100% refundable prior to the first day of classes and 50% in the add/drop period (similar to tuition). Clinical program fees are not refundable.*

### Extension Fund Tuition and Fees

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

|  |          |
|--|----------|
| Extension Fund student - credit (tuition per semester hour.)<br><i>See Continuing Education catalogs for fee schedule.</i><br>Regular academic year , 2019-2020 <sup>(1)</sup> | \$176.00 |
| Summer session, 2019   | \$176.00 |
| On-campus, weekdays, weekend, regular semester <sup>(4)</sup>  | \$176.00 |

Extension Fund student - *credit-free (rate set on a per course basis, depending upon course offered)*

## Special Fees

|  |           |
|--|-----------|
| • Laboratory Course Fee<br>(Per registration in a designated laboratory course)                      | \$91.00   |
| • Studio Course Fee<br>(Per registration in a designated studio course)                              | \$97.00   |
| • Clinical Program Fee-Level 1 (Per semester [Fall & Spring only] - Level 1 allied health programs). | \$487.00  |
| • Clinical Program Fee-Level 2 (Per semester [Fall & Spring only] - Level 2 allied health programs)  | \$359.00  |
| • Late Registration Fee  | \$15.00   |
| • Graduation Application   | No Charge |
| • Transcripts  | No Charge |
| • Installment Payment Plan   | \$25.00   |
| • Late Tuition/Fee Payment   | \$15.00   |
| • Returned Check Fee   | \$25.00   |
| • Replacement of Lost ID card  | \$5.00    |
| • CLEP Examination Fee <sup>(7)</sup> - For general or subject exams                                 | \$15.00   |
| One exam.  | \$15.00   |
| Each additional exam, same month   |           |
| • Academic Evaluation Fee  | \$15.00   |
| • Portfolio Assessment Fee   | \$100.00  |

## Fee Deposit - Non-Refundable

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

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

## Installment Payment Plan

An Installment Payment Plan is available to students who are registered for a minimum of six semester hours. Students may apply for an installment payment plan at the time of registration. There is a \$25 non-refundable fee for participation in the plan.

**Who can enroll?** Any credit student enrolled in a regular academic semester with charges of \$1,168 or more can enroll in a payment plan unless there is an unpaid balance from a previous semester.

## Footnotes:

1. Students enrolled in General Fund Tuition courses and/or Educational Extension Fund courses carrying 12 semester hours or more will be classified as full-time students for general fee purposes.
2. Waivers:
  - a. Complete waiver of tuition for dependent child of person missing in action or former prisoner of war. For more information on Veteran and National Guard waivers, see Veterans in Admissions .
  - b. Senior Citizens, qualified veterans and the children of certain veterans. (General Fund Classes Only) Students age 62 or older may register with a general fund in-state tuition, college service fees and student activity fees waiver on the last day of Walk-In Registration. Proof of age and a registration form must be submitted to the Registrar's office to complete the eligibility requirements for this waiver.
  - c. Tuition may be waived or remitted by the President, or her designated appointee, for any in-state student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program.
  - d. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a criminal justice program at the Academy that is offered in coordination with a regional community college that accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the college.
  - e. The tuition fees of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (1) be a resident of Connecticut, (2) present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a regional community college on a full-time or part-time basis in a degree granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.
  - f. The Community College Presidents are authorized to waive the Student Activity Fee only for students enrolled in Tuition Fund-financed courses offered at off-campus locations.
3. General Fees are applicable to both Tuition Fund and Extension Fund students.
4. On-campus Extension Fee: rate applies to on-campus Extension Fee courses that permit the college to enroll additional students beyond the level supported by the General Fund.

The College President, with the approval of the Board of Regents, is authorized to waive general and special fees of students enrolled in special programs when the circumstances justify such action.

## Refund Policies

### Course Cancellations

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

### Tuition, Laboratory and Studio Fees

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

### College Service, Student Activity & Clinical Fees

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

## Extension Fees

Fees for Summer, Winter and Accelerated sessions, and Corporate and Continuing Education credit and non-credit courses.

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

## Other Non-Refundable Fees

- Installment Plan
- Late Payment

Note:

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

## Financial Aid Students

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

## Installment Plan for Students

Students may still owe a balance on their Installment Plan even though they have reduced their course load or withdrawn. Students should contact the Bursar's office at 860-512-3640 first to determine the effect on their balance.

## All Students

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

## Frequently Asked Questions

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

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

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

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

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

**My charges didn't change even though my status changed from full-time to part-time. Why?**

Reducing your course load does not entitle you to an automatic refund. Some charges are non-refundable while others are only 50% refundable if you officially drop the class by the published deadlines (first 14 calendar days of the semester).

**When and how do I receive my refund?**

Refunds are automatically paid by check at the end of the official add/drop period or, if receiving financial aid, after disbursement date unless you direct us otherwise. Checks are processed in Hartford and mailed to your permanent mailing address on file in the Registrar's office. Please verify your address when you drop/withdraw to assure prompt payment.

## Policy Appeal Procedures

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

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

Note: The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor. Both tuition and fees cannot be transferred or applied towards the next semester.

All appeals must be submitted in writing to the Refund Appeals Committee and include Banner ID, contact information and appropriate documentation. Appeals must be received within ten days of the official start date of the course to be considered. Forms are located in the Form Depot at [www.manchestercc.edu](http://www.manchestercc.edu) or can be obtained from the Registrar's office.

The committee meets twice per month. Students will receive a written response notifying them of the outcomes.

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

## More Questions? We Can Help!

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

Bursar's office: L165, Lowe Student Services Center, 860-512-3637

Financial Aid office: L177, Lowe Student Services Center, 860-512-3380

Registrar's office: L157, Lowe Student Services Center, 860-512-3220

## FINANCIAL AID

860-512-3380

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

### Estimated Budgets for 2019-2020 Award Year

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

|                  |  |
|------------------|--|
| Tuition & Fees   | \$4,556 (Tuition & fees are subject to change) |
| Books & Supplies | 1,200  |
| Transportation   | 1,788  |
| Room & Board     | 2,008  |
| Personal Misc.   | <u>3,918</u>                                   |
| Total            | \$13,470                                       |

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

|                  |  |
|------------------|--|
| Tuition & Fees   | \$4,556 (Tuition & fees are subject to change) |
| Books & Supplies | 1,200  |
| Transportation   | 1,788  |
| Room & Board     | 7,724  |
| Personal Misc.   | <u>3,918</u>                                   |
| Total            | \$19,186                                       |

### Basic Eligibility Criteria

To be eligible for financial aid, a student must:

- Be a citizen or eligible non-citizen of the United States;
- Declare an eligible degree or certificate program (audited courses do not count towards enrollment status);

- Have a high school diploma or its equivalent on file at the Admissions office;
- Be registered with Selective Service, if male; and
- Be in academic good standing and maintaining satisfactory progress according to federal regulations.

## How to Apply

1. Apply on the web at [www.fafsa.gov](http://www.fafsa.gov) or call to request the Free Application for Federal Student Aid (FAFSA) Form at 1-800-4-FED-AID (1-800-433-3243). In order for us to receive your application information from the processor, you must include MCC as one of the colleges you plan to attend. The Federal School code for MCC is 001392.
2. Declare an eligible degree program through the Registrar's office.
3. Submit tax transcripts and any other documentation to the Financial Aid office in a timely manner, if required.
4. Log on to myCommNet at <http://my.commmnet.edu> to check your status and to accept your financial aid award package, if eligible. This link also lets you know if you have any items pending.

## Deadlines

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

## Deferment of Tuition

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

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

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

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

## Student Loans

- Students who are applying for a loan must also complete the FAFSA form at [www.fafsa.gov](http://www.fafsa.gov).
- Students are advised to wait for a complete review of their eligibility for other forms of financial aid before submitting loan applications.
- Student Loan Applications are available in the Financial Aid office. This application must be completed and submitted to the Financial Aid Office.
- The deadline for submission of student loan applications is October 1 for the fall and March 1 for the spring.



- Verification of enrollment is required to disburse loan funds.

## Winter and Summer Sessions

Financial aid does cover winter intersession courses. Winter intersession is considered part of the spring aid period.

Financial aid may be available during the summer session for students with unused Pell money from the current academic year, and who are matriculated in a degree program at MCC. Please visit the Financial Aid Office for more details.

## Book Purchases

Students who are financial aid recipients may be eligible to receive a book credit. Eligibility is based on the amount of financial aid awarded. Check with the Financial Aid office at 860-512-3380 if you have any questions or concerns.

## Disbursement

Financial aid refunds are processed four to six weeks after classes start. This process cannot begin until the registration and course adjustment periods are over. The amount of the refund would equal a student's financial aid award (excluding college work study and student loans), minus anything owed to the college such as tuition, fees, or book credits used at the bookstore.

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

## Satisfactory Academic Progress Policy for Student Financial Aid Recipients

In order to be eligible for financial aid, students must maintain satisfactory academic progress as defined by the policy approved by the Connecticut Community Colleges, adhering to federal regulations. Students who are not maintaining satisfactory progress will be placed on **Warning** status for one semester, at which time they will continue to be eligible for financial aid. Students must pass all classes during the warning semester in order to remain eligible for financial aid. If students do not maintain satisfactory progress during the warning semester, they will be denied aid the following semesters. However, students may appeal for consideration for reinstatement of their financial aid if there were extenuating circumstances that affected successful progression. All appeals must be supported by documentation. If the appeal is approved, students will be given a **Probation/Waiver** status for financial aid when they would become eligible. Students' progress will be evaluated every semester and their status communicated to them.

## Maximum Credit Hours

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

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

Withdrawal from courses can result in a student owing money to the college. All students should consult the Financial Aid office prior to withdrawing from courses. Financial Aid eligible students who withdraw from courses may be subject to a calculation that determines the amount of money that students may be required to pay back to the college or the federal government. This calculation will be in accordance with formula and guidelines established by prevailing federal regulations, and funds will be allocated in the following order (not to exceed the original allotment from each source): Federal Direct Loan Program (unsubsidized and subsidized), Federal Pell Grant, Federal Supplemental Education Opportunity Grant and other funds. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement. If eligible, funds are applied to the student's outstanding balance.

The percentage of the period that the student remains enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days are used, but breaks of five consecutive days are excluded from both the numerator and denominator.

During the first 60% of the period, a student 'earns' Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remains enrolled is the percentage of disburseable aid for that period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the period.

## **Verification Procedures**

You may be selected by the Department of Education for a process called verification, in which case you will be required to submit certain documentation in order for processing to continue on your financial aid application. Students will be notified of the documentation required when the information is received electronically by the Financial Aid office. This information is also available at <http://my.comnet.edu>. Failure to submit completed verification documents to the Financial Aid office can result in:

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

## **Helpful Hints for Applicants**

1. Apply early.
2. Read instructions on the FAFSA website very carefully before completing the application. Have a copy of your previous year's tax return at-hand before starting the process.
3. Be prepared to set up a payment plan with the Bursar's office, if financial aid has not been determined at the time of registration.
4. Keep the Financial Aid office informed of any changes in enrollment status. Remember that audited courses cannot be covered by financial aid programs and could put you in a repayment situation.
5. Keep your mailing and email address current with the Financial Aid and Registrar's offices. Financial aid will contact you through your email address.

## **Financial Aid Programs**

Financial Aid programs include grants, loans and part-time jobs. Some of the major programs are: State of Connecticut Grants, Federal Direct Loans (subsidized, unsubsidized, and PLUS), Federal Pell Grants, Federal Supplemental Education Opportunity Grants and Federal Work-Study and MCC Grants.

## **Additional Information**

Additional information about all federal programs and federal regulations is provided on the Financial Aid office web page as well as in the annually updated Federal Student Aid Guide. This guide is available in the Financial Aid office as well. The Financial Aid office is located in room L177 in the Lowe Student Services Center.

Questions about financial aid can be emailed to our main email address at [ma-finaid@manchestercc.edu](mailto:ma-finaid@manchestercc.edu) or call 860-512-3380.

## **MCC Foundation Scholarships**

The MCC Foundation provides scholarships for both full- and part-time students. This past year, the Foundation distributed 100 scholarships and over \$100,000 to MCC students. Basic criteria include financial need, community service and a grade point average of 3.0 or better/or an indication of steady academic progress. Application deadlines are April for the fall semester and November for the spring semester. For information on the MCC Foundation Scholarships, contact Diana Reid in the Office of Institutional Advancement at 860-512-2909.

## **Roberta B. Willis Scholarship**

Roberta B. Willis Scholarship is a state scholarship that is awarded to Connecticut residents who have an EFC (Expected Family Contribution) within the allowable range. Interested students must complete the FAFSA application and be deemed eligible for financial aid.

## **ACADEMICS AT MCC**

### **Academic Information**

#### **Associate Degree Programs**

MCC offers associate in art and associate in science degrees in over 40 disciplines. Associate degree programs prepare the student for work or for transfer, with advanced standing, to colleges or universities where studies will be continued toward a bachelor's degree. MCC is accredited by the New England Association of Schools and Colleges and credits earned in MCC courses can be transferred to colleges and universities all over the country.

#### **Certificate Programs**

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

#### **Part-Time Studies**

Almost all programs can be pursued part-time. The college has no minimum requirement for the number of courses for which a student must register. Courses are scheduled from 8:00 a.m. to 10 p.m. each weekday, weekends and online in order to provide students with a wide range of scheduling options. Many students complete the degree requirements in three or four years.

#### **Double-Degree Program**

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

### **Academic Community Engagement**

**860-512-2783**

MCC's Academic Community Engagement (ACE) program includes courses that enhance students' academic and civic learning through meaningful and relevant service to the community. Offered in some classes as an optional or a required component, academic community engagement gives students the opportunity to experience the real-world application and implications of course material. Class assignments and activities challenge students to reflect upon their experiences, further enabling them to uncover and explore connections between their service work and course work.

For additional information, including a list of classes with academic community engagement components, please visit the ACE Program's website or contact Maria Koistinen, ACE Program Coordinator, [mkoistinen@manchestercc.edu](mailto:mkoistinen@manchestercc.edu) or 860-512-2783.

### **Computer Facilities**

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

Both Windows and Macintosh computers are available at MCC. College computers are connected to the campus local area network, as well as the Connecticut Community College System wide-area network, which provides access to the Internet. Students can also access the Internet through wireless connections in the college's many public areas such as the Library, building lobbies, and the SBM Charitable Foundation Auditorium. Community members can also connect to the Internet with personal devices through a wireless partnership with the Town of Manchester.

## Cooperative Education and Work Experience Opportunities

### 860-512-3312

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

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

Accounting Career; Administrative Assistant (all options); Business Administration; Communication; Computer Network Technology; Computer Programming Technology; Criminal Justice; Disabilities Specialist; Foodservice Management; General Studies; Graphic Design; Health and Exercise Science; Hotel-Tourism Management; Journalism; Management Information Systems; Marketing; Paralegal; Social Service; Speech-Language Pathology Assistant; and Therapeutic Recreation.

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

**Enrollment Requirements:** Students must have a grade point average of 2.0 or better, have completed 12-15 credit hours towards a program of study, and receive permission from the program coordinator and Cooperative Education director. Prior to registering for the course, students must complete a "Statement of Understanding" form available at the Cooperative Education office. During the semester, students are required to attend a weekly, one-hour seminar in which work-related issues are addressed. The course is also offered online.

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

The Cooperative Education office is located in the Lowe Student Services Center, room L127. For more information contact the Cooperative Education office at 860-512-3312.

## English as a Second Language

### 860-512-3241

Manchester Community College offers the non-English speaker a variety of courses and levels of English classes to improve language proficiency in listening, speaking, reading and writing. For more information on ESL classes, call Alina Ciscel, ESL Program Coordinator, at 860-512-3241.

## Honors College

**860-512-2669**

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

There are three ways to earn Honors credit. Honors Courses are those where students enroll for and meet all requirements for a regular section of a class designated as Honors; Honors Options are regular sections of classes that offer interested students the opportunity to work independently with their professors to complete Honors-level work for honors credit; Honors Option On Demand provides students with the opportunity to take a course they would like to pursue for honors credit and ask an instructor if he or she would personalize an honors option for them. Students have two weeks from the start of a class to select the Honors Option.

Students who complete the requirements for the Honors College will graduate with Honors which will be noted on their diploma and college transcript.

For more information, visit <https://www.manchestercc.edu/current-students/honors-college/>.

## Library

**860-512-2880**

The library is located in the Learning Resource Center. It holds over 50,000 books, DVDs, and music CDs, has a strong reference collection, subscribes to over 300 print periodicals, and has online access to a wide range of research databases, e-journals, and ebooks. The MCC Search research discovery service on the Library's website provides easy access to physical and online library materials. Students can also use MCC Search to view and request books and media available at other CSCU institutions. The library and its staff support college programs of study and provide students with information and enrichment outside of course work.

The library offers numerous amenities including six group study rooms, individual study carrels, computers, WI-FI, laser printing (b&w and color), scanning, and photocopying. A magnification device for printed material is also available. In addition to traditional materials like books and CDs, students may borrow equipment such as laptops and iPads at the circulation desk. The Fireside Commons is a large, contemplative space that is a designated quiet study area and features a working fireplace. The Library Garden is also available during warmer months for members of the MCC community to enjoy.

Students can seek help with research for papers or projects from one of our reference librarians. The librarians are available to assist students in formulating research strategies, using research databases and other library services. The "Ask-a-Librarian" reference service allows students to connect to a librarian 24/7 wherever they are.

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

## Technology Help Desk

**860-512-3456**

The Technology Help Desk, located in Suite 204 of the Student Services Center facilitates a wide range of technology related services for the entire college community. Services for classrooms, conference rooms and public spaces include computer and audio-visual support, support for wireless network access, user account assistance and password reset services. The Help Desk also provides support for file storage, printing, email, and other technology services including telecommunications and end-user training and documentation. The Technology Help Desk uses an incident handling process that provides the framework for an

orderly response to events that threaten or compromise the security, integrity or operation of computing resources at Manchester Community College.

## Online Learning

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

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

MCC offers three types of distance learning courses, which are listed by the following "Instructional Types:"

- **ONLN:** Fully online courses. All of your course will take place online.
- **OLCR:** Online with on-campus requirements such as tests or orientations. Contact your instructor for details.
- **HYBR:** Hybrid courses. In a hybrid course, you will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor.

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

Textbooks for online courses may be purchased from the campus bookstore, or you may order textbooks online at: [www.efollett.com](http://www.efollett.com).

## Technical Requirements and Recommendations

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

- An Internet connection, preferably via cable modem or DSL, that will provide the speed/bandwidth necessary to access your course and any multi-media material your instructor may require. A slow connection, such as a dial-up, will not provide satisfactory performance.
- A Web browser. You can check your browser's compatibility with Blackboard at: [http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst\\_name=cscu&article\\_id=1912-1469199](http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1469199)
- A word processor. Microsoft Word is used by many instructors.
- Other software recommended by your instructor. Commonly used software includes Excel, PowerPoint and other Microsoft Office applications. Your instructor also may require specialized software used in particular disciplines. Some MCC instructors may use various Web plug-ins such as Adobe Acrobat Reader, Apple QuickTime, Macromedia Flash Shockwave, RealPlayer and/or Microsoft Media Player. System and software requirements for a course may vary—please check with your instructor before beginning the course.
- An active email account.

## How Online Learning Works

Although fully online and hybrid courses provide flexibility that allow you to access information and participate in course discussions anytime and anywhere that you have a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, you will have weekly deadlines for assignments, discussions and assessments. The content and expectations

in an online course are the same as in an on-campus course at MCC. However, most communication in an on-campus course involves talking and listening, as well as reading and writing. In an online course, communication occurs primarily through reading and writing. Before enrolling in an online course consider the ways that you learn and communicate most easily.

Skills that will help you succeed in online learning include: good time management, familiarity with basic computing such as keyboarding, web browsing and word processing; and good reading, writing and communication skills. If you have never taken online classes, contact the Educational Technology & Distance Learning Department (ETDL) at [sandbox@manchestercc.edu](mailto:sandbox@manchestercc.edu) to help determine if online learning is right for you. You also should review the information on the ETDL website for MCC students at <http://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/students/>. This site includes information about how to log into Blackboard, where to get help, technical requirements for your computer, and other resources.

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

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

## For information on:

- Blackboard technical or log-in questions, call 860-512-2857 or send an email message to: [sandbox@manchestercc.edu](mailto:sandbox@manchestercc.edu).
- A particular course, contact the individual instructor.
- Federal financial aid, contact the Financial Aid office at 860-512-3380.

## Academic Policies

### Academic Honors

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

- The President's List recognizes the exceptional scholarship of students who earn a 4.0 or "A" grade point average in their courses. Full-time students who have completed at least 12 credits for the semester with no "W" or "I" grades are eligible for this honor.
- Once a part-time student has accumulated 12 credits in residence, that student may be considered for the Part-Time President's List. Part-time students who have earned a 4.0 GPA with no "W" or "I" grades in a given semester are eligible for the Part-Time President's List.
- 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.
- 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.
- A course Withdrawal or Incomplete shall make the student ineligible for the Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.



- 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.

## Phi Theta Kappa

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

## Graduation Honors

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

- Summa Cum Laude/Highest Honors for students with a 3.9 to 4.0 grade point average
- Magna Cum Laude/High Honors for students with a 3.7 to 3.89 grade point average
- Cum Laude/Honors for students with a 3.4 to 3.69 grade point average

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

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. Only students who are Summa Cum Laude graduates may wear a gold cord at commencement.

## Valedictorian and Salutatorian

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

## The Board of Regents Medallion

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

## Academic Standing

Students enrolled at the college must maintain minimum academic progress to be considered in good standing. Students should check their transcripts online on myCommNet. There are two academic policies: 1. Satisfactory Progress and Grade Point Average (GPA).

# 1. Satisfactory Progress

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

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

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

Students who have three consecutive semesters of Progress Probation will have a hold placed on their account and must make an appointment with the Student Retention Services office at 860-512-3303 for academic counseling before registering for subsequent semesters.

Students who have four consecutive semesters of Progress Probation have earned Progress Suspension status for a minimum of one 15-week semester.

## Satisfactory Progress Suspension

Students returning to MCC after a minimum of one 15-week semester of Progress Suspension may apply for reinstatement at the Student Retention Services office. Appointments may be made by calling 860-512-3303. Suspension status remains in effect for each subsequent semester until the 50% balance of Satisfactory Progress is attained.

## Request for Reinstatement

Students have the option to appeal their warning, probation and suspension status because of special circumstances. Special circumstances may include, but are not limited to, obligations of employment, military duty or medical problems. Documentation may be required. Appointments to request reinstatement should be made by the student in person or by calling the Student Retention Services office at 860-512-3303.

# 2. Grade Point Average

The table below depicts grade point averages for the various academic standing categories. Academic standing is calculated based on cumulative GPA hours (rather than attempted hours). Grades included in the calculation of academic standing are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I. Academic standing will be recomputed upon completion of any course in which an "I" incomplete grade is received.

| <u>Cumulative GPA Hours</u> | <u>Overall GPA</u> | <u>Academic Standing</u> |
|-----------------------------|--------------------|--------------------------|
| 0 - 11.99                   | 0.0 - 1.49         | Warning                  |

|             |            |               |
|-------------|------------|---------------|
| 0 - 11.99   | 1.5 - 4.0  | Good Standing |
| 12 - 30     | 0.0 - 1.69 | Probation     |
| 12 - 30     | 1.7 - 4.0  | Good Standing |
| 31 - 999.99 | 0.0 - 1.99 | Probation     |
| 31 - 999.99 | 2.0 - 4.0  | Good Standing |

## **GPA Warning**

Students who have completed 11 or fewer credits and whose cumulative grade point average (GPA) falls below 1.5 have earned GPA warning status and are limited to 12 credit hours for the following semester.

## **GPA Probation**

Students who have completed 12-30 credit hours and whose cumulative grade point average (GPA) falls below 1.7 have earned GPA probation status and are limited to 11.99 credit hours for the following semester. Students on GPA Probation who, at the close of the following semester in which the student is registered, have not attained the overall GPA to move back into good standing have earned Suspension status for a minimum of one 15-week semester.

## **GPA Suspension**

Students returning to MCC after a minimum of one 15-week semester may apply for reinstatement at the Student Retention Services office. Appointments may be made by calling 860-512-3303.

## **Fresh Start Option**

Students who are re-admitted to MCC after an absence of two or more years (four academic semesters) who have been suspended or are on probation, and who have a poor academic record of less than a 2.0 grade point average, are eligible to apply for the Fresh Start Option. Application must be made within one year of being re-admitted to the college. A student re-admitting under this option will be given the equivalent of transfer credits for all courses taken at MCC with a grade of C- or higher. The earlier grades will remain on the transcript, but all future calculations of GPA will include only courses taken after re-admission under the option. The Fresh Start Option may be used only once by the student and is subject to the existing residency requirement of 15 credits. Eligible students may apply for the Fresh Start Option by meeting in person with the Director of Student Retention Services in room L127, Lowe Student Services Center. Call 860-512-3303 for information or an appointment.

## **Enrollment and Withdrawal**

### **Changes in Schedule, Major, Status**

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

**Change of Major:** Students who want to change their major should consult a member of the academic advising staff. Change in Curriculum forms are located in the Registrar's office and are available online in the Forms Depot by going to [www.manchestercc.edu/students/form.php](http://www.manchestercc.edu/students/form.php).

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

## Withdrawal from Courses

- Before two-thirds of the semester: A student who withdraws from any course(s) must obtain a withdrawal form from the Registrar's office, and return the completed form to the Registrar's office. Students can also withdraw on-line prior to two-thirds of the semester through their myCommnet account. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as "W" at the end of the semester.
- After two-thirds of the semester: A student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar's, Academic offices, or online in the Form Depot. This form must be approved and signed by the instructor and returned to the Registrar's office by the last day of classes. If the withdrawal is approved, a "W" will be recorded on the student's transcript. If a student stops attending and fails to withdraw officially from a course, a grade of "F" may be recorded on the student's transcript. In all cases of withdrawal, a "W" does not affect the student's grade-point average.

## Academic Misconduct Withdrawal Procedure

If a student receives a final grade of "F" in a course due to academic misconduct, the student may not obtain a transcript notation of "W" for that course. Instructors must report instances of academic misconduct to the Office of Student Affairs in a timely manner and be specific about all academic misconduct policies in their syllabi.

## Withdrawal from the College

A student who withdraws from the college must complete a withdrawal form at the Registrar's office. Failure to officially withdraw in writing from the college may result in failing grades for uncompleted courses and might result in probation or suspension status (Academic Policies).

## Grades

### Unit of Credit

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

**Federal Credit Hour Definition:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency 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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

## Grades and Grade Points

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

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

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

### Example:

| <u>Grades</u> |   | <u>Grade point value</u> |   | <u>Attempted hours</u> |   | <u>Grade point hours</u> |
|---------------|---|--------------------------|---|------------------------|---|--------------------------|
| C+            | = | 2.3                      | x | 3                      | = | 6.9                      |
| D             | = | 1.0                      | x | 3                      | = | 3.0                      |
| A             | = | 4.0                      | x | 4                      | = | 16.0                     |
| F             | = | 0.0                      | x | 3                      | = | 0.0                      |

|       |   |     |   |          |   |            |
|-------|---|-----|---|----------|---|------------|
| B-    | = | 2.7 | x | <u>3</u> | = | <u>8.1</u> |
| Total |   |     |   | 16       |   | 34.0       |

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

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

## Administrative Transcript Notations

|                                 |   |
|---------------------------------|---|
| <b>AU</b> (Audit)               | No college credit earned.   |
| <b>I</b> (Incomplete)           | See below.  |
| <b>M</b> (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. |
| <b>N</b> (N Grade)              | An administrative transcript notation used for students who reported as non-attending.  |
| <b>P</b> (Pass)                 | Used for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of "F".   |
| <b>TR</b> (Transfer)            | Used in place of grades for courses accepted for credit from other colleges and universities.   |
| <b>W</b> (Withdrawal)           | See description above   |

## Repeating a Course

No student can take a course more than three times. The highest grade received will be used in calculating the student's GPA. This does not apply to those courses that are designed to be repeated for additional credit. A request for waiver of these standards shall be made to the Director of Student Retention Services. Call 860-512-3303 for more information.

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

## Developmental Classes

MCC offers developmental classes in English and math. These classes are not college level classes, but serve to prepare students for college level English and math. There are multiple levels of these developmental classes and placement in a particular level is determined by performance on the Accuplacer assessment test. Successful completion of each class with a grade of "C" or better enables one to go on to the next level. When the last class in the sequence is completed with a grade of "C" or better, students may then enroll in the corresponding introductory college level course. Developmental classes can be identified by examining the

course number and/or course description. The three number code for developmental classes has a zero as the first number and the catalog descriptions indicate that these courses earn zero credits. Because developmental courses are not college-level classes, students do not earn college credit in such courses. Developmental classes vary in time commitment from three to six hours per week. These hours will be included in determining full- or part-time status. Grades earned in developmental classes will not contribute to a student's GPA, but will contribute to an assessment of whether a student is making satisfactory progress and in determining eligibility for financial aid. Students are charged for developmental classes and those students who are eligible for financial aid may apply their aid toward this cost.

## Incomplete Grades

Granting of an Incomplete:

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

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

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

## Audit

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

## Transcripts

Requests for official or unofficial transcripts can be obtained online in myCommNet by following these steps:

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

No telephone requests will be accepted.

## Student Responsibilities

### Attendance Policy

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

### Academic Integrity

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

### Failure to Pay

Failure to have made all applicable payments by the payment deadline may result in the withdrawal of the student's registration. If the student's registration is withdrawn effective after the start of classes, either because the student has officially dropped/withdrawn from courses, has neglected to withdraw from courses, or has failed to pay, the account receivable will remain on the student's record. The college shall take reasonable measures to collect the amounts due and shall not issue the student's academic records or allow the student to register for future semesters until such receivable is paid in full.

### Plagiarism

Plagiarism is as the act of taking someone else's idea, writing or work, and passing it off as one's own. If you fail to give credit to the source of the material, whether directly quoted or put in your own words, this lack of credit constitutes plagiarism. Whether you take, buy or receive material from the Internet, from a book, from another student or from any other source, and you fail to give credit, you are stealing ideas; you are engaged in plagiarizing. Plagiarism is a serious violation of academic standards and has serious academic consequences for the student. At the discretion of the instructor, plagiarism may result in failure of the submitted work or failure for the course and as an act of academic dishonesty, may result in additional disciplinary action by the college, as indicated in the *Student Handbook*, College Policies, under the heading "Student Discipline," 5.2.1 Policy of Student Conduct, Section 3 (2) - Academic Integrity and Section 4 - Sanctions.

### Copyright and Fair Use Policy



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

## Students Rights

### Review of Academic Decisions

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

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

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

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

### Family Educational Rights and Privacy Act (FERPA) Notice

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 or University 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 or University 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 or University 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 or University official to amend a record that they believe is inaccurate, misleading or a violation of the student's right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official 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.

- 3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA

permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student. **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;
- 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 or University;
- 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 or University 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 University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

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:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## Release of Directory Information

### Directory Information Policy

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

Student's legal name  
Permanent mailing address Month and day of birth Photographs  
Student identification number, User ID, or other unique identifier Email address Telephone number  
University or College previously attended or currently attending Dates of attendance Full vs. part-time student status Awards and honors  
Class standing/year  
Major, minor, concentration and/or program of study Degree(s)/Certificate(s) candidacy Degree(s)/Certificate(s) earned  
Previous Institutions attended Graduation expected/completion dates

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

Student's legal name  
Permanent mailing address Telephone number Age  
Place of birth  
Class standing/year  
Major and/or program of study Degrees received Most recent educational institution attended

For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):

Student's name  
Permanent mailing address  
Telephone number  
Age  
Place of birth  
Class standing/year  
Major and/or program of study  
Degrees received  
Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated as Directory Information:

Student's preferred name  
City and State of Residence Dates of attendance  
Class standing/Year Recognized activity or sport Team performance statistics Team position Photos and videos Awards  
Height and weight of athlete

For purposes of disclosure to/access by the general public the following is designated as Directory Information:

Student's preferred name  
Permanent mailing address  
Photographs  
Dates of attendance  
Major, minor, concentration and/or program of study  
Degree/Certificate candidacy Degree(s)/Certificate(s) earned  
Awards  
Full vs. Part-time status  
Anticipated graduation date Graduation date

Connecticut Community College Only - Student identification number, User ID, or other unique identifier  
Charter Oak State University Only - Email address

A copy of the *Board of Regents Policy Manual* is available in the Office of the Dean of Student Affairs and online at: <http://www.ct.edu/regents/policies>

## Name Change

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

## Board Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that is illegal under state and federal law and is also prohibited by the Board of Regents policies. This policy is available in the following offices: Human Resources, Student Affairs, Academic Affairs and Library.

## Transfer Policies

### **Transfer into a Connecticut Community College:**

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

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25% of the minimum credit requirements for the degree or certificate through course work at the college awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited or approved by a national or regional specialized accrediting or approval agency, such credits must be from a comparably accredited or approved program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited or approved program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

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

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

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

## Transfer Agreements with the University of Connecticut

MCC partners with the University of Connecticut on several transfer programs. Students interested in transferring to UConn should meet with a faculty advisor or transfer counselor early in their MCC career for questions on eligibility and program advice.

**Business & Technology Pathway:** If you are earning an associate degree in business at MCC, you may be eligible to enter the UConn School of Business to pursue a bachelor of science degree in Business and Technology, available at UConn branch campuses in Stamford, greater Hartford, Torrington and Waterbury. To qualify for admission to the Business and Technology program as part of the Transfer Pathway, you must: complete your associate degree in the appropriate business program; earn a minimum cumulative grade point average of 3.0, achieve a 3.0 or higher in courses being used to meet junior/senior-level major requirements, and complete and submit an application for transfer admission directly to the University of Connecticut.

**Bachelor of General Studies, Bachelor of Professional Studies:** MCC students who successfully complete an associate degree with a GPA of at least 2.0 are offered automatic admission into the UConn College of Continuing Studies. The course credits earned for the associate degree will be transferred toward the 120 credits needed to earn a BGS degree from UConn; Bachelor of Professional Studies program students have a choice of degrees in occupational safety and health, organizational studies or web technology.

**Accounting and Business Administration Transfer Program:** Students are required to earn a minimum 3.3 cumulative average and be awarded an associate degree in the Accounting and Business Transfer Program at MCC to participate under the terms of this agreement. In addition, students must meet program prerequisites with a minimum grade of "B"; and must have met UConn's second language requirement. Former University of Connecticut degree-seeking students are not eligible for this program.

**Guaranteed Admission Program (GAP):** The Guaranteed Admission Program is a transfer agreement between MCC and the University of Connecticut that guarantees admission to the University provided certain requirements are met. Incoming MCC students or students with up to 15 transferable credits at MCC may enroll in this transfer program. A 3.0 minimum cumulative grade point average, (3.3 for the School of Business) and an associate degree in Liberal Arts is required in order to qualify under the terms of this agreement. Upon completion of an associate degree, students may then go on to UConn and major in one of more than 50 majors offered in the College of Liberal Arts and Sciences, College of Agriculture and Natural Resources or School of Business. To complete the application process, contact the Admissions office. Former UConn degree-seeking students are not eligible to participate in the Guaranteed Admission Program. Note: It is recommended that students interested in transferring to

the School of Business follow the Accounting and Business Administration Transfer Program, which is directly articulated for transfer to the University of Connecticut (see above).

**College of Technology, Pathway Transfer Programs:** Associate in science degree programs in Engineering Science, Manufacturing Engineering Technology and Technology Studies provide the pathways within the Connecticut College of Technology transfer programs into the University of Connecticut and the Connecticut State University System Schools of Engineering and Engineering Technology. Students may enter university engineering and technology programs through the MCC associate in science degree programs in engineering and technology and, upon successful completion of the programs, continue on at the University of Connecticut or the Connecticut State University System as third-year students with a full two years of credit towards a baccalaureate degree in engineering, engineering technology or industrial technology. MCC also provides the opportunity for students who complete the engineering and technology programs to transfer full credit to baccalaureate degree programs at other colleges and universities with which the college has transfer agreements.

## Credit for Prior Learning

Students may earn college credit for knowledge they have acquired previously, for instance through independent study, prior course work at a non-collegiate institution, on-the-job training, professional development, military experience, cultural pursuits, or internships.

There are five ways to obtain credit for prior learning:

1. AP Advanced Placement (College Board) Examinations <https://apcentral.collegeboard.org/>
2. College-level Examination program (CLEP) <http://clep.collegeboard.org/>
3. Defense Activity for Non-Traditional Education Support (DANTES, now called DSST) <http://www.dantes.doded.mil/index.html>
4. Portfolio Development at Charter Oak College <https://www.charteroak.edu/prior-learning-assessment/portfolio-program.php>
5. Credit for prior learning may be awarded by certain departments or programs at MCC, which have received approval by the Dean of Academic Affairs to do so. Please contact your program coordinator or division director for further information.

It is important to note the following:

- The credit listed as "credit by exam" on the transcript is treated as a form of transfer credit and it cannot be used to satisfy the college's 25% residency requirement for graduation
- Credit by exam or portfolio development may or may not transfer to another college or university. Students should check with the college or university to which they hope to transfer if they have questions about transferability.
- Students are responsible for all fees charged by testing and educational centers.

## College Level Examination Program

CLEP enables those who have reached a college level of education outside the classroom to demonstrate their achievement and to use the test results for college credit or placement. The CLEP program offers two types of examinations:

- General examinations in English composition, humanities, mathematics, natural sciences and social science/history assess the student's knowledge of fundamental facts and concepts, ability to perceive relationships, and understanding of basic principles.
- Subject examinations measure achievement in undergraduate courses. These tests measure the understanding of fundamental facts and concepts that would normally be covered in a college-level course in a specific subject area.

The CLEP tests are administered at various locations, such as Charter Oak College and Three Rivers Community College:

- Charter Oak College, CT <https://www.charteroak.edu/exams/> Master list of tests: <https://www.charteroak.edu/Current/Academics/EarningCredits/Exam/exams-master-list.pdf>

- Three Rivers Community College, CT <https://www.threerivers.edu/testing/>

For more information on additional CLEP testing centers in CT visit <https://clep.collegeboard.org/test-center-search>

For additional information on CLEP visit: <http://clep.collegeboard.org/>

## Defense Activity for Non-Traditional Education Support (DANTES)

DANTES (now called DSST) sponsors a wide range of examination programs to assist service members in meeting their educational goals. They include:

- Credit-By-Exam - CLEP, DSST (DANTES Subject Standardized Tests), ECE (Excelsior College Exams)
- Entrance Tests - ACT, GMAT, GRE, LSAT, SAT
- Other - GED, Praxis

These examinations are administered at 500 military installations by the DANTES Test Control Officer (TCO), who is normally the Education Services Officer or Navy College Education Specialist for the military installation, or by base-sponsored National Test Centers. About 150,000 DANTES-sponsored examinations are administered each year to military personnel. For more information visit <https://www.dantes.doded.mil/EducationPrograms/take-tests-get-transcripts/takeatest.html>

## Portfolio Development at Charter Oak College

Students who wish to apply for credit through portfolio development may enroll in Charter Oak College's 3-credit Lifelong Learning Credit Portfolio course, IDS102. Charter Oak only offers this option for courses for which no acceptable examinations of prior learning are available (such as through CLEP.) In this course, the student develops a portfolio in which he or she describes the learning acquired through prior experiences, specifies learning outcomes, provides appropriate documentation, and requests college credit for that learning. Information and FAQs regarding this program can be found at <https://www.charteroak.edu/prior-learning-assessment/portfolio-program.php>. Students are responsible for all fees charged by Charter Oak College.

## Institutional Learning Goals

Beginning in school, and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining proficiency in the following areas:

| Learning Goal   | Achieved Through  | How Practiced   |
|---|---|---|
| <b>Knowledge of Human Cultures and the Physical World</b> | <ul style="list-style-type: none"> <li>• Study in the sciences and mathematics, the social sciences, the humanities, the histories, the languages and the arts</li> <li>• Participation in co-curricular programs and activities</li> </ul> | By engagement with big questions, both contemporary and enduring              |
| <b>Intellectual and Practical Skills</b>                  | <ul style="list-style-type: none"> <li>• Knowledge acquisition and application</li> <li>• Inquiry and analysis</li> <li>• Critical and creative thinking</li> </ul>   | Across the curriculum and co-curriculum, in the context of progressively more |

|   |   |   |
|---|---|---|
|   | <ul style="list-style-type: none"> <li>• Written communication</li> <li>• Quantitative literacy</li> <li>• Information literacy</li> </ul>  | challenging problems, projects and standards for performance  |
| <b>Personal and Social Responsibility</b> | <ul style="list-style-type: none"> <li>• Civic engagement</li> <li>• Intercultural knowledge and competence</li> <li>• Ethical reasoning and action</li> <li>• Humanitarianism</li> </ul> | Through active involvement with diverse communities and real-world challenges                           |
| <b>Understanding of Self</b>              | <ul style="list-style-type: none"> <li>• Intrapersonal development</li> <li>• Interpersonal competence</li> </ul>   | Through perseverance toward the accomplishment of educational and personal goals                        |
| <b>Integrative Learning</b>               | <ul style="list-style-type: none"> <li>• Synthesis and advanced accomplishment</li> <li>• Across general and specialized studies</li> <li>• Within co-curricular activities</li> </ul>    | Through the application of knowledge, skills, and responsibilities to new settings and complex problems |

*Adapted from the Association of American Colleges and Universities' Liberal Education and America's Promise (LEAP) Essential Learning Outcomes*

For more information about Learning Outcomes feel free to speak with someone from the Dean of Student Affairs Office at 860-512-3200.



## STUDENT SERVICES AND ACTIVITIES

### Student Affairs

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

### Academic Advising & Counseling

**860-512-3320**

The Advising and Counseling Center professional counseling staff offer comprehensive academic advising services for all new, returning and transfer students. Students have the opportunity to discuss their short and long-term goals, results of their assessment test (Accuplacer), planned programs of study and degree/certificate program requirements. Students who have declared their majors in a program specific plan of study are expected to link with their academic program coordinators and/or faculty advisor early on to provide appropriate academic mentorship. All new students who are pursuing a General Studies, Liberal Arts & Sciences degree, or who have not declared a major, need to meet with an assigned advisor in the Advising and Counseling Center. Students may schedule appointments by contacting the Advising and Counseling Center at (860) 512-3320, or by contacting the appropriate faculty advisor.

During Academic Advising Weeks, returning students are encouraged to meet with a faculty advisor from their selected program of study. Academic Advising Weeks are scheduled each semester prior to the start of course registration. A list of program coordinators is available in the Advising and Counseling Center, SSC L108 and online at [www.mcc.commnet.edu/students/advising](http://www.mcc.commnet.edu/students/advising).

New students are required to register online for the combined New Student Orientation (NSO) for orientation and advising at <https://www.manchestercc.edu/enrollment/new-student-orientation/>. The NSO is an orientation and advising session where new students are provided with an overview of the college, its support services, college catalog, explanation of English and math assessment results, as well as an online demonstration on how to read the course schedule; how to create a balanced course schedule; how to navigate their myCommNet accounts; and how to pay and register for courses.

#### Personal Counseling

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

### Academic Support Center

**860-512-2610**

The Academic Support Center (ASC), located in the Lowe Student Services Center, Room L282, offers many opportunities for academic support to students of all ability levels. Individual or small group tutoring, subject-related review sessions, ESL and foreign language conversation labs, and college survival skills workshops are some of the services offered to students to enhance their understanding of classroom material. ASC staff is available to collaborate with instructors on specific activities to

complement or supplement classroom instruction. The Academic Support Center offers walk-in support for writing and mathematics in addition to individual tutoring appointments.

**Computer-Assisted Lab:** Basic training in Windows, Microsoft Word, Excel, PowerPoint, Access and the Internet is available by individual appointment. Computers may be used on a walk-in basis.

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

**Individual Tutorial Assistance:** Students may make day and evening appointments for coursework tutoring in the ASC. Subjects for one-to-one tutoring include English, math, science, social science, business, accounting and others. Tutors include faculty, professional staff, and trained peers.

**Writing Center:** The Writing Center is equipped with computers and assorted reference materials. The work area is a place for everyone; students, faculty and staff are welcome to write and/or talk about their writing and to meet in writers' groups. The Writing Center does not offer extensive one-to-one tutoring, but students may be referred to an individual English tutor appointment for more comprehensive one-to-one assistance. Writing Center staff members will offer feedback about writing, answer specific questions, and direct writers to appropriate resources, including other writers.

Information about all of the services offered by the Academic Support Center is available at:  
<https://www.manchestercc.edu/current-students/resources/academic-support-center/>

## Accident Insurance

**860-512-3568**

Enrolled students are carried automatically by group accident insurance while they are attending classes, or participating in-and while traveling directly to or from-an activity sponsored by the college. Students may purchase a 24-hour accident and sickness insurance through this policy.

## MCC Alumni Affairs

**860-512-2909**

Manchester Community College Alumni Affairs is committed to building an effective network of alumni that is representative of the college community while meeting the changing needs of diverse alumni. MCC Alumni Affairs continues to focus their efforts on engaging students through networking events and communications such as the eNewsletter. Any student who takes classes at Manchester Community College is considered an alumnus and is welcomed into the alumni family. For more information on MCC alumni visit [www.manchestercc.edu/alumni](http://www.manchestercc.edu/alumni).

## Art

**860-512-2693**

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

## Career Services

**860-512-3372**

The Career Services office provides comprehensive programs, activities and services that assist students, alumni and community members to prepare for finding suitable employment by developing resume writing and interviewing skills, job-search strategies, and a deeper understanding of the fit between their competencies and the world of work. The office runs regularly scheduled job search skills workshops, organizes job fairs, coordinates alumni career panels, on-campus recruitment opportunities and various career-focused special events throughout the year.

In addition to developing and fostering positive relationships with recruiters both locally and nationally, Career Services offers an online job listing service that enables job seekers to post resumes and search full-time, part-time and volunteer positions as well as internships. Job seekers can also take advantage of an online career information delivery and exploration resource called Focus 2, which is designed to help users develop self-knowledge related to career choice and work performance by identifying, assessing and understanding their competencies, interests, values and personal characteristics.

Career Services recognizes the need for career development over the life span, and thus promotes a greater awareness within the institution regarding the importance of developing professional interests and competencies and exploring future career possibilities. To learn more about upcoming events and resources, make an appointment with a Career Services staff, or register for the online job listing service, please go to: <https://www.manchestercc.edu/current-students/career/>. Job seekers are also encouraged to visit the Career Services office in the Lowe Student Services Center; L-120.

## Child Development Center

**860-512-3272**

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

The preschool program is designed to stimulate and challenge the curious, creative preschooler. The environment is carefully prepared with a wide variety of activities, both group and individual. These include art, music, language, cooking, natural science, creative movement, outdoor play and the development of specific learning skills.

Children aged two years and nine months in September through five years of age are eligible to attend, with priority given to children of MCC students. Kindergarten-eligible children may not attend. Community residents may register children when space is available. Children may be registered for two, three, four or five half or full days to accommodate parents' school or work schedules. Space is limited; parents should enroll their children as early as possible in the office of the director, room L140, Lowe Student Services Center. Registration for spring begins in December; for the fall, in May and August. A \$25 application fee is required. A limited amount of financial assistance is available to eligible MCC students.

## Cultural Events

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

## Disability Services

860-512-3590 or 860-512-3320

**For students with learning disabilities and ADHD:**

860-512-3597 - Gail Stanton

**For students with physical, psychological, or medical disabilities:**

860-512-3592 - Joseph Navarra

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

It is the responsibility of the student to disclose his/her disability and to provide appropriate documentation to a staff member in Disability Services. It is only after this disclosure and review of documentation that adjustments can be determined. Adjustments are not provided retroactively; students will be eligible for academic adjustments deemed appropriate by a staff member from the time of the disclosure and documentation review going forward. The Disability Services: Procedures Manual for Students is available in Testing and Disability Services, SSC L131.

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

## FIRST Program (Foundations in Retention, Success and Transition)

860-512-3337

First time attending college? Planning to attend full time? Would you like to be in a program designed to help you graduate on time?

Manchester Community College is committed to providing students in the FIRST Program with the supports needed to have a successful first semester. As part of a cohort, students will also be paired with a FIRST Program Coordinator to help navigate the academic process. Students will also be invited to participate in weekly events for added social and professional development. Cohort groups are based on English placement.

- Call 860-512-3337 for more information about the FIRST Program and help registering for your cohort. A limited number of students will be accepted into the program for the Fall 2016 semester.
- FIRST offers convenient schedules for students testing into ENG\*096 and ENG\*093. Enjoy the benefits of a cohort designed program, additional support, and a specialized orientation.
- Students will be placed into a convenient morning schedule of English and First Year Experience classes. Students can pick one or two additional classes to be full-time.

## Housing

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

## Institute of Local History

**860-512-2770**

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

## **Institute on Disability and Community Inclusion**

**860-512-2789**

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

## **MCC Police**

**860-512-3680**

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

**Disclosure :** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46), also known as the "Clery Act", is a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide the institution's policies concerning campus security. MCC's *Annual Security Report*, prepared to meet the requirements of this act, can be accessed on the MCC website (<https://www.manchestercc.edu/wp-content/uploads/MCC-Annual-Security-Report.pdf>). A copy of this report is available, upon request, at the Campus Police department, room L174, Lowe Student Services Center.

## **Mentoring**

**860-512-3282**

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

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

For more information, please contact TJ Barber at 860-512-3282.

## **Music**

**860-512-2674**

The MCC Vocal and Instrumental Ensemble gives music majors the opportunity to develop their ensemble skills and the general college community the opportunity to actively and passively engage in a music experience on the campus and in the community.

## **New Student Orientation**

**860-512-3283**

### **Cougar Class (New Student Orientation and Advising)**

The first step to a successful college career is attendance and active participation in a New Student Orientation (NSO) program. At Manchester Community College (MCC) NSO is called Cougar Class. This comprehensive program provides students with information needed for a smooth and successful transition to college life. The primary goals for Cougar Class are to provide an opportunity for new students to prepare for academic and social success at MCC and to interact with other incoming students and student leaders.

Students should go to <https://www.manchestercc.edu/enrollment/new-student-orientation/> to register for Cougar Class. During half of the Cougar Class students will have the opportunity to meet with the advising staff to discuss assessment test results, access the College catalog/learn how to retrieve course descriptions, prerequisites, and when courses are offered; review courses, build a class schedule, receive information on academic and program advisors; and register/pay for courses. The other half of Cougar Class is spent learning about the campus community, co-curricular activities and services available to students outside of the classroom.

All new and transfer students (full-time, part-time and international students) are expected to attend Cougar Class. In addition, during your time at Manchester Community College, students are expected to participate in at least one student club and/or college governance committee.

## **Continuing/Returning Student Advising**

Students with fewer than 30 credits in General Studies and Liberal Arts and Science degree programs should call the Advising and Counseling Center at 860-512-3320. Students with 30+ credits or in program specific majors need to contact their program coordinators. Students should email or call their program coordinator or faculty advisor to schedule an appointment, or connect during Advising Weeks, which take place in the fall and spring semesters. Refer to the Enrollment Guide for a list of faculty/program contacts for academic advising.

For more information about New Student Orientation, contact Jason Scappaticci at [jscappaticci@manchestercc.edu](mailto:jscappaticci@manchestercc.edu) or Wanda Reyes-Dawes at [WReyes-Dawes@manchestercc.edu](mailto:WReyes-Dawes@manchestercc.edu).

## **Student Activities**

**860-512-3283**

The Office of Student Activities (OSA) administers co-curricular programs, oversees the Student Activity Fund and offers a variety of involvement experiences, leadership training, and social and cultural programs and services to meet the needs of MCC students. OSA programs provide multiple opportunities for students' personal growth and development outside the formal academic environment. Students are encouraged to participate in the variety of activities and services that OSA provides in order to produce a more socially and culturally diverse learning environment. OSA is located in the Lowe Student Services Center, room L149.

## Campus Activities Board

860-512-3283

The Campus Activities Board (CAB) is responsible for the coordination, planning and implementation of diverse programs at Manchester Community College. The committee, composed entirely of students, is funded by the Student Government Association through the activities fee. Any student may become a member of this committee, which sponsors films, concerts, speakers, Spring Fling, coffee hours, special events and travel programs each year.

Through active involvement, students develop practical leadership and programming skills while providing a diverse co-curricular activities program in response to student needs. CAB works out of OSA in the Lowe Student Services Center, room L149.

## Student Clubs

860-512-3283

Manchester Community College sponsors many clubs of an academic, social, political and professional nature (some are affiliated with their area and national counterparts): Administrative Professionals Club, Alpha Mu Gamma, Black Student Union, Chess Club, Computer Repair & Share, Drug and Alcohol Recovery Counselors (DARC), Green Club, Habitat Club, ICE Radio Station, Le Cercle Français, Manchester Political Union, Outdoor Club, Paralegal Association, Phi Theta Kappa (PTK), PRIDE Club, Science & Engineering Club, Games Club, Spanish Club, Upper Room Christian Fellowship Club, and Veterans Empowering Themselves to Succeed (VETS) are some of the clubs that have been active recently.

OSA encourages students to start new clubs based on their interest. For more information on when clubs meet, or how to start a new club, contact OSA.

## Student Government Association

860-512-3292

The Student Government Association (SGA) is a governing body of elected and nonelected students who represent the entire student body. Funds collected via the student activity fee are used by the SGA to sponsor various clubs, organizations, activities, the student newspaper and student services. As the official voice of the student body, the SGA has the power to regulate the activity fund and member organizations, and to make decisions that affect all students. Any student may attend monthly meetings of the SGA. However, one needs a GPA of 2.5, take 12 credits per semester, and to have earned at least three credits at MCC to become an executive officer. The SGA office is located in the Lowe Student Services Center, room L149.

## Student Newspaper

860-512-3290

Students are encouraged to contribute to the student newspaper, the *Live Wire*. Published seven times each school year, the *Live Wire* is funded by the Student Government Association and advertising revenues. This student newspaper serves the faculty, staff and students and focuses on news and events surrounding MCC's campus and the greater Manchester community. Volunteers who can write, edit, take photographs, create comics or help with page layout and design are welcomed. Members can gain journalism experience and leadership skills. Visit the *Live Wire* office, located in the Student Services Center, room L146j.

## Transfer Services

**860-512-3320**

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

- Individualized transfer counseling
- Information on transfer articulation agreements
- General education articulation guides for local colleges
- Transfer resources
- Transfer Fairs (Spring/Fall)
- On-campus visits from regional colleges and universities
- Transfer workshops

For more information about MCC's transfer program, please contact the Advising & Counseling Center, 860-512-3320.

## Student Success & First Year Programs

**860-512-3344**

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

*Adults in Transition (AIT):* Adults in Transition is a one-semester program created to help students cope with the stress and changes involved in returning to school after a long absence.

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

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

Students are encouraged to take one or more courses in their degree or certificate program or field of interest along with the AIT courses. The AIT program is offered in the daytime and evening. Call 860-512-3344 for further information or to schedule an appointment for a personal interview.

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

## Veterans O.A.S.I.S. Center

**860-512-3362**

The Veterans O.A.S.I.S. (Operation Academic Support for Incoming Service Members) Center is located in the Lowe Student Services Center, L-101, and provides a dedicated, supportive space for veterans and active military service men and women to network, socialize, study and share as they integrate into the college experience. For more information about programs and services that are available for student veterans, please the O.A.S.I.S. coordinator at 860-512-3362.



## Women's Resources

860-512-3324

Women's Resources provides information, workshops and programs to women. Some of the topics include women's health, financial planning, sexual assault prevention, sexual harassment and stress management. The Women's Resources office works closely with the Women's Caucus on campus to provide holistic-related information to women. For more information on Women's Resources, please call 860-512-3324.

## Student Passwords/myCommNet

**First, an important word about security:** Your password should be kept confidential at all times. Students should not share this information with anyone, including MCC staff.

### myCommNet

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

### Student Passwords-Getting Started:

1. Go to <http://my.commnnet.edu>
2. Click the Login button
3. Enter student NetID (Example: 12345678@student.commnnet.edu)
4. Enter initial password. (*Details below.*)

### About your NetID and password:

A student NetID is the assigned eight digit number (BannerID) followed by @student.commnnet.edu. (Example: 12345678@student.commnnet.edu) Your BannerID number can be found on your registration document. The student's initial password is made up of the following three components:

- The first three characters of your birth month with the first letter capitalized (example: Mar)
- The & symbol
- Last four digits of your Social Security Number (example: 4321)
- The initial password for this example user would be: Mar&4321 Note: the password is case-sensitive.
- Upon logging in you will be prompted to change your password. Choose a new password now.
- myCommNet and campus computers use the same username (NetID) and password.

### Passwords must follow these rules:

- Must be eight characters long
- Must contain three of the following four character types: Upper case letters (A-Z), lower case letters (a-z), digits (0-9), and special characters (e.g. !@#\$%^)
- Must not be the same as your any of your previous ten passwords.
- Cannot contain any part of your username

## Resetting Your NetID:

1. Go to <http://supportcenter.ct.edu/NetID/pswdmenu.asp> to reset your password.
2. Select *Reset Your Password*
3. Click the link for *Resetting your Password via Email or by Security Question*
4. After successfully resetting your password, try logging in again.
5. Students unable to log in may contact the MCC Help Desk at 860-512-3456. When students requesting a reset of the NetID visit the Help Desk, they must be able to answer multiple security questions to prove their identity.

## Accessing Blackboard:

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

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

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

If you have any problems accessing their Blackboard course after successfully logging into myCommNet, call the ETDL Sandbox at 860-512-2857 or email [sandbox@manchestercc.edu](mailto:sandbox@manchestercc.edu). Evenings and weekends, go to <http://cscu.edusupportcenter.com>

## GRADUATION REQUIREMENTS

### Graduation is not automatic.

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

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

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

### Application for Graduation (Degrees and Certificates):

Each student who expects to graduate must submit an application for the degree or certificate earned, even if they do not plan on participating in commencement. The graduation application is available on the college website, or in the Registrar's, Counseling, Career Services, Assistant to the Dean of Academic Affairs, and Assistant to the Dean of Student Affairs offices. Students who will complete all academic work by December must complete a graduation application for a degree and/or certificate by October 15. Students who will complete academic work by May must complete the application by March 15. Students who complete academic work by August must complete the application by July 1. Each student's application will be reviewed and the student's program of study will be checked and verified by the degree auditor. If a student did not meet their graduation requirements, their application will be carried over one semester. There will be only one Commencement ceremony, in the spring of each year. Regardless of graduation completion dates, all graduates are invited to attend Commencement.

Students who wish to earn a second degree from Manchester Community College will be required to complete a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. A separate graduation application must be submitted for each additional degree. The Registrar's office will notify students in writing of the results of the evaluation/audit. If a student is requesting more than a second degree or certificate, permission from the Dean of Academic Affairs is required.

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

## GENERAL EDUCATION AT MANCHESTER COMMUNITY COLLEGE

Manchester Community College provides students with comprehensive skills and the knowledge to prepare them to deal with complexity, diversity, and change. Broad, foundational knowledge complements in depth achievement in program concentrations. By completing the 21 credits of general education coursework across six knowledge areas, students acquire these essential skills:

1. Demonstrate knowledge of the fundamental concepts, theories, works, materials and skills within the six specific knowledge areas.
2. Understand and apply methods of inquiry, analysis and practices within the six specific knowledge areas.
3. Communicate effectively in writing as appropriate to the discipline or genre.
4. Communicate effectively through speech as appropriate to the discipline or genre
5. Demonstrate the ability to analyze and interpret numerical data presented in a variety of forms (percentages, tables, graphs, written analysis) and draw inferences and/or solve problems.
6. Analyze and evaluate issues, ideas, artifacts and events and/or combine or synthesize ideas in original ways using critical and/or creative thinking.
7. Access, assess and integrate information or sources ethically as appropriate to the discipline.

Programs of study will indicate which specific courses from the list below fulfill the general education requirements for that program or degree. Students should consult with an academic advisor or program coordinator for advice regarding the general education requirements for a particular program of study.

All students regardless of program or degree will complete at least one course in each of the following Knowledge Areas: English Composition, Mathematics, Physical and Natural Sciences, Social Sciences, Humanities, The Arts. Each program will specify a seventh course from the list below, for a total of 21 required general education credits.

### Knowledge Areas

English

Mathematics

Physical and Natural Sciences

Social Sciences

Humanities

The Arts

Interdisciplinary Studies

Click on a Knowledge Area above to view a list of courses that fulfill the requirement.

### General Education Modes

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

arts/general education core helps prepare students for changes in the world of work, and for meeting the challenges of the world outside of work - the world of self, of family, of society and of the physical universe.

Manchester Community College's General Education core consists of six modes of study. Students need to complete 21-23 credits of general education to earn a degree. Programs of study will indicate which courses fulfill the general education modes. In some cases, the student will be able to choose a course which meets the general education outcomes from the lists provided with each mode. Students should consult with an academic advisor or program coordinator for advice regarding the general education requirements for a particular program of study.

The General Education Modes are:

- Mode I - The Arts
- Mode 2 - English Composition
- Mode 3 - The Humanities
- Mode 4 - Mathematics
- Mode 5 - Science
- Mode 6 - The Social Sciences

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# Degrees

## Accounting and Business Administration Transfer, A.S.

### Program Design

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

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

### Curriculum

We recommend that students have a sound foundation in mathematics before entering this program. Take the assessment test early to determine your level of mathematical ability. Note: To take a business course numbered 100 or higher, students must be eligible for ENG\* 101. To take an accounting course numbered 100 or higher, students must be eligible for ENG\* 101 and MAT\* 095 or higher.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions; demonstrate appropriate interpersonal communication and presentation skills and demeanor; demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Recognize and respond thoughtfully to situations that present ethical dilemma, demonstrating the ability to identify ethical dilemmas and social responsibilities of business, an ability to confront ethical dilemmas, and apply ethical principles to business situations using concepts learned.
4. Apply concepts in core business disciplines and critical thinking skills to make sound financial decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.

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

### Accounting and Business Administration Transfer, A.S. Requirements

- BBG\* 101: Introduction to Business 3 Credits
- ACC\* 115: Financial Accounting 4 Credits
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits
  
- Choose one course from General Education Knowledge Area - Mathematics 3 Credits †

- ENG\* 101: Composition 3 Credits (Gen Ed - English)  
**Subtotal: 16**
- ECN\* 101: Principles of Macroeconomics 3 Credits (Gen Ed - Social Sciences)
- ACC\* 117: Principles of Managerial Accounting 3 Credits (or ACC\* 118 4 Credits)
- BMG\* 202: Principles of Management 3 Credits
- ENG\* 110: Introduction to Literature 3 Credits or
- BMG\* 204: Managerial Communication 3 Credits <sup>##</sup>
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Math)  
**Subtotal: 16**
- ECN\* 102: Principles of Microeconomics 3 Credits (Gen Ed - Social Science)
- BMG\* 210: Organizational Behavior 3 Credits or
- PSY\* 247: Industrial and Organizational Psychology 3 Credits
- BBG\* 234: Legal Environment of Business 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits <sup>###</sup>
- Business elective - Any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\* or MAT\* course 3 Credits  
**Subtotal: 15**
- BFN\* 201: Principles of Finance 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits <sup>###</sup>
- Choose any General Education course 3 Credits
- Free Elective 3 Credits <sup>####</sup>
- BMK\* 201: Principles of Marketing 3 Credits  
**Subtotal: 15-16**

Total Minimum Credits Required: 62

**Note:**

<sup>#</sup>Recommended MAT\* 158 for students thinking of transferring to UConn & CCSU or MAT\* 230 for students thinking of transferring to UConn

<sup>##</sup>Recommended ENG\* 110 for students thinking of transferring to UConn or BMG\* 204 for students thinking of transferring to CCSU

<sup>###</sup>ART\* 101, ART\* 102, MUS\* 101, MUS\* 102 and ART\* 206 are recommended by most baccalaureate colleges.

<sup>###</sup>A 4-credit laboratory science is recommended by most baccalaureate institutions.

<sup>####</sup> Select any course (3 Credits). Students interested in an Honors Capstone or Co-Op experience should see a faculty advisor.

## Accounting, A.S.

### Program Design

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

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

### Curriculum

Students may enroll full- or part-time. Since some courses are not offered in both the fall and spring semesters, see an advisor about your schedule. Check catalog course description before registering.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions; demonstrate appropriate interpersonal communication and presentation skills and demeanor; demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Recognize and respond thoughtfully to situations that present ethical dilemma, demonstrating the ability to identify ethical dilemmas and social responsibilities of business, an ability to confront ethical dilemmas, and apply ethical principles to business situations using concepts learned.
4. Apply accounting concepts and critical thinking skills to make sound financial decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.

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

### Accounting Requirements

- BBG\* 101: Introduction to Business 3 Credits
- ACC\* 115: Financial Accounting 4 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English )
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
  
- BFN\* 111: Financial Literacy 3 Credits
- Subtotal: 16**
  
- ACC\* 117: Principles of Managerial Accounting 3 Credits

- BMG\* 202: Principles of Management 3 Credits
- BMG\* 204: Managerial Communication 3 Credits or Business Elective  
(Any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course 3 Credits)
- Choose one from Gen Ed - Mathematics 3-4 Credits
- ECN\* 101: Principles of Macroeconomics 3 Credits or
- ECN\* 102: Principles of Microeconomics 3 Credits (Gen Ed - Social Sciences )  
**Subtotal: 15**
- ACC\* 125: Accounting Computer Applications I 3 Credits or Business Elective  
(Any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course 3 Credits)
- BBG\* 234: Legal Environment of Business 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- ACC\* 241: Federal Taxes I 3 Credits
- ACC\* 271: Intermediate Accounting I 3 Credits  
**Subtotal: 15**
- BMG\* 210: Organizational Behavior 3 Credits or Business Elective  
(Any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course 3 Credits)
- BFN\* 201: Principles of Finance 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- ACC\* 231: Cost Accounting I 3 Credits or ACC\* 251: Fund Accounting ‡
- ACC\* 272: Intermediate Accounting II 3 Credits  
**Subtotal: 15-16**

**Total Minimum Credits Required: 61**

**Note:**

‡ Students who are interested in a manufacturing environment should take ACC\* 231: Cost Accounting I.

## Art Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree program is for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline.

### Curriculum

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

At Central Connecticut State University: Art, B.A.\*\*

At Eastern Connecticut State University: Visual Arts, B.A. -Art History Concentration\*\*\*

Visual Arts, B.A. -Digital Art and Design Concentration\*\*\*\*

Visual Arts, B.A. -Painting and Drawing Concentration\*\*\*

Visual Arts, B.A. -Sculpture Concentration\*\*\*

Visual Arts, B.A. -Printmaking Concentration\*\*\*

At Southern Connecticut State University: Studio Art, B.A.\*\*\*\*\*

Studio Art, B.S. -Ceramics Concentration\*\*\*\*\*

Studio Art, B.S. -Graphic Design Concentration\*\*\*\*\*

Studio Art, B.S. -Jewelry and Metals Concentration\*\*\*\*\*

Studio Art, B.S. -Painting Concentration\*\*\*\*\*

Studio Art, B.S. -Photography Concentration\*\*\*\*\*

Studio Art, B.S. -Printmaking Concentration\*\*\*\*\*

Studio Art, B.S. -Sculpture Concentration\*\*\*\*\*

At Western Connecticut State University: Art, B.A.\*\*\*\*\*

### Learning Outcomes

- Technical Competency

Introduce students to traditional and contemporary visual art media, methods, materials, and processes

- Communication Competency

Students begin to learn to communicate ideas about the visual arts through oral, visual and written expression, using appropriate terminology

- Contextual Analysis

Students will come to understand, discuss and critique diverse contemporary and historical perspectives in visual art

- Conceptual Analysis

Students are introduced to how the elements and principles of art and design transform ideas into visual expression

- Professional Practice

Students are introduced to professional, ethical, and collaborative behaviors as they relate to a variety of career and studio environments

## CSCU Pathway Transfer: Art Studies Requirements

- ENG\* 101: Composition 3 Credits
- ART\* 111: Drawing I 3 Credits
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Aesthetic Dimensions course 3 credits
- Choose one unrestricted Elective\*

**Subtotal: 15**

- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits
- Choose one Written Communication II course 3 credits
- Choose one Scientific Reasoning course 3-4 credits
- Choose one Quantitative Reasoning course 3-4 credits
- ART\* 121: Two-Dimensional Design 3 Credits

**Subtotal: 15-17**

- ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Choose one Social Phenomena course 3 credits
- Choose one unrestricted Elective\* 3 credits

- ART\* 122: Three-Dimensional Design 3 Credits or
- ART\* 131: Sculpture I 3 Credits

**Subtotal: 15-16**

- Choose one Oral Communication course 3 credits
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one unrestricted Elective\* 0-3 credits
- Select 2 or 3 courses, with no more than one course from each group 1-6 6-9 credits:
  1. ART\* 112: Drawing II
  2. ART 151 Painting I
  3. ART\* 167: Printmaking I
  4. ART 131 Sculpture or ART 161 Ceramics

5. GRA 151 Graphic Design

6. ART 141 Photography or ART 250 Digital Photography

**Subtotal: 15**

## Total Minimum Credits Required: 61

### Notes

Unrestricted Electives: \*6-9 credits

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

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

\*\*For admission to CCSU's Art Program:

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review
2. Art majors must complete 15 credits in courses at the 300-level or above.
3. Students can choose 18-credits of directed electives OR a minor in another department.

\*\*\*For admission to ECSU's Visual Arts Concentrations in Art History, Painting & Drawing, Sculpture, or Printmaking: These concentrations do not require a portfolio.

\*\*\*\*For admission to ECSU's Visual Arts Concentration in Digital Art and Design:

Students interested in the digital art and design concentration are required to submit a portfolio for admission to the program after completing the two Digital Art Techniques courses: ART 122 (or CC equivalent) and ART 124. The portfolio will include 10 samples of the student's work (two examples each from Illustrator, InDesign, Photoshop and Dreamweaver and two samples from either Drawing I or 2 - Dimensional Design). Portfolios must be carefully prepared according to guidelines available in the Visual Arts Department office. Portfolios must be submitted and program admission approved before students can enroll in 300 - level design courses. Grades of less than 2.0 (C) will not count toward the major.

\*\*\*\*\*For admission to SCSU Studio Art B.A.: (1) All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major. (2) Transfer students majoring in the Studio Art B.A. must take at least 50 percent (half) of their studio art credits at Southern. This means only the pathway's 5 minimum required studio courses (ART 111, 121, 122, plus two course from line 35) will count towards the Studio Art B.A.; additional studio art courses will transfer as unrestricted free electives. (3) Transfer students who enter with 60 to 89 credits are required to pass two W-courses.



\*\*\*\*\*For admission to SCSU's Studio Art B.S. with Concentrations in Ceramics, Graphic Design, Jewelry/Metals, Painting, Photography, Printmaking, or Sculpture: (1) All majors in studio art must earn grades of "C" or higher in courses counted toward the studio art major. (2) Transfer students majoring in Studio Art must take at least 50 percent (half) of their studio art credits at Southern. (3) Transfer students who enter with 60 to 89 credits are required to pass two W-courses.

\*\*\*\*\*For admission to WCSU's Art Program:

1. All art majors must submit a portfolio of works for consideration by the art faculty. Students whose portfolios do not meet standards will be required to take supplemental courses. No student will be allowed to proceed on to a 300-level (or higher) studio course without a successful portfolio review. 2. Students must earn a minimum of "C" grade in each Art department course that counts toward the major. Art courses with grades below "C" must be retaken to satisfy this requirement.

## Biology Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

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

Below is the recommended course of study for the Biology Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Outcomes

Students completing the CSCU Biology Pathway and earning an associate degree will be able to identify:

1. the mechanism by which the diversity of life evolved over time.
2. the basic units of structure that define the function of all living things.
3. how information is stored and exchanged, within and among organisms.
4. how living things transform energy and matter.
5. how living systems are interconnected and interacting.

### Competencies

Student completing the CSCU Biology Pathway and earning an associate degree will be able to:

1. Apply the process of science
2. Use quantitative reasoning
3. Use modeling and simulation to describe living systems
4. Apply concepts and knowledge from within and outside of biology in order to interpret biological phenomena
5. Communicate biological concepts and interpretations
6. Discuss the relationship between Science and Society

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Biology Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

## CSCU Pathway Transfer: Biology Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 186: Precalculus 4 Credits
- CHE\* 121: General Chemistry I 4 Credits
- BIO\* 121: General Biology I 4 Credits
- Subtotal: 15**
  
- BIO\* 122: General Biology II 4 Credits
- Choose either MAT\* 254 (4 credits), Additional General Education I: Creativity (3 credits), or Additional General Education II: Global Knowledge (3 credits)
- Choose one Written Communication II course 3 credits
- CHE\* 122: General Chemistry II 4 Credits
- Subtotal: 15**
  
- Choose one from the following BIO\* 211: Anatomy and Physiology I, BIO\* 220/CHE\* 220: Biochemistry, BIO\* 235: Microbiology, BIO\* 262: Modern Genetics 4 credits\*
- PHY\* 121: General Physics I 4 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Aesthetic Dimensions course 3 Credits
- Subtotal: 14**
  
- PHY\* 122: General Physics II 4 Credits
- Choose one not already taken from the following BIO\* 211, BIO\* 212, BIO\* 220/CHE\* 220, BIO\* 235, BIO\* 262 4 credits\*
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Oral Communication course 3 credits
- Subtotal: 17**

**Total Minimum Credits Required: 61**

## Notes:

\*Depending on Math placement score, student may consider taking a math course in the first or second semester.

\*\*If BIO\*211 is taken then BIO\*212 must also be completed.

## Business Administration Career, A.S.

### Program Design

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

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

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

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

### Curriculum

Students may attend full- or part-time. Note: All business and accounting courses have prerequisites. All accounting courses numbered 100 or higher require students to be eligible for ENG\* 101 and MAT\* 095 or higher.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions; demonstrate appropriate interpersonal communication and presentation skills and demeanor; demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Recognize and respond thoughtfully to situations that present ethical dilemma, demonstrating the ability to identify ethical dilemmas and social responsibilities of business, an ability to confront ethical dilemmas, and apply ethical principles to business situations using concepts learned.
4. Apply concepts in core business disciplines and critical thinking skills to make sound business and financial decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.

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

### Business Administration Career Requirements

- ACC\* 115: Financial Accounting 4 Credits
- BBG\* 101: Introduction to Business 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)

- BFN\* 111: Financial Literacy 3 Credits

**Subtotal: 16**

- ECN\* 101: Principles of Macroeconomics 3 Credits (Gen Ed - Social Sciences)
- ACC\* 117: Principles of Managerial Accounting 3 Credits
- BMG\* 202: Principles of Management 3 Credits
- Choose one course from Gen Ed - Mathematics (Recommended MAT\* 138, MAT\* 158, MAT\* 165) 3 Credits
- BMG\* 204: Managerial Communication 3 Credits
- Subtotal: 15**
  
- BMG\* 210: Organizational Behavior 3 Credits or
- PSY\* 247: Industrial and Organizational Psychology 3 Credits
  
- Choose one course from Gen Ed - The Arts 3 Credits
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
- Free elective 3 credits ‡
- BBG\* 234: Legal Environment of Business 3 Credits
- Subtotal: 15**
  
- ACC\* 125: Accounting Computer Applications I 3 Credits or
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
  
- BMK\* 201: Principles of Marketing 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
- Free elective 3 Credits ‡
- Subtotal: 15-16**

**Total Minimum Credits Required: 61**

**Note:**

*‡Select any course (3 Credits). Students interested in an Honors Capstone or Co-op experience should see a faculty advisory.*

## Business Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

This Business Studies Associate Degree serves as the single community college degree to all of the State University and Charter Oak State College business majors listed below. Students will declare a specific field when they transfer

### Curriculum

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

At Central Connecticut State University: Accounting, B.S.

Finance, B.S.

Management, B.S.

Marketing, B.S.

At Eastern Connecticut State University: Accounting, B.S.

Business Administration, B.S.

Finance, B.S.

At Southern Connecticut State University: Accounting, B.S.

Business Administration- Business Economics Concentration, B.S.

Business Administration- Finance Concentration, B.S.

Business Administration- Management, B.S.

Marketing, B.S.

At Western Connecticut State University: Accounting, B.S.

Business Management- Financial Management Option, B.B.A.

Business Management- Supervisory Management Option, B.B.A.

Marketing, B.B.A.

At Charter Oak State College: Business Administration, B.A.

Here is the recommended course of study for the **Business Studies Transfer Degree**. If you are studying part time, simply follow the order of the courses listed here, but be aware that some courses serve as prerequisites to subsequent courses. Note that not all courses will be available every semester. You will notice that in many instances you will be able to choose the specific course you will take from within a category. For a list of the courses from each category that you can choose from, go to [Appendix \(PDF\)](#)

### CSCU Pathway Transfer: Business Studies Requirements

- ACC\* 115: Financial Accounting 4 Credits <sup>1,3</sup>
  - ENG\* 101: Composition 3 Credits
  - MAT\* 158: Functions, Graphs & Matrices 3 Credits \*\* <sup>1,3</sup>
  - Choose one Oral Communication course (Recommended: COM\* 173) 3 credits
- Subtotal: 13**

- ECN\* 101: Principles of Macroeconomics 3 Credits <sup>1,3</sup>
- ACC\* 117: Principles of Managerial Accounting 3 Credits <sup>2,3</sup>
- BMG\* 202: Principles of Management 3 Credits <sup>2</sup>
- BMG\* 204: Managerial Communication 3 Credits <sup>1</sup>
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits <sup>1,3</sup>

**Subtotal: 16**

- ECN\* 102: Principles of Microeconomics 3 Credits <sup>1,3</sup>
- BBG\* 234: Legal Environment of Business 3 Credits <sup>2</sup>
- Choose one Written Communication II course 3 credits
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Choose one Information Literacy course 3 credits

**Subtotal: 15-16**

- BMK\* 201: Principles of Marketing 3 Credits <sup>2</sup>
- BFN\* 201: Principles of Finance 3 Credits <sup>2</sup>
- Choose one Historical Knowledge course 3 credits
- Choose one Aesthetic Dimensions course 3-4 credits
- Choose one Scientific Knowledge and Understanding course 3 credits

**Subtotal: 15**

## Total Minimum Credits Required: 60-61

### Notes

Unrestricted Electives:\* 0 credits

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

In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. A minimum 2.50 cumulative GPA is required for Central.

\*\*MAT\* 230 and MAT\* 254 will also meet this requirement

All courses marked with a <sup>1</sup> must have a C- or above

All courses marked with a <sup>2</sup> must have a C or above.

The six courses marked with a <sup>3</sup> must have a cumulative 2.5 or above. A minimum 2.50 cumulative GPA is required for Central



## Chemistry Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.S. degree program are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

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

Below is the recommended course of study for the Mathematics Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Chemistry Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Chemistry Studies Requirements

- ENG\* 101: Composition 3 Credits
- CHE\* 121: General Chemistry I 4 Credits

- Choose one Oral Communication course 3 Credits
  - Choose one Historical Knowledge course 3 Credits
  - Choose one Unrestricted Elective 3 Credits
- Subtotal: 16\***

- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits

- CHE\* 122: General Chemistry II 4 Credits
  - MAT\* 254: Calculus I 4 Credits
  - Choose one Information Literacy course 3 Credits
- Subtotal: 14**

- CHE\* 211: Organic Chemistry I 4 Credits
  - MAT\* 256: Calculus II 4 Credits
  - Choose one Social Phenomenon course 3 Credits
  - PHY\* 221: Calculus-Based Physics I 4 Credits
- Subtotal: 15**

- CHE\* 212: Organic Chemistry II 4 Credits
  - Choose any Aesthetic Dimension course 3 Credits
  - Choose one Unrestricted Elective 3 Credits
  - PHY\* 222: Calculus-Based Physics II 4 Credits
- Subtotal: 13-16**

**Total Minimum Credits Required: 60**

### Notes:

Students should take 8 credits of foreign language or 9 credits of General Education.

\* PHY\*110 or MAT\*186 can be taken in the first semester if needed to progress in the math and/or science sequence as well as fulfill the General Education elective.

## Communication Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Strategic Communications, B.A.

At Eastern Connecticut State University: Communication, B.S.

At Southern Connecticut State University: Communication - Advertising and Promotions, B.S.  
Communication - Film, Television, and Digital Production, B.S.  
Personal and Professional Communication, B.S.

At Western Connecticut State University: Communication - Communication Studies, B.A.

At Charter Oak State College: General Studies - Communication Concentration, B.A.

Below is the recommended course of study for the Communication Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Communication Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Communication Studies Requirements

- ENG\* 101: Composition 3 Credits
- COM\* 173: Public Speaking 3 Credits
- Choose one Quantitative Analysis course 3 Credits
- Choose one Aesthetic Dimensions course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*

**Subtotal: 15**

- COM\* 101: Introduction to Mass Communication 3 Credits
- Choose one Written Communication II course 3 Credits
- Choose one Scientific Reasoning course 3 Credits
- Choose one Historical Knowledge and Understanding course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*

**Subtotal: 15-16**

- Choose one of the following: COM\* 166, COM\* 172, COM\* 213, COM\* 222, COM\* 225, COM\* 240 3 Credits
- Choose one Scientific Knowledge and Understanding course 3 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*

**Subtotal: 15-16**

- Choose one Oral Communication course 3 Credits
- Choose one Continued Learning and Information Literacy course 3 Credits
- Choose one Additional General Education II course 3 Credits
- Choose two additional COM\* courses 6 Credits

**Subtotal: 15**

## Total Minimum Credits Required: 60-61

### Notes:

\* Students can choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to

take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet

foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University

will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC - but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

## Communication: Media, A.S.

### Program Design

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

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

### Curriculum

Students may enroll in this program on a full- or part-time basis and attend classes during the day or evening. Note that to enter COM\* 121 and continue the program you must receive a grade of at least B in ENG\* 101 or have permission from the instructor.

### Learning Outcomes

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

1. Write copy for radio and television.
2. Research and write newspaper and feature stories.
3. Operate video cameras.
4. Use computer-based video editing programs.
5. Conduct interviews for news stories and television programs.
6. Write scripts for radio and television programs.
7. Develop and deliver effective oral presentations.
8. Appreciate the role and effect of mass media upon society.
9. Use computer-based audio programs.
10. Use software to electronically design brochures, newsletters and other printed material.

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

### Communication Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- COM\* 101: Introduction to Mass Communication 3 Credits
- Choose any Gen Ed - Social Sciences (Not History HIS\*) 3 Credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Choose one course from Gen Ed - Mathematics (MAT\*138 or higher) 3 Credits
- Subtotal: 15**
  
- COM\* 108: Contemporary Issues in Media 3 Credits or
- COM\* 113: Social Media in Contemporary Society 3 Credits
  
- COM\* 166: Video/Filmmaking (ART\* 185: Video/Filmmaking) 3 Credits
- COM\* 154: Film Study and Appreciation 3 Credits (Gen Ed - The Arts)
- Choose one General Education HIS\* course 3 Credits

- ENG\* 110: Introduction to Literature 3 Credits  
**Subtotal: 15**
- Choose one Lab course from Gen Ed - Physical and Natural Sciences 4 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3 Credits
- COM\* 295: Internship I 3 Credits
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 278: Group Communication 3 Credits
- COM\* 100: Introduction to Communication 3 Credits  
**Subtotal: 16**
- COM\* 121: Journalism I 3 Credits or
- COM\* 211: Screenwriting 3 Credits
- COM\* 141: Television Production 3 Credits or
- COM\* 145: Sports on Television 3 Credits
- Choose any course in Gen Ed - The Arts 3 Credits or
- Any Foreign Language (FRE\*, SPA\*) course 3 Credits
- Choose any Elective 3 Credits
- COM\* 131: Audio Production 3 Credits  
**Subtotal: 15**

Total Minimum Credits Required: 61

Note:

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

## Computer Game Design - 3D Generalist Concentration, A.S.

### Program Design

The purpose of the Computer Game Design 3D Generalist Concentration program is to provide students who are interested in a career in this industry comprehensive instruction in all aspects of computer game design, programming and production. The specific program objectives include:

- To provide instruction in all production aspects of game design and production including animation, sound design, game level design, 3D modeling, and computer graphics.
- To connect the media creation aspects of game design with the computer science programming necessary to produce functioning gameplay.
- To integrate creative thinking and technical skills in the development of original gaming concepts.
- To offer an overview of the games industry including tracking industry trends, preparation of production proposals and budgets, and the development and responsibilities of production teams.

The program is structured to equip students with a sound foundation in technical skills, design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and compositing tool.

### Learning Outcomes

Upon successful completion of all program requirements, graduates of the Computer Game Design 3D Generalist Concentration program will:

- Meet educational standards for entry-level and advanced level employment in the area of game design and development.
- Demonstrate an understanding of the production pipeline for game development (concept, storytelling, character development, level design, programming decisions, network distribution, etc.).
- Integrate creative/artistic skills (drawing, animation, storytelling, level design, etc.) with the computer science programming skills necessary for the development of interactive media.
- Demonstrate the software skills necessary for game development and for potential employment in the game development field.

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

### Computer Game Design - 3D Generalist Concentration Requirements

- ENG\* 101: Composition 3 Credits
- DGA\* 113: Drawing for Animation & Games 3 Credits
- DGA\* 109: Introduction to Games 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one from Gen Ed - Social Science 3 credits
- **Subtotal 15 credits**
- ENG\* 110: Introduction to Literature 3 Credits
- Choose one from Gen Ed - Mathematics 3 credits
- DGA\* 263: Animation Foundation 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits
- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits

**Subtotal 15 credits**

- DGA\* 276: 3D Animation and Rigging 3 Credits
- DGA\* 279: 3D Organic Surface Modeling 3 Credits
- DGA\* 273: 3D Materials, Textures & Lighting 3 Credits
- DGA\* 275: 2D Game Level Design 3 Credits
- Choose one from Gen Ed - Humanities 3-4 credits

**Subtotal 15-16 credits**

- DGA\* 278: 3D Hard Surface Modeling 3 Credits
- Choose one from Gen Ed - Physical and Natural Sciences 3-4 credits
- DGA\* 224: Digital Painting 3 Credits
- Choose one History elective 3 credits

- ART\* 111: Drawing I 3 Credits or
- ART\* 113: Figure Drawing I 3 Credits or
- DGA\* 277: 3D Game Level Design 3 Credits

**Subtotal 15-16 credits**

**Total Minimum Credits Required: 60-62**

**Note:**

- History elective: choose from HIS\* 101: Western Civilization I, HIS\* 102: Western Civilization II, HIS\* 121: World Civilization I, HIS\* 122: World Civilization II, HIS\* 201: United States History I, or HIS\* 202: United States History II
- Recommended Math: MAT\* 138: Intermediate Algebra: A Modeling Approach, MAT\* 185 - Trigonometric Functions, or MAT\* 186: Precalculus
- Recommended Gen Ed Science: PHY\* 110: Introductory Physics
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.
- COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.



## Computer Game Design - Concept Art Concentration, A.S.

### Program Design

The purpose of the Computer Game Design Concept Art Concentration program is to provide students who are interested in a career in this industry comprehensive instruction in all aspects of computer game design, programming and production. The specific program objectives include:

- To provide instruction in all production aspects of game design and production including animation, sound design, game level design, 3D modeling, and computer graphics.
- To connect the media creation aspects of game design with the computer science programming necessary to produce functioning gameplay.
- To integrate creative thinking and technical skills in the development of original gaming concepts.
- To offer an overview of the games industry including tracking industry trends, preparation of production proposals and budgets, and the development and responsibilities of production teams.

The program is structured to equip students with a sound foundation in technical skills, design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and compositing tool.

### Learning Outcomes

Upon successful completion of all program requirements, graduates of the Computer Game Design Concept Art Concentration program will:

- Meet educational standards for entry-level and advanced level employment in the area of game design and development.
- Demonstrate an understanding of the production pipeline for game development (concept, storytelling, character development, level design, programming decisions, network distribution, etc.).
- Integrate creative/artistic skills (drawing, animation, storytelling, level design, etc.) with the computer science programming skills necessary for the development of interactive media.
- Demonstrate the software skills necessary for game development and for potential employment in the game development field.

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

### Computer Game Design - Concept Art Concentration Requirements

- ENG\* 101: Composition 3 Credits
- DGA\* 113: Drawing for Animation & Games 3 Credits
- DGA\* 109: Introduction to Games 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one from Gen Ed - Social Science 3 credits
- **Subtotal 15 credits**
- ENG\* 110: Introduction to Literature 3 Credits (Gen Ed - Humanities)
- Choose one from Gen Ed - Mathematics 3 credits
- ART\* 111: Drawing I 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits
- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits

**Subtotal 15 credits**

- ART\* 113: Figure Drawing I 3 Credits
- DGA\* 263: Animation Foundation 3 Credits
- DGA\* 279: 3D Organic Surface Modeling 3 Credits
- DGA\* 273: 3D Materials, Textures & Lighting 3 Credits
- Choose one from Gen Ed - Humanities 3-4 credits

**Subtotal 15-16 credits**

- DGA\* 224: Digital Painting 3 Credits
- Choose one from Gen Ed - Physical and Natural Sciences 3-4 credits
- GRA\* 221: Illustration I 3 Credits
- Choose one History elective 3 credits

- ART\* 151: Painting I 3 Credits or
- DGA\* 267: 2D Animation 3 Credits or
- DGA\* 278: 3D Hard Surface Modeling 3 Credits

**Subtotal 15-16 credits**

Total Minimum Credits Required: 60-62

**Note:**

- History elective: choose from HIS\* 101: Western Civilization I, HIS\* 102: Western Civilization II, HIS\* 121: World Civilization I, HIS\* 122: World Civilization II, HIS\* 201: United States History I, or HIS\* 202: United States History II
- Recommended Math: MAT\* 138: Intermediate Algebra: A Modeling Approach, MAT\* 185 - Trigonometric Functions, or MAT\* 186: Precalculus
- Recommended Gen Ed Science: PHY\* 110: Introductory Physics
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.
- COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.

## Computer Game Design - Game Animation Concentration, AS

### Program Design

The purpose of the Computer Game Design Game Animation Concentration program is to provide students who are interested in a career in this industry comprehensive instruction in all aspects of computer game design, programming and production. The specific program objectives include:

- To provide instruction in all production aspects of game design and production including animation, sound design, game level design, 3D modeling, and computer graphics.
- To connect the media creation aspects of game design with the computer science programming necessary to produce functioning gameplay.
- To integrate creative thinking and technical skills in the development of original gaming concepts.
- To offer an overview of the games industry including tracking industry trends, preparation of production proposals and budgets, and the development and responsibilities of production teams.

The program is structured to equip students with a sound foundation in technical skills, design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and compositing tool.

### Learning Outcomes

Upon successful completion of all program requirements, graduates of the Computer Game Design Game Animation Concentration Concentration program will:

- Meet educational standards for entry-level and advanced level employment in the area of game design and development.
- Demonstrate an understanding of the production pipeline for game development (concept, storytelling, character development, level design, programming decisions, network distribution, etc.).
- Integrate creative/artistic skills (drawing, animation, storytelling, level design, etc.) with the computer science programming skills necessary for the development of interactive media.
- Demonstrate the software skills necessary for game development and for potential employment in the game development field.

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

### Computer Game Design - Game Animation Concentration Requirements

- ENG\* 101: Composition 3 Credits
- DGA\* 113: Drawing for Animation & Games 3 Credits
- DGA\* 109: Introduction to Games 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one from Gen Ed - Social Science 3 credits
- **Subtotal 15 credits**
- ENG\* 110: Introduction to Literature 3 Credits (Gen Ed - Humanities)
- Choose one from Gen Ed - Mathematics 3 credits
- DGA\* 263: Animation Foundation 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits
- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits

**Subtotal 15 credits**

- DGA\* 276: 3D Animation and Rigging 3 Credits
- DGA\* 275: 2D Game Level Design 3 Credits
- DGA\* 224: Digital Painting 3 Credits
- Choose one History elective 3 credits
- Choose one from Gen Ed - Humanities 3-4 credits

**Subtotal 15-16 credits**

- DGA\* 277: 3D Game Level Design 3 Credits
- Choose one from Gen Ed - Physical and Natural Sciences 3-4 credits

- DGA\* 267: 2D Animation 3 Credits or
- DGA\* 289: Motion Graphics & Effects 3 Credits

- DGA\* 212: Advanced Computer Graphics 3 Credits

- ART\* 111: Drawing I 3 Credits or
- DGA\* 278: 3D Hard Surface Modeling 3 Credits or
- DGA\* 279: 3D Organic Surface Modeling 3 Credits

**Subtotal 15-16 credits**

**Total Minimum Credits Required: 60-62**

**Note:**

- History elective: choose from HIS\* 101: Western Civilization I, HIS\* 102: Western Civilization II, HIS\* 121: World Civilization I, HIS\* 122: World Civilization II, HIS\* 201: United States History I, or HIS\* 202: United States History II
- Recommended Math: MAT\* 138: Intermediate Algebra: A Modeling Approach, MAT\* 185 - Trigonometric Functions, or MAT\* 186: Precalculus
- Recommended Gen Ed Science: PHY\* 110: Introductory Physics
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.
- COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.

## Computer Game Design - Game Level Design Concentration, A.S.

### Program Design

The purpose of the Computer Game Design Game Level Design Concentration program is to provide students who are interested in a career in this industry comprehensive instruction in all aspects of computer game design, programming and production. The specific program objectives include:

- To provide instruction in all production aspects of game design and production including animation, sound design, game level design, 3D modeling, and computer graphics.
- To connect the media creation aspects of game design with the computer science programming necessary to produce functioning gameplay.
- To integrate creative thinking and technical skills in the development of original gaming concepts.
- To offer an overview of the games industry including tracking industry trends, preparation of production proposals and budgets, and the development and responsibilities of production teams.

The program is structured to equip students with a sound foundation in technical skills, design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of creative and critical thinking in the use of technical knowledge. A strong emphasis has been placed on the use of the computer as a production and compositing tool.

### Learning Outcomes

Upon successful completion of all program requirements, graduates of the Computer Game Design Game Level Design Concentration program will:

- Meet educational standards for entry-level and advanced level employment in the area of game design and development.
- Demonstrate an understanding of the production pipeline for game development (concept, storytelling, character development, level design, programming decisions, network distribution, etc.).
- Integrate creative/artistic skills (drawing, animation, storytelling, level design, etc.) with the computer science programming skills necessary for the development of interactive media.
- Demonstrate the software skills necessary for game development and for potential employment in the game development field.

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

### Computer Game Design - Game Level Design Concentration Requirements

- ENG\* 101: Composition 3 Credits
- DGA\* 113: Drawing for Animation & Games 3 Credits
- DGA\* 109: Introduction to Games 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one from Gen Ed - Social Science 3 credits
- **Subtotal 15 credits**
- ENG\* 110: Introduction to Literature 3 Credits
- Choose one from Gen Ed - Mathematics 3 credits
- DGA\* 263: Animation Foundation 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits

- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits

**Subtotal 15 credits**

- DGA\* 273: 3D Materials, Textures & Lighting 3 Credits
- DGA\* 275: 2D Game Level Design 3 Credits
- DGA\* 276: 3D Animation and Rigging 3 Credits
- Choose one History elective 3 credits
- Choose one from Gen Ed - Humanities 3-4 credits

**Subtotal 15-16 credits**

- DGA\* 277: 3D Game Level Design 3 Credits
- Choose one from Gen Ed - Physical and Natural Sciences 3-4 credits
- DGA\* 267: 2D Animation 3 Credits
- DGA\* 278: 3D Hard Surface Modeling 3 Credits

- DGA\* 212: Advanced Computer Graphics 3 Credits or
- DGA\* 289: Motion Graphics & Effects 3 Credits or
- DGA\* 279: 3D Organic Surface Modeling 3 Credits

**Subtotal 15-16 credits**

**Total Minimum Credits Required: 60-62**

**Note:**

- History elective: choose from HIS\* 101: Western Civilization I, HIS\* 102: Western Civilization II, HIS\* 121: World Civilization I, HIS\* 122: World Civilization II, HIS\* 201: United States History I, or HIS\* 202: United States History II
- Recommended Math: MAT\* 138: Intermediate Algebra: A Modeling Approach, MAT\* 185 - Trigonometric Functions, or MAT\* 186: Precalculus
- Recommended Gen Ed Science: PHY\* 110: Introductory Physics
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.
- COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.

## Computer Network Technology, A.S.

### Program Design

The Computer Network Technology associate degree program provides students with both a broad and in-depth background in computer networking concepts and technologies. It covers the fundamentals of computer network theory as well as practical network connectivity device configuration, administration of networked client-server computer operating systems, computer hardware design and maintenance and computer programming.

Students will have hands-on access to HP and CISCO networking equipment. Advanced high-end computer labs allow each student to build individual VMware based virtual networks comprised of large-scale client-server configurations.

The Computer Network Technology associate degree program prepares students for entry-level positions in the computer networking and system administration professions.

Students who are interested in programming should consider the Computer Science A.A. degree.

### Curriculum

Students may enroll in this program full- or part-time. With full time attendance, the degree is designed to be a two-year program. The certificate is also a two-year program. Courses are offered during daytime and/or evening hours (the certificate may be completed with all night classes). For students who don't meet the math prerequisite requirements for either the math or computer programming/networking courses in the program, MCC offers a wide range of preparatory courses. Math courses are offered fall, spring and summer.

Students have the choice of several programming languages for the one semester of required programming. However, Python is the preferred language and is strongly recommended. If the student so chooses, additional semesters of programming can count toward the requirement for two technical electives.

The following sequence of core courses is recommended:

1st Semester (FA & SP) CST\*131 Networking Theory & Application

2nd Semester (SP) CST\*237 SysAdmin I - Client/Server

3rd Semester (FA) CST\*238 SysAdmin II - Client/Server

4th Semester (SP) CST\*132 Networking Infrastructure

Varies (FA or SP) CST\*141 Computer Hardware

Note:

Four of the five core courses are only offered once a year in either the fall or spring semester.

CST\*131 is a prerequisite for the other four core courses in the program and must be taken first.

CST\*237 and CST\*238 can be taken in any order, but at least one of them must be taken before CST\*132.

Students may wish to consult with a computer science/networking faculty advisor (Richard Gnall [rgnall@manchestercc.edu](mailto:rgnall@manchestercc.edu)) to plan their program and schedule of classes, and to discuss required course prerequisites.

## Learning Outcomes

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

1. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to computer networking, system administration, computer hardware, programming and related Internet technologies.
2. Implement basic switching and routing technologies used in computer networks.
3. Demonstrate and implement advanced networking infrastructure concepts.
4. Demonstrate skill in the installation, configuration, maintenance, upgrading and troubleshooting of computer operating systems at both the workstation and server levels in both stand-alone and networked environments.
5. Describe basic computer organization and the relationship between hardware components and the operating system.
6. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of a modern programming language such as Python, Java, C++ or C#.

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

## Computer Network Technology Requirements

- CST\* 131: Networking Theory & Application 4 Credits
  
- CSC\* 124: Programming Logic and Design with Python 3 Credits or
- CSC\* 127: Java I 3 Credits or
- EGR\* 230: C++ For Engineers 3 Credits or
- CSC\* 125: Programming Logic and Design with C++ 3 Credits
  
- MAT\* 172: College Algebra 3 Credits (Gen Ed - Mathematics)
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- Subtotal: 13**
  
- CST\* 237: SysAdmin I - Client/Server 4 Credits
- Choose one Physics course from PHY\* 110 or higher, from Gen Ed - Physical and Natural Sciences 4 Credits
- MAT\* 186: Precalculus 4 Credits
- CSC\* 114: Client-Side Web Development 3 Credits
- Subtotal: 15**
  
- CST\* 238: SysAdmin II - Client/Server 4 Credits
- CAD\* 110: Introduction to CAD 3 Credits
- Elective - Technical Elective 3 Credits ‡
- Choose one course from Gen Ed - The Arts 3 credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Subtotal: 17**
  
- CST\* 132: Networking Infrastructure 3 Credits
- Elective - Technical Elective 3 Credits ‡
- CST\* 141: Computer Hardware 4 Credits
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- CST\* 205: Project Management 4 Credits
- Subtotal: 16**



## Total Minimum Credits Required: 61-63

### Note:

*‡ Technical Electives:*

- EGR\* 230: C++ For Engineers 3 Credits
- CSC\* 125: Programming Logic and Design with C++ 3 Credits
- CSC\* 215: Object-Oriented Programming with C++ 4 Credits
- CSC\* 217: Object-Oriented Programming with C# 3 Credits
- CSC\* 127: Java I 3 Credits
- CSC\* 128: Java II 3 Credits
- EET\* 108: AC/DC Circuit Analysis 4 Credits
- EET\* 252: Digital Electronics 4 Credits
- ENG\* 202: Technical Writing 3 Credits
- CSC\* 295: Cooperative Education/Work Experience 3 Credits
- CST\* 201: Introduction to MIS 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits

## Computer Science: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the four Connecticut State Universities or Charter Oak College. 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.

The Computer Science Pathway A.A. degree is a rigorous calculus-based program which provides students with a broad background in the underlying disciplines of computer science including: the fundamentals of computer programming; database theory and design; digital systems including digital logic, computer organization & architecture and assembly language; and client-side web development.

Students will also acquire a comprehensive educational background in mathematics, science and general education, designed to develop and enhance their critical thinking, problem analysis and resolution skills.

Students planning to transfer to baccalaureate institutions may wish to consult with an advisor (Ibtsam Mahfouz [imahfouz@manchestercc.edu](mailto:imahfouz@manchestercc.edu) or Richard Gnall [rgnall@manchestercc.edu](mailto:rgnall@manchestercc.edu)) regarding the requirements of these institutions and transferability of courses.

Students who are interested in Networking and System Administration should consider the Computer Network Technology A.S. degree or certificate.

### Curriculum

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

|   |   |
|---|---|
| At Central Connecticut State University:  | Computer Science, B.S. - Alternative Program<br>Computer Science, B.S. - Honors |
| At Eastern Connecticut State University:  | Computer Science, B.S.  |
| At Southern Connecticut State University: | Computer Science, B.S. - General Program  |
| At Western Connecticut State University:  | Computer Science, B.S.  |
| At Charter Oak State College:             | General Studies: Computer Science Studies Concentration, B.A.                   |

Students may enroll in this program full- or part-time. Courses are offered during daytime and/or evening hours. Some courses are not offered every semester. For students who don't meet the math prerequisite requirements for either the math or computer programming/networking courses in the program, MCC offers a wide range of preparatory courses.

When planning their schedule, students should note that some courses are offered only once a year, in either the Fall or Spring semester, but not both.

- MAT\*287 Discrete Math      Spring Only
- EET\*252 Digital Electronics      Spring Only

Students may wish to consult with a computer science faculty advisor (Ibtsam Mahfouz [imahfouz@manchestercc.edu](mailto:imahfouz@manchestercc.edu) or Richard Gnall [rgnall@manchestercc.edu](mailto:rgnall@manchestercc.edu)) to plan their program and schedule of classes, and to discuss required course prerequisites.

### Learning Outcomes

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

1. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of a modern programming language such as Java.
2. Apply the use of data modeling and relational database design for the design and implementation of a database application.
3. Understand the fundamental operating principles of a computer on an architectural level.
4. Acquire an understanding of modern abstract mathematics as it relates to computer science
5. Apply the use of HTML, CSS, JavaScript, Bootstrap and jQuery to the design and creation of a website.

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

## Computer Science Requirements

The official requirements for the degree can be found here:

CSCU Pathway Transfer Degree: Computer Science Studies, A.A., Manchester Community College  
<http://www.ct.edu/files/tap/CS.MCC.pdf>

Manchester Community College General Education Courses by Category  
 Effective Fall 2018  
<http://www.ct.edu/files/tap/MCC-Appendix-1.pdf>

To help students plan their course of study, the following sequence (based on the BOR outline) may help:

- MAT\* 186: Precalculus 4 Credits (Gen Ed - Mathematics)
- CSC\* 127: Java I 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- Choose one Aesthetic Dimensions course 3 Credits
- Choose one Oral Communication course 3 Credits
- Subtotal: 16**
- MAT\* 254: Calculus I 4 Credits (formerly MAT\* 250)‡
- CSC\* 128: Java II 3 Credits
- CSC\* 121: Introduction to Database Design 3 Credits
- CSC\* 114: Client-Side Web Development 3 Credits
- Choose one Written Communication II course 3 credits
- Subtotal: 16**
- PHY\* 221: Calculus-Based Physics I 4 Credits or
- CHE\* 121: General Chemistry I 4 Credits or
- BIO\* 121: General Biology I 4 Credits
- MAT\* 256: Calculus II 4 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Continued Learning and Information Literacy course 3 Credits
- Subtotal: 14**
- MAT\* 287: Discrete Mathematics and Methods of Proof 4 Credits
- Choose either PHY\* 222 or CHE\* 122 or BIO\* 122 (must choose second course in sequence started with first course) 3 Credits
- EET\* 252: Digital Electronics 4 Credits
- Choose one Historical Knowledge and Understanding course 3 credits

**Subtotal: 15**

**Total Minimum Credits Required: 61**

**Note:**

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

## Computer-Aided Design Option, Technology Studies, A.S.

### Program Design

The Connecticut College of Technology Pathways program allows students to complete an associate in science degree program in Technology Studies at MCC, and continue on to complete a Bachelor of Science degree in Industrial Technology, Engineering Technology or Technology Education at Central Connecticut State University's (CCSU) School of Technology. The curriculum offers a broad range of studies in: STEM engineering drawing and computer-aided design (CAD), electronics, computer technologies, computer-aided manufacturing (CAM) and other courses in special areas of technology. The program also includes a solid core of courses in general education. Each of the courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at Central Connecticut State University.

### Curriculum

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

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

### Learning Outcomes

Upon successful completion of all Technology Studies options program requirements, graduates will

1. Apply appropriate mathematical and scientific principles to engineering and technology applications.
2. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
3. Apply knowledge and skills to develop, interpret, and select appropriate technological processes.

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

### Computer-Aided Design Option Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- CAD\* 110: Introduction to CAD 3 Credits
- EGR\* 111: Introduction to Engineering 3 Credits
- Any Gen Ed - Social Sciences GEO\* or POL\* course 3 Credits
- MAT\* 186: Precalculus 4 Credits
  
- HIS\* 101: Western Civilization I 3 Credits or
- Any Gen Ed - Social Sciences HIS\* course 3 Credits

**Subtotal: 18-19**

- ECN\* 102: Principles of Microeconomics 3 Credits or
- any ECN\* course

- CHE\* 111: Concepts of Chemistry 4 Credits (Gen Ed - Physical and Natural Sciences) or
- CHE\* 121: General Chemistry I 4 Credits (Gen Ed - Physical and Natural Sciences)
- PHL\* 111: Ethics 3 Credits or any Gen Ed - Mode 3 PHL\* course
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Mathematics)
- CAD\* 220: Parametric Design (Solidworks) 3 Credits

**Subtotal: 17**

- PHY\* 110: Introductory Physics 4 Credits or
- PHY\* 121: General Physics I 4 Credits
  
- EGR\* 230: C++ For Engineers 3 Credits
- CAD\* 221: Advanced Parametric Design (Solidworks) 3 Credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- EGR\* 112: Engineering Drawing Interpretations 3 Credits

**Subtotal: 16**

- ENG\* 202: Technical Writing 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- MFG\* 239: Geometric Dimension and Tolerancing 3 Credits
- MFG\* 205: Principles of CNC with Mastercam 3 Credits
  
- PSY\* 247: Industrial and Organizational Psychology 3 Credits or
- SOC\* 101: Principles of Sociology 3 Credits or
- any Gen Ed - Social Sciences PSY\* or SOC\* course 3 Credits

**Subtotal: 15**

Total Minimum Credits Required: 66

## Criminal Justice, A.S.

### Program Design

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

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

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

### Learning Outcomes

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

1. Have a general understanding and appreciation of the role of the criminal justice system at local, state and federal levels.
2. Demonstrate knowledge of appropriate codes of professional ethics and the capability to critically and reflectively engage ethical issues in criminal justice, particularly questions of social responsibility and professional decision-making.
3. Demonstrate knowledge of theories, principles, judicial and correctional processes, legal institutions, and methods of law enforcement.
4. Have a sound basic education in criminal justice for graduates who choose to pursue a bachelor's degree.

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

### Criminal Justice Requirements

- CJS\* 101: Introduction to Criminal Justice 3 Credits
  - Choose one course from Gen Ed - Mathematics 3 Credits
  
  - COM\* 172: Interpersonal Communication 3 Credits (Gen Ed - Humanities) or
  - COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities) or
  - COM\* 278: Group Communication 3 Credits (Gen Ed - Humanities)
  
  - ENG\* 101: Composition 3 Credits (Gen Ed - English)
  
  - POL\* 111: American Government 3 Credits or
  - POL\* 112: State and Local Government 3 Credits
- Subtotal: 15**

**First Course in Area of Concentration:**

- Law Enforcement: CJS\* 105: Introduction to Law Enforcement 3 Credits
- Corrections: CJS\* 102: Introduction to Corrections 3 Credits

- Forensic Science: CJS\* 225: Forensic Science I 3 Credits
- Crime and Deviance: SOC\*240: Criminology 3 Credits
- Choose one HIS course from Gen Ed - Social Sciences 3 credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3 Credits
- Choose any ENG\* above 101 3 Credits
- CJS\* 220: Criminal Investigation 3 Credits

**Subtotal: 15**

- CJS\* 289: Careers in Criminal Justice 3 Credits or
- CJS\* 293: CJ Cooperative Education/Work Experience 3 Credits

- Elective Criminal Justice 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose any course 3 Credits
- CJS\* 211: Criminal Law I 3 Credits

**Subtotal: 15**

**Second Course in Area of Concentration:**

- Law Enforcement: CJS\* 120: Police and the Community 3 Credits
- Corrections: CJS\* 240: Correctional Administration 3 Credits
- Forensic Science: CJS\* 226: Forensic Science II 3 Credits
- Crime and Deviance: SOC\*241: Juvenile Delinquency 3 Credits
- CJS\* 213: Evidence & Courtroom Procedure 3 Credits
- POL\* 212: Constitutional Law and Civil Rights 3 Credits
- CJS\* 212: Criminal Law II 3 Credits
- Elective criminal justice 3 Credits

**Subtotal: 15**

Total Minimum Credits Required: 60

**Note:**

*‡ ENG\* 200 or ENG\* 202 recommended.*



## Criminology Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

|   |   |
|---|---|
| At Central Connecticut State University:  | Criminology, B.A.   |
| At Eastern Connecticut State University:  | Sociology with Criminology Minor, B.A.  |
| At Southern Connecticut State University: | Sociology with Criminal Justice Concentration, B.A.   |
| At Western Connecticut State University:  | Justice and Law Administration with Corrections, Probation, and Offender Rehab Option, B.S. |
|   | Justice and Law Administration with Law Enforcement Option, B.S.                            |
|   | Justice and Law Administration with Legal Studies Option, B.S.                              |
|   | Justice and Law Administration with Paralegal Studies Option, B.S.                          |
|   | Justice and Law Administration with Criminology Option, B.S.                                |
| At Charter Oak State College:             | Criminal Justice, B.A.  |

Below is the recommended course of study for the Criminology Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Program Objectives

1. Complete an Associate of Arts degree in Criminology Studies.
2. Transfer seamlessly into a Bachelor of Arts or Science Degree in Criminology or Sociology with a concentration in Criminology with junior-level status in the receiving CSCU institution as part of the

### Learning Outcomes

1. Identify and explain the basic structures and functions of law enforcement, courts, and corrections within the criminal justice system.
2. Interpret the basic concepts and functions of criminal law.

3. Integrate multidisciplinary theories which constitute the basis for understanding criminality and victimization.
4. Apply constitutional principles that protect the rights of individuals and regulate criminal justice practices and procedures.

## Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Criminology Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

## CSCU Pathway Transfer: Criminology Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- CJS\* 101: Introduction to Criminal Justice 3 Credits
- Choose any Aesthetic Dimensions course 3 Credits
- SOC\* 101: Principles of Sociology 3 Credits
- **Subtotal: 15-16**
  
- IDS\* 201: Explore [Theme] 3 Credits or
- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits
  
- Choose any Scientific Reasoning course 3 Credits
- Choose any Historical Knowledge and Understanding course 3 Credits
  
- CJS\* 120: Police and the Community 3 Credits or
- CJS\* 105: Introduction to Law Enforcement 3 Credits
  
- CJS\* 213: Evidence & Courtroom Procedure 3 Credits
- **Subtotal: 15-16**
  
- SOC\* 240: Criminology 3 Credits
- CJS\* 102: Introduction to Corrections 3 Credits
- Choose any Scientific Knowledge and Understanding course 3 Credits
- Choose one Additional General Education I or II course 3 Credits
- Choose one Unrestricted Elective (CJS\* 105, CJS\* 120, CJS\* 211, CJS\* 220, CJS\* 225, CJS\* 293, CJS\* 294, SOC\* 241 recommended) 3 Credits

**Subtotal: 15-16**

- PSY\* 111: General Psychology I 3 Credits
- Choose any Oral Communication course 3 Credits
- Choose any Continued Learning and Information Literacy course 3 Credits
- Choose one course from CJS\* 211, CJS\* 220, CJS\* 225, CJS\* 293, CJS\* 294, or SOC\* 241 3 Credits
- Unrestricted Elective\* 3 Credits

**Subtotal: 15****Total Minimum Credits Required: 61-62****Note:**

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

- In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average,
- At CCSU, you must complete all courses for the major and the minor with a C- or better, and you must maintain a minimum GPA of 2.0.
- At ECSU, you must have a GPA of 2.0 or better In the set of required courses for the major. At SCSU, you must maintain an overall GPA of 2.5 or better.
- At WCSU, you must maintain a cumulative GPA of 2.3 or better.
- These requirements are effective if you declared this major for the 2016/17 academic year.

## Culinary Arts, A.S.

### Program Design

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

The Culinary Arts program is accredited by the American Culinary Federation Educational Institute. In addition to classroom and laboratory study, students will participate in an individually-planned, 300-hour cooperative work experience program, earning credit toward graduation while employed. Graduates have transferred and earned bachelor's degrees at such colleges as Johnson & Wales University, Paul Smith's College, and New England Culinary Institute.

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

In addition to this degree, students may earn a second associate degree in Foodservice Management or Hotel-Tourism Management by taking additional credit hours. Candidates interested in earning double degrees should see a counselor or a hospitality management faculty member. Graduates from this program may apply to the American Culinary Federation (ACF) to become a Certified Cook, a nationally recognized certification.

### Curriculum

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

### Learning Outcomes

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

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

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

### Culinary Arts Degree Requirements

- HSP\* 109: Food Safety Certification 1 Credits
- HSP\* 135: Service Management 3 Credits
- HSP\* 101: Principles of Food Preparation 3 Credits
- HSP\* 100: Introduction to the Hospitality Industry 3 Credits
- HSP\* 103: Principles of Baking I 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)

**Subtotal: 16**

- HSP\* 112: Advanced Food Preparation 4 Credits
- HSP\* 215: Principles of Baking II 3 Credits
- COM\* 172: Interpersonal Communication 3 Credits (Gen Ed - Humanities) or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities) or
- COM\* 278: Group Communication 3 Credits (Gen Ed - Humanities)
- BIO\* 111: Introduction to Nutrition 3 Credits (Gen Ed - Physical and Natural Sciences)
- Choose one course from Gen Ed - Mathematics 3 Credits

**Subtotal: 16**

- Choose one course from Gen Ed - The Arts 3 Credits
- HSP\* 211: Food and Beverage Cost Control 3 Credits
- HSP\* 201: International Foods 4 Credits
- HSP\* 230: Sustainable Food Service Management 3 Credits
- Choose one course from Gen Ed - Social Sciences 3 Credits

**Subtotal: 16**

- HSP\* 225: Principles of Baking III 3 Credits or
- HSP\* 216: Artisan Bread 3 Credits or
- HSP\* 107: Icing Artistry I 3 Credits
- HSP\* 290: Classical Cuisine 3 Credits
- HSP\* 296: Cooperative Education/Work Experience 3 Credits
- HSP\* 210: Buffet Catering 4 Credits
- Choose one course from any Gen Ed Knowledge Area 3 Credits

**Subtotal: 16**

**Total Minimum Credits Required: 64**

## Dual Degree in Foodservice Management

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

- ACC\* 115: Financial Accounting 4 Credits
- GEO\* 111: World Regional Geography 3 Credits
- HSP\* 233: Hospitality Human Resource Management 3 Credits

- HSP\* 237: Hospitality Marketing 3 Credits
- HSP\* 238: Relationship Marketing 3 Credits

## **Disability Specialist, A.S.**

### **Program Design**

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

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

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

### **Program Philosophy**

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

### **Mission Statement**

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

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

### **Curriculum**

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

### **Learning Outcomes**

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

1. Define and discuss basic definitions, causes, psychological characteristics and educational approaches relevant to children with disabilities.

2. Discuss how children and adults with disabilities have unique abilities rather than limitations.
3. Identify current trends and issues, and define the impact of current national and state laws and policies, affecting people with disabilities and their families.
4. Compare various learning theories and their application to children and adults with disabilities.
5. Define ethical standards in the disability field and demonstrate confidentiality in written and oral assignments.

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

## Disability Specialist Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed -English)
- HSE\* 101: Introduction to Human Services 3 Credits
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Science)
- Elective any course 3 Credits
- PSY\* 163: Children with Disabilities 3 Credits

**Subtotal: 15**

- Choose one course from Gen Ed - Humanities 3 Credits
- HSE\* 251: Work with Individuals and Families 3 Credits
- Choose one course from Gen Ed - Social Science 3 Credits
- PSY\* 173: Adults with Disabilities 3 Credits
- Choose one course from Gen Ed - Physical and Natural Science 3 Credits

**Subtotal: 15-16**

- Elective any course 3 Credits
- HSE\* 210: Group & Interpersonal Relations 3 Credits

- POL\* 111: American Government 3 Credits or
- POL\* 112: State and Local Government 3 Credits

- PSY\* 183: Learning Process and Disabilities 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits

**Subtotal: 15**

- HSE\* 134: Introduction to the Mental Health System 3 Credits
- PSY\* 184: Assistive Technology Across the Lifespan 3 Credits
- PSY\* 193: Issues/Trends in Disabilities 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits \*\*
- HSE\* 281: Human Services Field Work I 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 60**

### Note:

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

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



## **Drug & Alcohol Recovery Counselor, A.S.**

### **Program Design**

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

The DARC program is designed to meet the academic requirement for the State of Connecticut and the CT Certification Board's certification as an alcohol and drug/addiction counselor. This program is designed to provide the student with the most up-to-date knowledge in the field of addiction counseling.

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

### **DARC Internship Admission Process**

Registration for the DARC internship courses (HSE\* 281 & DAR\* 251) and placement into a DARC internship site is based on the submission of an official application packet, an interview/screening process, including a site-specific background check, and the satisfactory completion of DAR\* 101, DAR\* 111, DAR\* 112, DAR\* 158, DAR\* 213, and HSE\* 281 with a grade of C or better. Those students seeking admission into the DARC internship must meet with the DARC program coordinator. DARC internships begin each Fall semester. Internship application packets are accepted each semester for the following semester. Interviews/screenings of candidates will take place each December for the following Fall semester. Application deadlines are October 1st for the following spring and April 1st for the following fall.

### **Curriculum**

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

Students may enroll full- or part-time.

### **Learning Outcomes**

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

1. Understand addiction and a variety of models and theories of addiction and other problems related to addictions. Be able to describe the behavioral, psychological, physical health and social effects of psychoactive substances on the user and significant others.
2. Understand treatment, describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems. Recognize the importance of family, social networks, and community systems in the treatment and recovery process.
3. Apply knowledge and understand the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care and provide treatment services appropriate to the personal and cultural identity and language of the client.
4. Demonstrate professionalism and understand the importance of self-awareness in one's personal, professional and cultural life. Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship.

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

## Drug & Alcohol Recovery Counselor Requirements

- DAR\* 101: Public Health Issues Abuse and Addiction 3 Credits
- DAR\* 111: Addiction Counseling 3 Credits
- HSE\* 101: Introduction to Human Services 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)

**Subtotal: 15**

- DAR\* 112: Group Counseling Theory and Techniques 3 Credits
- DAR\* 158: Biology of Addiction 3 Credits
- COM\* 172: Interpersonal Communication 3 Credits (Gen Ed - Humanities) or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities) or
- COM\* 278: Group Communication 3 Credits (Gen Ed - Humanities)
- DAR\* 213: Addiction Counseling II 3 Credits
- Choose one course from Gen Ed - Social Sciences 3 Credits

**Subtotal: 15**

- HSE\* 281: Human Services Field Work I 3 Credits ‡
- PSY\* 245: Abnormal Psychology 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- HSE\* 134: Introduction to the Mental Health System 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits

**Subtotal: 15**

- DAR\* 251: Counseling Internship I 6 Credits ‡
- Choose one course from Gen Ed - Math 3 Credits
- Choose any course 3 Credits
- PSY\* 107: Pathways to Personal Growth 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 60**

### Note:

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

## Early Childhood Education, A.S.

### Program Design

The Early Childhood Education associate degree program is designed to prepare qualified students to become teachers of young children. The Early Childhood Education program has been accredited by the National Association for the Education of Young Children.

### Curriculum

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

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

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

### Learning Outcomes

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

1. Support young children in early childhood programs using skills in observation, documentation, assessment, and application.
2. Plan, implement, and evaluate developmentally appropriate lesson/activity plans that foster children's social, emotional, physical, and intellectual development and involve families.
3. Demonstrate effective teaching strategies in an early childhood program, based upon child development theory and family involvement principles, which include setting up the learning environment, letting children practice skills and ideas, interacting positively with children, colleagues, and families, and modeling behavior we want children to emulate.
4. Evaluate the quality of an early childhood program through curriculum activities, routines, and teacher and child engagement, the learning environment, teacher/child interaction, and family involvement.

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

### Early Childhood Education Requirements

- ECE\* 101: Introduction to Early Childhood Education 3 Credits
  - ENG\* 101: Composition 3 Credits (Gen Ed - English)
  - MAT\* 109: Quantitative Literacy 3 Credits (Gen Ed - Mathematics) or any higher level MAT\* course.
  - PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
  
  - GEO\* 111: World Regional Geography 3 Credits or
  - ANT\* 101: Introduction to Anthropology 3 Credits or
  - SOC\* 101: Principles of Sociology 3 Credits (Gen Ed - Social Sciences)
- Subtotal: 15**
- ECE\* 214: Observation Assessment and Participant Seminar 4 Credits

- PSY\* 203: Child Development 3 Credits
- ECE\* 222: Methods and Techniques in Early Childhood Education 3 Credits
- Choose either ECE\* 103 3 Credits or ECE\* 241 3 Credits

- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits

**Subtotal: 16**

- PSY\* 163: Children with Disabilities 3 Credits
- ECE\* 231: Early Language and Literacy Development 3 Credits
- ECE\* 109: Science & Math for Children 3 Credits
- Choose one course from Gen Ed - The Arts 3 credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3 credits

**Subtotal: 15-16**

- ECE\* 176: Nutrition, Health and Safety for Young Children 3 Credits
- Choose one course from Gen Ed - Humanities 3 Credits
- Choose any course 3 Credits
- ECE\* 295: Student Teaching Practicum 6 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 60**

## Early Childhood Teacher Credential Studies: CSCU Pathway Transfer, A.S.

### Program Design

CSCU Pathway Transfer A.S. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Eastern Connecticut State University: Bachelor of General Studies with a Concentration in Early Childhood Education - ECTC Level B

At Southern Connecticut State University: Bachelor of Arts in Interdisciplinary Studies with concentration in Early Childhood Pedagogy and Curriculum and Child, Family and Community Studies

At Charter Oak State College: Bachelor of General Studies with a Concentration in Child Studies - ECTC Track

### CSCU Pathway Transfer: Early Childhood Teacher Credential Studies Requirements

- ENG\* 101: Composition 3 Credits
- ECE\* 101: Introduction to Early Childhood Education 3 Credits
- PSY\* 111: General Psychology I 3 Credits (must be completed with a C- or better before PSY 203)
- Choose one Aesthetic Dimensions course 3 credits
- Choose one Oral Communication course 3 credits
- Subtotal: 15**
  
- PSY\* 163: Children with Disabilities 3 Credits
- PSY\* 203: Child Development 3 Credits
- Choose one ECE course 3 credits
- Choose one Quantitative Reasoning course 3 credits
- Choose one Written Communication II course 3 credits
- Subtotal: 15**
  
- ECE\* 214: Observation Assessment and Participant Seminar 4 Credits
- ECE\* 231: Early Language and Literacy Development 3 Credits
- Choose one ECE course 3 credits
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Subtotal: 15-16**

- ECE\* 295: Student Teaching Practicum 6 Credits
  - Choose one ECE course 3 credits
  - Choose one Continued Learning and Information Literacy course 3 credits
  - Choose one Scientific Knowledge and Understanding course 3-4 credits
- Subtotal: 15-16**

**Total Minimum Credits Required: 60-61**

## Notes:

Unrestricted Electives:\* 0 credits

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

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

## **Engineering Science, A.S.**

### **Program Design**

The Engineering Science associate degree program prepares students for transfer to baccalaureate college and university programs in mechanical engineering, electrical engineering, civil engineering and biomedical engineering, as well as for immediate employment in engineering support positions.

### **College of Technology - Engineering Pathway Program**

The Engineering Science program, through the Connecticut College of Technology Pathways program, provides for direct entry into baccalaureate engineering programs at the University of Connecticut and Central Connecticut State University. Students may enter UConn and CCSU engineering programs through the Engineering Science A.S. degree program at MCC and, upon successful completion of the program, continue on to UConn and CCSU as third-year engineering students with a full two years of credit towards a bachelor's degree in engineering.

### **Curriculum**

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

The Engineering Science program includes three required electives allowing students to explore topics of interest. Students may choose to use the three engineering electives to concentrate in mechanical, electrical, biomedical, or civil engineering. It is recommended that if a student desires to transfer into a degree program in one of these engineering disciplines that they follow the courses prescribed for the corresponding concentration. The purpose of these four concentrations is to help students align their coursework more closely with their discipline of interest, resulting in a more seamless transfer into a four-year institution. Students who choose not to follow a concentration may choose any course from each list of engineering requirements (3) in order to complete the degree.

### **Learning Outcomes**

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

- 1) Be prepared to transfer into a Bachelor of Science degree program as a continuing student in the Engineering Pathway program. Provided the transferring schools' credit requirements are met, MCC students will transfer as juniors.
- 2) Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with engineering.
- 3) Demonstrate a good understanding of engineering principles/concepts.
- 4) Demonstrate a good understanding of mathematical concepts.
- 5) Demonstrate good working knowledge of state-of-the-art hardware and software in support of engineering design.
- 6) Demonstrate the ability to think through a problem in a logical manner.
- 7) Solve engineering problems using critical thinking and problem solving skills.
- 8) Demonstrate good communication skills.
- 9) Work as a member of a team.
- 10) Recognize the need for engaging in life-long learning and remaining current in one's field.

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

## Engineering Science Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- EGR\* 111: Introduction to Engineering 3 Credits
- MAT\* 254: Calculus I 4 Credits (Gen Ed - Mathematics) ‡
- CHE\* 121: General Chemistry I 4 Credits (Gen Ed - Physical and Natural Sciences)
- HIS\* 101: Western Civilization I 3 Credits (Gen Ed - Social Sciences)

**Subtotal: 17**

- ENG\* 110: Introduction to Literature 3 Credits (Gen Ed - Humanities)
- MAT\* 256: Calculus II 4 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- PHY\* 221: Calculus-Based Physics I 4 Credits
- EGR\* 230: C++ For Engineers 3 Credits

**Subtotal: 17**

- PHY\* 222: Calculus-Based Physics II 4 Credits
- Engineering Elective 3-4 Credits<sup>††</sup>
- EGR\* 211: Engineering Statics 3 Credits
- PHL\* 111: Ethics 3 Credits
- MAT\* 268: Calculus III: Multivariable 4 Credits

**Subtotal: 18**

- Choose one course from Gen Ed - Social Sciences 3 Credits
- Engineering Elective 3-4 Credits<sup>††</sup>
- Engineering Elective 3-4 Credits<sup>††</sup>
- MAT\* 286: Differential Equations 4 Credits

**Subtotal: 13-15**

**Total Minimum Credits Required: 64**

### Note:

<sup>‡</sup> Students who receive credit for MAT\* 250 have fulfilled the MAT\* 254 requirement.

<sup>††</sup>Students are recommended to follow one of the concentrations below. If a student does not elect to fulfill a concentration, they may take any of the courses below as Engineering Electives.

| Concentration          | 1 <sup>st</sup> Engineering Elective                 | 2 <sup>nd</sup> Engineering Elective | 3 <sup>rd</sup> Engineering Elective |
|------------------------|--|--------------------------------------|--------------------------------------|
| Mechanical Engineering | EGR* 221 Introduction to Electrical Circuit Analysis | EGR* 214 Engineering Thermodynamics  | EGR* 212 Engineering Dynamics        |
| Electrical Engineering | EGR* 221 Introduction to Electrical Circuit Analysis | EET* 252: Digital Electronics        | MAT* 274 Linear Algebra              |



| Concentration          | 1 <sup>st</sup> Engineering Elective                 | 2 <sup>nd</sup> Engineering Elective | 3 <sup>rd</sup> Engineering Elective |
|------------------------|--|--------------------------------------|--------------------------------------|
| Biomedical Engineering | EGR* 221 Introduction to Electrical Circuit Analysis | BIO* 121 General Biology I           | CHE* 122 General Chemistry II        |
| Civil Engineering      | CAD* 110 Introduction to CAD                         | EGR* 214 Engineering Thermodynamics  | EGR* 212 Engineering Dynamics        |

## Engineering Technology Option, Technology Studies, A.S.

### Program Design

The Connecticut College of Technology Pathways program allows students to complete an associate in science degree program in Technology Studies at MCC, and continue on to complete a bachelor of science degree in Industrial Technology, Engineering Technology, Computer-Aided Design or Technology Education at Central Connecticut State University's (CCSU) School of Technology. The curriculum offers a broad range of studies and topics in: mathematics, physics, chemistry, engineering drawing and computer-aided design (CAD), computer technologies, advanced manufacturing technologies (robotics, automation, computer-aided manufacturing (CAM) and other courses in special areas of technology. The program also includes a solid core of courses in general education. Each of the courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at Central Connecticut State University.

### Curriculum

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

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

### Learning Outcomes

Upon successful completion of all Technology Studies options program requirements, graduates will

1. Apply appropriate mathematical and scientific principles to engineering and technology applications.
2. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
3. Apply knowledge and skills to develop, interpret, and select appropriate technological processes.

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

### Engineering Technology Option Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- EGR\* 111: Introduction to Engineering 3 Credits
- EGR\* 230: C++ For Engineers 3 Credits
- CHE\* 121: General Chemistry I 4 Credits (Gen Ed - Physical and Natural Sciences)
- HIS\* 101: Western Civilization I 3 Credits (Gen Ed - Social Sciences) or
- Choose any Gen Ed - Social Sciences HIS\* course 3 Credits

**Subtotal: 16**

- ECN\* 102: Principles of Microeconomics 3 Credits or
- Choose any ECN\* course 3 Credits
- CAD\* 110: Introduction to CAD 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Mathematics)

- MAT\* 254: Calculus I 4 Credits (formerly MAT\* 250)‡
- Choose any Gen Ed - Social Sciences GEO\* or POL\* course 3 Credits

**Subtotal: 17**

- PHY\* 121: General Physics I 4 Credits or
- PHY\* 221: Calculus-Based Physics I 4 Credits
- EGR\* 211: Engineering Statics 3 Credits
- PHL\* 111: Ethics 3 Credits (Gen Ed - Humanities) or
- Choose any Gen Ed - Humanities PHL\* course 3 Credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- MAT\* 256: Calculus II 4 Credits

**Subtotal: 17**

- ENG\* 202: Technical Writing 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- EGR\* 212: Engineering Dynamics 3 Credits
- PHY\* 122: General Physics II 4 Credits or
- PHY\* 222: Calculus-Based Physics II 4 Credits
- PSY\* 247: Industrial and Organizational Psychology 3 Credits or
- SOC\* 101: Principles of Sociology 3 Credits or
- Choose any Gen Ed - Social Science PSY\* or SOC\* course 3 Credits

**Subtotal: 16**

Total Minimum Credits Required: 66

**Note:**

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

## English Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Transfer Ticket

Program Objectives:

1. Complete an Associate of Arts degree in English Studies.
2. Transfer seamlessly into a Bachelor of Arts degree program in English with junior-level status in the receiving in CSCU institution as part of the CSCU Transfer Tickets program.

Upon successfully completion of all English Transfer Ticket degree program requirements, graduates will

1. Analyze in writing literary texts using the conventions and discourse of English studies.
2. Recognize at an introductory level the relationships among literature, culture, and history across multiple cultures, genres, and time periods.
3. Demonstrate an understanding of the function of aesthetic elements in literature.

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

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: English Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### Curriculum

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

At Central Connecticut State University: English, B.A.

At Eastern Connecticut State University: English, B.A.

At Southern Connecticut State University: English, B.A.

At Western Connecticut State University: English, B.A.

At Charter Oak State College: English, B.A.

Below is the recommended course of study for the English Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

## CSCU Pathway Transfer: English Studies Requirements

- ENG\* 101: Composition 3 Credits
- Choose one Quantitative Reasoning course 3 Credits
- Choose one Aesthetic Dimensions course 3 Credits
- Choose two Unrestricted Electives 3-6 Credits \*
- Subtotal: 15**
- ENG\* 110: Introduction to Literature 3 Credits
- Choose one Scientific Reasoning course 3 Credits
- Choose one Historical Knowledge and Understanding course 3 Credits
- Choose two Unrestricted Electives 3-6 Credits \*
- Subtotal: 15-16**
- ENG\* 221: American Literature I 3 Credits
- Choose one Scientific Knowledge and Understanding course 3 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Additional General Education I course 3 Credits
  
- ENG\* 245: Early Western Literature 3 Credits or
- ENG\* 246: Modern Western Literature 3 Credits
- Subtotal: 15-16**
- ENG\* 232: British Literature II 3 Credits
- Choose one Continued Learning and Information Literacy course 3 Credits
- Choose one Oral Communication course 3 Credits
- Choose one Additional General Education II course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*
- Subtotal: 15**

**Total Minimum Credits Required: 60-61**

### Notes:

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

Information on additional courses you might take if you have free elective room, including major courses as well as remaining general education courses for each CSU, with equivalency information for each CSU, can be found at <http://www.ct.edu/transfer/transferring>

## Entrepreneurship Option, Business Administration Career, A.S.

### Program Design

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

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

### Curriculum

Students may attend full-time or part-time. Note: All business and accounting courses have prerequisites. All accounting courses numbered 100 or higher require students to be eligible for ENG\* 101 and MAT\* 095 or higher.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions; demonstrate appropriate interpersonal communication and presentation skills and demeanor; demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Recognize and respond thoughtfully to situations that present ethical dilemma, demonstrating the ability to identify ethical dilemmas and social responsibilities of business, an ability to confront ethical dilemmas, and apply ethical principles to business situations using concepts learned.
4. Apply concepts in core business disciplines and critical thinking skills to make sound financial decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.
6. Recognize the vital role small business plays in the global economy. Develop and apply decision-making skills to strategic business planning.

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

### Entrepreneurship Option Requirements

- BBG\* 101: Introduction to Business 3 Credits
- ACC\* 115: Financial Accounting 4 Credits
- BBG\* 234: Legal Environment of Business 3 Credits
- Choose one course from Gen Ed - Mathematics (Recommended MAT\* 138, MAT\* 158, MAT\* 165) 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)

**Subtotal: 16**

- ACC\* 117: Principles of Managerial Accounting 3 Credits
- BMG\* 202: Principles of Management 3 Credits
- BMK\* 201: Principles of Marketing 3 Credits
  
- BFN\* 111: Financial Literacy 3 Credits (Gen Ed - Interdisciplinary ) or
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits
- Subtotal: 15**
  
- BES\* 218: Entrepreneurship 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- ECN\* 101: Principles of Macroeconomics 3 Credits (Gen Ed - Social Sciences)
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
  
- BMG\* 210: Organizational Behavior 3 Credits or
- PSY\* 247: Industrial and Organizational Psychology 3 Credits
- Subtotal: 15-16**
  
- BES\* 219: Management and Growth - Small Business 3 Credits
- Free elective 3 Credits ‡
- BMG\* 204: Managerial Communication 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- ACC\* 125: Accounting Computer Applications I 3 Credits
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 61**

**Note:**

*‡Select any course (3 Credits). Students interested in an Honors Capstone or Co-op experience should see a faculty advisor.*



## Environmental Science, A.S.

### Program Design

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

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

### Curriculum

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

### Learning Outcomes

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

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

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

### Environmental Science Requirement

- BIO\* 173: Introduction to Ecology 4 Credits
- CHE\* 121: General Chemistry I 4 Credits

- EVS\* 100: Introduction to Environmental Science 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English )
- Subtotal: 14**
  
- CHE\* 122: General Chemistry II 4 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- MAT\* 186: Precalculus 4 Credits (Gen Ed - Mathematics )
- GLG\* 121: Introduction to Physical Geology 4 Credits
- Subtotal: 15**
  
- Elective 3 Credits
- BIO\* 121: General Biology I 4 Credits (Gen Ed - Physical and Natural Sciences )
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities )
- EVS\* 130: Sustainable Energy and the Environment 3 Credits
- PHY\* 121: General Physics I 4 Credits
- Subtotal: 17**
  
- BIO\* 122: General Biology II 4 Credits or
- PHY\* 122: General Physics II 4 Credits
  
- Environmental and Earth Science Elective 3-4 Credits
- ECN\* 102: Principles of Microeconomics 3 Credits (Gen Ed - Social Sciences )
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- Subtotal: 14-15**

Total Minimum Credits Required: 60

### Environmental and Earth Science Electives

- BIO\* 122: General Biology II 4 Credits
- BIO\* 159: Introduction to Aquaculture 3 Credits
- CAD\* 110: Introduction to CAD 3 Credits
- CHE\* 211: Organic Chemistry I 4 Credits
- EGR\* 111: Introduction to Engineering 3 Credits
- ENG\* 202: Technical Writing 3 Credits
- EVS\* 131: Sustainable Energy for Your Community 3 Credits
- MAT\* 254: Calculus I 4 Credits
- MAT\* 256: Calculus II 4 Credits
- OCE\* 101: Introduction to Oceanography 3 Credits
- PHY\* 122: General Physics II 4 Credits

## Exercise Science Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Exercise Science, B.S.

At Eastern Connecticut State University: Sport and Leisure Management: Sports Science and Performance Concentration, B.S.

At Southern Connecticut State University: Exercise Science, Human Performance Concentration, B.S.

### CSCU Pathway Transfer: Art Studies Requirements

- ENG\* 101: Composition 3 Credits
- HPE\* 105: Introduction to Exercise Science 3 Credits
  
- BIO\* 115: Human Biology 4 Credits or
- BIO\* 121: General Biology I 4 Credits
  
- PSY\* 111: General Psychology I 3 Credits
- Choose one Aesthetic Dimensions course 3 credits
- Subtotal: 16**
  
- BIO\* 111: Introduction to Nutrition 3 Credits
- BIO\* 211: Anatomy and Physiology I 4 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one Written Communication II course 3 credits
- Subtotal: 17**
  
- HPE\* 243: Kinesiology with Lab 3 Credits
- HPE\* 245: Programming & Prescription I 4 Credits
- HPE\* 247: Aspects of Strength and Conditioning 3 Credits
- BIO\* 212: Anatomy and Physiology II 4 Credits
- Subtotal: 15**
  
- HPE\* 241: Exercise Physiology 4 Credits
- HPE\* 246: Programming & Prescription II 3 Credits
- Choose one Continued Learning and Information Literacy course 3 credits

- COM\* 173: Public Speaking 3 Credits  
**Subtotal: 13**

Total Minimum Credits Required: 61

## Notes

Unrestricted Electives:

\*You are free to choose any courses at or above 100-level to complete any available unrestricted electives. You should also consider using unrestricted electives to meet foreign language requirements for programs at Central and Eastern. You can also complete other General Education requirements. Your advisor will help you to determine which courses to select.

## **Foodservice Management, A.S.**

### **Program Design**

The Foodservice Management associate degree program provides education and training in subjects ranging from food production to food protection, marketing and management. Students will also take general education courses to improve employability, job performance and transferability to another college or university.

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

Graduates have transferred and earned bachelor's degrees at such colleges and universities as Central Connecticut State University, Cornell University, Johnson & Wales University, New England Culinary Institute, University of Massachusetts, and the University of Nevada, Las Vegas.

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

In addition to this degree, students may earn a second associate degree in Culinary Arts or Hotel-Tourism Management by taking additional credit hours. Candidates interested in earning double degrees should see a counselor or a hospitality management faculty member.

### **Curriculum**

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

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

### **Learning Outcomes**

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

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

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

### **Foodservice Management Requirements**

- HSP\* 109: Food Safety Certification 1 Credits
- HSP\* 135: Service Management 3 Credits
- HSP\* 101: Principles of Food Preparation 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- HSP\* 100: Introduction to the Hospitality Industry 3 Credits
- Choose one course from Gen Ed - Mathematics 3-4 Credits
- Subtotal: 16-17**
  
- HSP\* 112: Advanced Food Preparation 4 Credits
- BIO\* 111: Introduction to Nutrition 3 Credits (Gen Ed - Physical and Natural Sciences)
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits or
- COM\* 278: Group Communication 3 Credits
  
- Choose one course from Gen Ed - The Arts 3 Credits
- ACC\* 115: Financial Accounting 4 Credits
- Subtotal: 17**
  
- HSP\* 211: Food and Beverage Cost Control 3 Credits
- HSP\* 230: Sustainable Food Service Management 3 Credits
- HSP\* 237: Hospitality Marketing 3 Credits
- HSP\* 233: Hospitality Human Resource Management 3 Credits
- Subtotal: 15**
  
- Choose one course from Gen Ed - Social Sciences 3 Credits
- HSP\* 296: Cooperative Education/Work Experience 3 Credits
  
- HSP\* 210: Buffet Catering 4 Credits or
- HSP\* 201: International Foods 4 Credits
  
- Cross-listed courses (choose one)
- HSP\* 238: Relationship Marketing 3 Credits
- BMK\* 260: Relationship Marketing 3 Credits
- GEO\* 111: World Regional Geography 3 Credits (Gen Ed - Social Sciences)
- Subtotal: 16**

**Total Minimum Credits Required: 64**

## Dual Degree in Hotel-Tourism Management Requirements

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

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

## Dual Degree in Culinary Arts Requirements

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

- HSP\* 103: Principles of Baking I 3 Credits
- HSP\* 107: Icing Artistry I 3 Credits or
- HSP\* 216: Artisan Bread 3 Credits or
- HSP\* 225: Principles of Baking III 3 Credits
- HSP\* 201: International Foods 4 Credits or
- HSP\* 210: Buffet Catering 4 Credits
- HSP\* 215: Principles of Baking II 3 Credits
- HSP\* 290: Classical Cuisine 3 Credits

## French Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: French, B.A.

At Eastern Connecticut State University: French, B.A.

At Southern Connecticut State University: French, B.A.

At Western Connecticut State University: French, B.A.

### CSCU Pathway Transfer: French Studies Requirements

- ENG\* 101: Composition 3 Credits
- FRE\* 111: Elementary French I 4 Credits
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Aesthetic Dimensions course 3 credits
- Choose one unrestricted Elective\*
- Subtotal: 16**
  
- FRE\* 112: Elementary French II 4 Credits
- Choose one Written Communication II course 3 credits
- Choose one Scientific Reasoning course 3-4 credits
- Choose one Quantitative Reasoning course 3-4 credits
- Subtotal: 13-15**
  
- FRE\* 211: Intermediate French I 4 Credits
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Choose one Social Phenomena course 3 credits
- Choose one Additional General Education I - Creativity course 3 credits
- Choose one Unrestricted Elective\* 3 credits
- Subtotal: 16-17**
  
- FRE\* 212: Intermediate French II 4 Credits
- Choose one Oral Communication course 3 credits
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one Additional General Education II - Global Knowledge course 3 credits
- Unrestricted Elective\* 0-3 credits
- Subtotal: 16**



## Total Minimum Credits Required: 60

### Notes:

\*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. If you begin French at a higher level than FRE 101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor.

Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select.

**CSCU Pathway Transfer Degree: French Studies, A.A. Credit Total: 60 credits**

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

## General Studies, A.S.

### Program Design

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

### Education

If considering a career in education, students need to select a transfer institution early and consult with a counselor.

### Curriculum

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

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

### Learning Outcomes

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

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

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

### Recommended First Semester Plan

- IDS\* 101: The First Year Experience 3 Credits
- General Education Knowledge Area - English 3 Credits
- General Education Knowledge Area - Mathematics 3-4 Credits
- General Education Knowledge Area - Humanities or  
General Education Knowledge Area - Social Sciences or  
General Education Knowledge Area - The Arts 3-4 Credits

### General Studies Program Required Courses

#### General Education Courses

- ENG\* 101 3 Credits
- General Education Knowledge Area - Mathematics 3-4 Credits
- General Education Knowledge Area - Physical and Natural Sciences 3-4 Credits

- General Education Knowledge Area - Social Sciences 3 Credits
- Choose COM\* 172 or COM\* 173 or COM\* 278 3 Credits
- General Education Knowledge Area - The Arts 3 Credits
- Another course from one of the seven General Education Knowledge Areas including Interdisciplinary Studies 3-4 Credits

## General Studies Requirements

- IDS\* 101 The First Year Experience\* 3 Credits (\*Must be taken in first semester)
- Choose from any course in biology, chemistry, physics or other physical science that includes a laboratory 4 Credits
- Choose from any courses in English, fine arts, foreign languages, humanities, music, philosophy, theater or communication 3-4 Credits
- Choose any General Education Knowledge Area - Humanities course 3 Credits
- Choose any course in anthropology, psychology or sociology 3 Credits
- Choose any course in economics, geography, history or political science 3 Credits
- Choose any open elective courses 18-20 Credits

## Total Minimum Credits Required: 60

### Notes:

Please note: cooperative education courses are available as an elective to General Studies students. Please see Academic Information or contact the Cooperative Education office for more information.

\* IDS101 First Year Experience should be completed during the first semester. Students in the STARS program or AIT may replace this course with elective credits. Students transferring to MCC, or students declaring General Studies, A.S. as their major, who have completed 30 or more credits with a GPA of 2.5 or higher may choose to take IDS\* 201 in place of IDS\* 101 .

## Graphic Design - Graphic Design Concentration, A.S.

### Program Design

The purpose of the Graphic Design Concentration associate degree program is:

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

The program is structured to equip students with a sound foundation in technical skills, graphic design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of acquired technical knowledge. Computer use will be an integral part of the program.

### Curriculum

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

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

### Learning Outcomes

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

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

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

### Graphic Design - Graphic Design Concentration Requirements

- ENG\* 101: Composition 3 Credits
- GRA\* 151: Graphic Design I: Principles & Process 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one course from Gen Ed - Social Sciences 3 Credits
  
- ART\* 111: Drawing I 3 Credits or
- DGA\* 113: Drawing for Animation & Games 3 Credits

**Subtotal: 15**

- ENG\* 110: Introduction to Literature 3 Credits
- GRA\* 156: Graphic Design History, Theory and Practice 3 Credits
- GRA\* 221: Illustration I 3 Credits
- GRA\* 252: Graphic Design II: Layout 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits

**Subtotal: 15-16**

- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits
- GRA\* 222: Illustration II 3 Credits
- CST\* 150: Web Design & Development I 3 Credits
- COM\* 173: Public Speaking 3 Credits or
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 278: Group Communication 3 Credits

**Subtotal: 15**

- DGA\* 240: Web Page Design: UX 3 Credits
- DGA\* 289: Motion Graphics & Effects 3 Credits
- Elective History course (*HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, HIS\* 201 or HIS\* 202*) 3 Credits
- MAT\* 138 or above (Gen Ed - Mathematics) 3 Credits
- ART\* 292: Cooperative Education 3 Credits or
- DGA\* 212: Advanced Computer Graphics 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 60**

**Note:**

- *COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.*
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.

## Graphic Design - Illustration Design Concentration, A.S.

### Program Design

The purpose of the Graphic Design Illustration Design Concentration associate degree program is:

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

The program is structured to equip students with a sound foundation in technical skills, graphic design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of acquired technical knowledge. Computer use will be an integral part of the program.

### Curriculum

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

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

### Learning Outcomes

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

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

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

### Graphic Design - Illustration Design Concentration Requirements

- ENG\* 101: Composition 3 Credits
- GRA\* 151: Graphic Design I: Principles & Process 3 Credits
- DGA\* 111: Introduction to Computer Graphics 3 Credits
- Choose one course from Gen Ed - Social Sciences 3-4 Credits
  
- ART\* 111: Drawing I 3 Credits or
- DGA\* 113: Drawing for Animation & Games 3 Credits
- Subtotal: 15**

- ENG\* 110: Introduction to Literature 3 Credits
  - ART\* 151: Painting I 3 Credits or
  - ART\* 155: Watercolor I 3 Credits or
  - DGA\* 224: Digital Painting 3 Credits
  - GRA\* 221: Illustration I 3 Credits
  - GRA\* 252: Graphic Design II: Layout 3 Credits
  - Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Subtotal: 15-16**

- DGA\* 271: 3-D Computer Modeling 3 Credits
  - GRA\* 156: Graphic Design History, Theory and Practice 3 Credits
  - GRA\* 222: Illustration II 3 Credits
  - DGA\* 220: Visual Storytelling & Sequential Art 3 Credits
  - COM\* 173: Public Speaking 3 Credits or
  - COM\* 172: Interpersonal Communication 3 Credits or
  - COM\* 278: Group Communication 3 Credits
- Subtotal: 15**

- ART\* 113: Figure Drawing I 3 Credits
  - DGA\* 212: Advanced Computer Graphics 3 Credits
  - Choose one Studio Elective (DGA\* 263, DGA\* 240 with CST\* 150 prereq, any studio option not taken above, or ART\* 292 ) 3 Credits
  - Elective History course (*HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, HIS\* 201 or HIS\* 202*) 3 Credits
  - MAT\* 138 or above (Gen Ed - Mathematics) 3 Credits
- Subtotal: 15**

**Total Minimum Credits Required: 60**

**Note:**

- *COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.*
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.

## Graphic Design - Interactive Design Concentration, A.S.

### Program Design

The purpose of the Graphic Design Interactive Design Concentration associate degree program is:

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

The program is structured to equip students with a sound foundation in technical skills, graphic design concepts, aesthetics, terminology and vocabulary, and to provide an awareness of the application of acquired technical knowledge. Computer use will be an integral part of the program.

### Curriculum

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

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

### Learning Outcomes

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

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

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

### Graphic Design - Interactive Design Concentration Requirements

- ENG\* 101: Composition 3 Credits
  - GRA\* 151: Graphic Design I: Principles & Process 3 Credits
  - DGA\* 111: Introduction to Computer Graphics 3 Credits
  - DGA\* 113: Drawing for Animation & Games 3 Credits
  - Choose one course from Gen Ed - Social Sciences 3-4 Credits
- Subtotal: 15**

- ENG\* 110: Introduction to Literature 3 Credits



- GRA\* 156: Graphic Design History, Theory and Practice 3 Credits
- DGA\* 220: Visual Storytelling & Sequential Art 3 Credits
- GRA\* 252: Graphic Design II: Layout 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits

**Subtotal: 15-16**

- DGA\* 212: Advanced Computer Graphics 3 Credits
- DGA\* 271: 3-D Computer Modeling 3 Credits
- DGA\* 289: Motion Graphics & Effects 3 Credits
- CST\* 150: Web Design & Development I 3 Credits
  
- COM\* 173: Public Speaking 3 Credits or
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 278: Group Communication 3 Credits

**Subtotal: 15**

- DGA\* 240: Web Page Design: UX 3 Credits
- COM\* 113: Social Media in Contemporary Society 3 Credits
- Choose one Studio Elective (GRA\* 221, DGA\* 263 or DGA\* 224 ) 3 Credits
- Elective History course (*HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, HIS\* 201 or HIS\* 202*) 3 Credits
- MAT\* 138 or above (Gen Ed - Mathematics) 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 60**

**Note:**

- *History elective: choose from any of the Gen Ed-History choices: HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, HIS\* 201 or HIS\* 202*
- *COM\* 173 is recommended as the Humanities elective choice for students planning to transfer to a 4-year state university in the future.*
- If a student is interested in transferring to another institution it is recommended that the student speaks to the Program Coordinator or program faculty as early as possible to discuss course selection and transferability.

## Health and Exercise Science, A.S.

### Program Design

The Health and Exercise Science associate degree program is designed for students who have an interest in understanding the importance of physical activity and exercise and their direct connection to the prevention of disease, and the promotion of wellness and good health. The courses in the program address the biological, physiological, health and socio-cultural aspects of the need for physical activity and exercise in our daily lives. Students who complete this program may also be eligible for the State of Connecticut Coaching Certificate.

### Curriculum

Students may select a full- or part-time plan, attending day or evening. The Health and Exercise Science program is designed for students who have an interest in understanding the importance of physical activity and exercise and their direct connection to the prevention of disease, and the promotion of wellness and good health. It offers a mix of theory, applied courses and internships for majors. The courses in the program address the biophysical, physiological, health and socio-cultural aspects of the need for physical activity and exercise in our daily lives. Understanding the human body and the role of exercise in the prevention of disease are important aspects of this degree program.

The program includes six core courses that apply specifically to Health and Exercise Science (HPE), eleven liberal arts and science courses with an emphasis on the sciences, and seven elective courses.

### Learning Outcomes

Upon successful completion of all Health and Exercise Science degree program requirements, graduates will:

1. Understand basic knowledge in anatomy and physiology to apply to health and fitness testing, training and prescription.
2. Evaluate a subject's wellness profile using a holistic wellness model that promotes health beyond just the physical aspect.
3. Evaluate a client's health and fitness with standardized protocols.
4. Develop an exercise program to improve a client's health, fitness and sport performance.
5. Obtain the necessary math skills to understand scientific literature as well as compute metabolic equations for fitness testing and prescription.
6. Develop excellent communication skills in both public speaking as well as written communication.
7. Understand a variety of public health issues, especially those of physical activity, nutrition and unhealthy behaviors
8. Apply concepts of fitness, health and wellness at a fieldwork placement site.

### Health and Exercise Science Requirements

- BIO\* 115: Human Biology 4 Credits (Gen Ed - Physical and Natural Sciences)
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- HPE\* 105: Introduction to Exercise Science 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- CSC\* 101: Introduction to Computers 3 Credits
- Subtotal: 16**
- ENG\* 200: Advanced Composition 3 Credits
- BIO\* 211: Anatomy and Physiology I 4 Credits

- HLT\* 151: Health and Wellness Promotion 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits ‡
- BIO\* 111: Introduction to Nutrition 3 Credits

**Subtotal: 16**

- BIO\* 212: Anatomy and Physiology II 4 Credits
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- HPE\* 245: Programming & Prescription I 4 Credits
- HPE\* 232: First Aid and Sports Injury 2 Credits

**Subtotal: 16**

- HPE\* 246: Programming & Prescription II 3 Credits
- HPE\* 241: Exercise Physiology 4 Credits
- HLT\* 295: Allied Health Coop Work Experience 3 Credits
- Choose HPE\* 210, HPE\* 217, HPE\* 242, HPE\* 243, HPE\* 247, HPE\* 257, RLS\* 101, or 1-credit HPE\* courses 2-3 Credits

**Subtotal: 12-13**

**Total Minimum Credits Required: 60**

## History Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: History, B.A.  
At Eastern Connecticut State University: History, B.A.  
At Southern Connecticut State University: History, B.A.  
At Western Connecticut State University: History, B.A.  
At Charter Oak State College: General Studies - History Concentration, B.A.

Below is the recommended course of study for the History Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: History Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: History Studies Requirements

- ENG\* 101: Composition 3 Credits
- Choose one Quantitative Reasoning course 3 Credits
- HIS\* 201: United States History I 3 Credits

- Choose any Aesthetic Dimensions course 3 Credits
- Unrestricted Elective\* 3 Credits
- Subtotal: 15**
  
- HIS\* 202: United States History II 3 Credits
- Choose one Written Communication II course 3 Credits
- Choose one Scientific Reasoning course 3 Credits
- Choose one Historical Knowledge and Understanding course (You cannot use HIS\* 201 or HIS\* 202 3 Credits)
- Choose one Unrestricted Elective\*
- Subtotal: 15-16**
  
- Choose one Scientific Knowledge and Understanding course 3 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose two Unrestricted Electives (HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, ANT\* 101, PSY\* 111, or GEO\* 111 recommended) 12 Credits
- Subtotal: 15-16**
  
- Choose one Continued Learning and Information Literacy course 3 Credits
- Choose one Oral Communication course 3 Credits
- Choose one Additional General Education II course 3 Credits
- Choose two Unrestricted Electives (HIS\* 101, HIS\* 102, HIS\* 121, HIS\* 122, ANT\* 101, PSY\* 111, or GEO\* 111 recommended) 6 Credits
- Subtotal: 15**

## Total Minimum Credits Required: 60-61

### Notes:

\* Choose a General Elective based on destination school:

CCSU - Study Area II: Social Sciences

ECSU - Individuals and Society

SCSU - Global Awareness

WCSU - General Education Elective

COSC - Global Understanding

\* Choose a General Elective based on destination school:

CCSU - Study Area I: Arts and Humanities

ECSU - Creative Expressions

SCSU - Creative Drive

WCSU - General Education Elective

COSC - General Education Elective

\*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your program or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field. You can elect to take up to 12 of your unrestrictive elective credits as additional history courses. For these additional history courses, no more than 6 credits can be at the 200-level and no more than 6 can be at the 100-level. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

## **Hotel-Tourism Management, A.S.**

### **Program Design**

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

In the first year, students are introduced to the hospitality industry, studying quantity foods production and food protection. In the second year students focus on hotel management procedures; food, beverage and labor cost controls; and geography and tourism development. Students must participate in an individually planned 300-hour cooperative work program, earning credit toward graduation while employed.

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

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

In addition to this degree, students may earn a second associate degree in Foodservice Management or Culinary Arts by taking additional credit hours. Candidates interested in earning double degrees should see a counselor or a hospitality management faculty member.

### **Curriculum**

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

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

### **Learning Outcomes**

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

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

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

## Hotel-Tourism Management Requirements

- HSP\* 109: Food Safety Certification 1 Credits
- HSP\* 135: Service Management 3 Credits
- HSP\* 101: Principles of Food Preparation 3 Credits
- HSP\* 100: Introduction to the Hospitality Industry 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits
- Subtotal: 13-14**
  
- HSP\* 112: Advanced Food Preparation 4 Credits
- BIO\* 111: Introduction to Nutrition 3 Credits (Gen Ed - Physical and Natural Sciences)
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- ACC\* 115: Financial Accounting 4 Credits
- Cross-listed courses (choose one)
  
- BMK\* 260: Relationship Marketing 3 Credits or
- HSP\* 238: Relationship Marketing 3 Credits
- Subtotal: 17**
  
- HSP\* 211: Food and Beverage Cost Control 3 Credits
- HSP\* 233: Hospitality Human Resource Management 3 Credits
- HSP\* 237: Hospitality Marketing 3 Credits
- Choose one course from Gen Ed - Social Sciences 3 Credits
- GEO\* 111: World Regional Geography 3 Credits
- Subtotal: 15**
  
- HSP\* 296: Cooperative Education/Work Experience 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- HSP\* 242: Hotel Management 3 Credits
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits or
- COM\* 278: Group Communication 3 Credits
  
- GEO\* 204: Geography and Tourism Development 3 Credits
- Subtotal: 15**

**Total Minimum Credits Required: 60**

## Dual Degree in Foodservice Management Requirements

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

- HSP\* 201: International Foods 4 Credits
- HSP\* 210: Buffet Catering 4 Credits

## Industrial Technology Option, Technology Studies, A.S.

### Program Design

The Connecticut College of Technology Pathways program allows students to complete an associate in science degree program in Technology Studies at MCC, and continue on to complete a Bachelor of Science degree in Industrial Technology, Engineering Technology, Electronic Technology, Computer-Aided Design or Technology Education at Central Connecticut State University's (CCSU) School of Technology. The curriculum offers a broad range of studies and topics in: mathematics, physics, chemistry, engineering drawing and computer-aided design (CAD), electronics, computer technologies, advanced manufacturing technologies (robotics, automation, computer-aided manufacturing (CAM) and other courses in special areas of technology. The program also includes a solid core of courses in general education. Each of the courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at Central Connecticut State University.

### Curriculum

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

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

### Learning Outcomes

Upon successful completion of all Technology Studies options program requirements, graduates will

1. Apply appropriate mathematical and scientific principles to engineering and technology applications.
2. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
3. Apply knowledge and skills to develop, interpret, and select appropriate technological processes.

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

### Industrial Technology Option Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- EGR\* 111: Introduction to Engineering 3 Credits
- Choose any GEO\* or POL\* course 3 Credits
  
- MAT\* 186: Precalculus 4 Credits or
- MAT\* 185: Trigonometric Functions
  
- HIS\* 101: Western Civilization I 3 Credits (Gen Ed - Social Science) or
- Choose any Gen Ed - Social Sciences HIS\* course 3 Credits
  
- ECN\* 102: Principles of Microeconomics 3 Credits or
- Choose any ECN\* course 3 Credits

**Subtotal: 18-19**



- CAD\* 110: Introduction to CAD 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Mathematics)
- Choose one Technical Elective course 3 Credits<sup>‡</sup>
  
- PHL\* 111: Ethics 3 Credits or
- Choose any Gen Ed - Humanities PHL\* course 3 Credits
  
- CHE\* 111: Concepts of Chemistry 4 Credits (Gen Ed - Physical and Natural Sciences) or
- CHE\* 121: General Chemistry I 4 Credits (Gen Ed - Physical and Natural Sciences)

**Subtotal: 17**

- PHY\* 110: Introductory Physics 4 Credits or
- PHY\* 121: General Physics I 4 Credits
  
- EGR\* 230: C++ For Engineers 3 Credits
- Choose one Technical Elective course 3 Credits<sup>‡</sup>
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Choose one Technical Elective course 3 Credits<sup>‡</sup>

**Subtotal: 16**

- ENG\* 202: Technical Writing 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose one Technical Elective course 3 Credits<sup>‡</sup>
- Choose one Technical Elective course 3 Credits<sup>‡</sup>
  
- PSY\* 247: Industrial and Organizational Psychology 3 Credits or
- SOC\* 101: Principles of Sociology 3 Credits or
- Choose any Gen Ed - Social Sciences PSY\* or SOC\* course 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 66**

**Note:**

**<sup>‡</sup> Technical Electives:**

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

- EVS\* 130: Sustainable Energy and the Environment 3 Credits
- EVS\* 131: Sustainable Energy for Your Community 3 Credits
- MFG\* 106: Computer-Aided Manufacturing I 3 Credits
- MFG\* 111: Manufacturing Materials and Process I 3 Credits
- MFG\* 112: Manufacturing Materials and Process II 3 Credits
- MFG\* 171: Introduction to Lean Manufacturing 3 Credits

- MFG\* 205: Principles of CNC with Mastercam 3 Credits
- MFG\* 230: Statistical Process Control 3 Credits
- MFG\* 239: Geometric Dimension and Tolerancing 3 Credits
- MFG\* 271: Advanced Lean Manufacturing 3 Credits

## Interpersonal and Organizational Communication, A.A.

### Program Design

The Interpersonal and Organizational Communication associate degree program will help students develop competence in the practice and analysis of human communication.

### Curriculum

Students may enroll in this program on a full- or part-time basis and attend classes during the day or evening.

### Learning Outcomes

- Explain major theories in interpersonal and organizational communication.
- Understand how identity is negotiated, enacted, and maintained.
- Analyze how context affects topic and style of interactions.
- Conduct a meeting.
- Demonstrate awareness of cultural forms, patterns, and styles of communication.

### Interpersonal and Organizational Communication Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- COM\* 100: Introduction to Communication 3 Credits (Gen Ed - Humanities)
- COM\* 172: Interpersonal Communication 3 Credits
- PSY\* 111 or SOC\* 101 or ANT\* 101 or ANT\* 105 (Gen Ed - Social Science) 3 Credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Subtotal: 15**
  
- ENG\* 110: Introduction to Literature 3 Credits
- Choose any course from Gen Ed - Physical and Natural Sciences 3 Credits
- COM\* 202: Intercultural Communication 3 Credits
- MAT\* 146 or MAT\* 148 or MAT\* 172 (Gen Ed - Mathematics) 3 Credits
- COM\* 101: Introduction to Mass Communication 3 Credits
- Subtotal: 15**
  
- COM\* 209: Gender and Communication 3 Credits
- COM\* 113: Social Media in Contemporary Society 3 Credits
- COM\* 278: Group Communication 3 Credits
- THR\* 101 or DGA\* 111 or GRA\* 151 (General Education Knowledge Area - The Arts) 3 Credits
- Any SPA\* course or FRE\*(112, 211 or 212) or PHL\*(101 or 111) 3-4 Credits
- Subtotal: 15-16**
  
- COM\* 201: Introduction to Public Relations 3 Credits
- Any lab course from Gen Ed - Physical and Natural Sciences 4 credits

- COM\* 210: Environmental Communication 3 Credits or
  - Choose any Communication course 3 Credits
  
  - Any History (HIS\*) course from Gen Ed - Social Science 3 credits
  - Choose any open Elective 3 Credits
- Subtotal: 15-16**

Total Minimum Credits Required: 60

## Journalism Option, Communication, A.S.

### Program Design

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

### Learning Outcomes

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

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

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

### Journalism Option Requirements

- ECN\* 101: Principles of Macroeconomics 3 Credits or
- ECN\* 102: Principles of Microeconomics 3 Credits
  
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- COM\* 173: Public Speaking 3 Credits
- Choose one course from Gen Ed - Humanities 3 Credits

**Subtotal: 15**

- COM\* 100: Introduction to Communication 3 Credits
- COM\* 108: Contemporary Issues in Media 3 Credits
- ENG\* 110: Introduction to Literature 3 Credits (Gen Ed - Humanities)
  
- HIS\* 102: Western Civilization II 3 Credits or
- HIS\* 202: United States History II 3 Credits or
- HIS\* 213: The U.S. Since World War II 3 Credits
  
- POL\* 111: American Government 3 Credits or
- POL\* 112: State and Local Government 3 Credits

**Subtotal: 15**

- ENG\* 200: Advanced Composition 3 Credits
- COM\* 121: Journalism I 3 Credits
- COM\* 201: Introduction to Public Relations 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits
- COM\* 295: Internship I 3 Credits

**Subtotal: 15**

- COM\* 229: Creative Writing, Non Fiction. 3 Credits
- COM\* 101: Introduction to Mass Communication 3 Credits
- SOC\* 101: Principles of Sociology 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits

**Subtotal: 15-16**

**Total Minimum Credits Required: 60**

## **Liberal Arts and Science, A.A.**

### **Program Design**

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

### **Curriculum**

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

### **Learning Outcomes**

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

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

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

Students interested in pursuing an A.A. degree in Liberal Arts and Science with a humanities or social science emphasis, such as anthropology, economics, English, foreign languages, geography, history, philosophy, political science, psychology, sociology or speech communication, should contact the Liberal Arts Division.

Students selecting Liberal Arts and Science as a major who have completed 30 transferable credits or fewer may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut. The Guaranteed Admissions Program is designed for students choosing to transfer to the College of Arts and Sciences, the College of Agriculture and Natural Resources, or the School of Business at UConn.

### **Liberal Arts and Science Program Required Courses**

### **General Education Requirements**

- ENG\* 101: Composition 3 Credits (Gen Ed - English)

Choose one course from the following Gen Ed - Mathematics courses:

- MAT\* 146: Math for Liberal Arts 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- MAT\* 172: College Algebra 3 Credits
- MAT\* 186: Precalculus 4 Credits
- MAT\* 222: Statistics II with Technology Applications
- MAT\* 254: Calculus I 4 Credits

Choose one course from the following Gen Ed - The Arts courses:

- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits
- ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits
- ART\* 206: Film Study 3 Credits
- COM\* 154: Film Study and Appreciation 3 Credits
- MUS\* 101: Music History and Appreciation I 3 Credits
- THR\* 101: Introduction to Theater 3 Credits

Choose two courses from the following Gen Ed - Physical and Natural Sciences courses (at least one must be a 4-credit lab course)

- AST\* 101: Principles of Astronomy 3 Credits
- AST\* 111: Introduction to Astronomy 4 Credits
- BIO\* 105: Introduction to Biology 4 Credits
- BIO\* 115: Human Biology 4 Credits
- BIO\* 173: Introduction to Ecology 4 Credits
- CHE\* 111: Concepts of Chemistry 4 Credits
- EAS\* 102: Earth Science 3 Credits
- EAS\* 106: Natural Disasters 3 Credits
- EVS\* 100: Introduction to Environmental Science 3 Credits
- GLG\* 121: Introduction to Physical Geology 4 Credits
- OCE\* 101: Introduction to Oceanography 3 Credits
- PHY\* 110: Introductory Physics 4 Credits

or choose one two-course sequence from the following Gen Ed - Physical and Natural Sciences courses

- BIO\* 121: General Biology I 4 Credits and
- BIO\* 122: General Biology II 4 Credits
- or
- CHE\* 121: General Chemistry I 4 Credits and
- CHE\* 122: General Chemistry II 4 Credits
- or
- PHY\* 121: General Physics I 4 Credits and
- PHY\* 122: General Physics II 4 Credits
- or
- PHY\* 221: Calculus-Based Physics I 4 Credits and
- PHY\* 222: Calculus-Based Physics II 4 Credits

Choose one course from the following Gen Ed - Social Sciences courses

- ANT\* 101: Introduction to Anthropology 3 Credits or
- PSY\* 111: General Psychology I 3 Credits or



- SOC\* 101: Principles of Sociology 3 Credits
  - COM\* 173: Public Speaking 3 Credits
- Subtotal: 22-24**

## Liberal Arts and Science Requirements

- ENG\* 110: Introduction to Literature 3 Credits
- ENG\* 200: Advanced Composition 3 Credits

Choose one of the following:

- ENG\* 221: American Literature I 3 Credits
- ENG\* 222: American Literature II 3 Credits
- ENG\* 232: British Literature II 3 Credits
- ENG\* 245: Early Western Literature 3 Credits
- ENG\* 246: Modern Western Literature 3 Credits
- ENG\* 262: Women in Literature 3 Credits
- ENG\* 263: Women in Poetry 3 Credits

- Choose a single foreign language (FRE\* or SPA\*) or Sign Language (SGN\*) 6-8 Credits‡

Choose one of the following

- PHL\* 101: Introduction to Philosophy 3 Credits or
- PHL\* 111: Ethics 3 Credits

Choose one of the following:

- HIS\* 101: Western Civilization I 3 Credits
- HIS\* 102: Western Civilization II 3 Credits
- HIS\* 121: World Civilization I 3 Credits
- HIS\* 122: World Civilization II 3 Credits

Choose one of the following:

- HIS\* 201: United States History I 3 Credits
- HIS\* 202: United States History II 3 Credits
- HIS\* 215: The History Of Women in the US 3 Credits
- HIS\* 242: Modern Ireland 3 Credits
- HIS\* 244: Europe in the 20th Century 3 Credits
- HIS\* 245: The World at War 3 Credits
- HIS\* 272: Modern China 3 Credits
- HIS\* 280: Modern Africa 3 Credits

Choose one of the following:

- ECN\* 101: Principles of Macroeconomics 3 Credits
- ECN\* 102: Principles of Microeconomics 3 Credits
- GEO\* 101: Introduction to Geography 3 Credits
- GEO\* 111: World Regional Geography 3 Credits
- POL\* 101: Introduction to Political Science 3 Credits
- POL\* 111: American Government 3 Credits
- POL\* 112: State and Local Government 3 Credits

**Subtotal: 27-29**

## Electives 12 Credits

Choose two liberal arts courses from the list below and two free electives:

ANT\*, ART\*, AST\*, BIO\*, CHE\*, COM\*100, COM\*101, COM\*209, EAS\*, ECN\*, ENG\* (with the exception of ENG\* 003, ENG\* 093 and ENG\*096), EVS\*, FRE\*, GEO\*, GLG\*, HIS\*, HUM\*, IDS\*101, IDS\*201, MAT\* (with the exceptions of MAT\* 075, MAT\* 095 and MAT\* 096), MET\*, MUS\*, OCE\*, PHL\*, PHY\*, POL\*, PSY\*, SOC\*, SPA\*, THR\*

## Total Minimum Credits Required: 61

### Notes:

*‡ The completion of three years of study in a single foreign language at the high school level fulfills the foreign language requirement for the Liberal Arts and Science, A.A. Degree. If a student is able to waive the required 6-8 credits of a foreign language, he/she must substitute 6-8 credits in Liberal Arts courses. Transfer institutions can vary widely in their foreign language requirements. For example, UCONN requires four semesters of a single foreign language whereas CCSU requires two semesters of a school level to fulfill the language requirement. Additionally, Sign language courses do not transfer in this requirement at all schools. For example, Sign language courses fulfill this requirement at CCSU, but not ECSU. Before selecting a language sequence, check the specific transfer requirements for the colleges and universities to which you are considering transferring and/or consult an advisor.*

### Additional Courses

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

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

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

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

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

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

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

## **Liberal Arts and Science, A.S.**

### **Program Design**

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

### **Curriculum**

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

### **Foreign Language Requirements**

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

### **Learning Outcomes**

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

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

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

Students selecting the Liberal Arts and Science as a major who have completed 30 transferable credits or fewer may be eligible to enroll in the Guaranteed Admissions Program with the University of Connecticut (UConn). The Guaranteed Admissions Program is designed for students choosing to transfer to the College of Arts and Sciences, the College of Agriculture and Natural Resources, or the School of Business at UConn.

### **Liberal Arts and Science Program Required Courses**

## General Education Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)

Choose one course from the following Gen Ed - Mathematics courses:

- MAT\* 146: Math for Liberal Arts 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- MAT\* 172: College Algebra 3 Credits
- MAT\* 186: Precalculus 4 Credits
- MAT\* 222: Statistics II with Technology Applications
- MAT\* 254: Calculus I 4 Credits
- MAT\* 256: Calculus II 4 Credits

Choose one course from the following Gen Ed - The Arts 3 Credits

- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits
- ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits
- ART\* 206: Film Study 3 Credits
- COM\* 154: Film Study and Appreciation 3 Credits
- MUS\* 101: Music History and Appreciation I 3 Credits
- THR\* 101: Introduction to Theater 3 Credits

Choose one two-course sequence from the following Gen Ed - Physical and Natural Sciences courses: (8 Credits)

- BIO\* 121: General Biology I 4 Credits and
- BIO\* 122: General Biology II 4 Credits
- or
- CHE\* 121: General Chemistry I 4 Credits and
- CHE\* 122: General Chemistry II 4 Credits
- or
- PHY\* 121: General Physics I 4 Credits and
- PHY\* 122: General Physics II 4 Credits
- or
- PHY\* 221: Calculus-Based Physics I 4 Credits and
- PHY\* 222: Calculus-Based Physics II 4 Credits

Choose one from the following Gen Ed - Social Science courses: (3 Credits)

- ANT\* 101: Introduction to Anthropology 3 Credits or
- PSY\* 111: General Psychology I 3 Credits or
- SOC\* 101: Principles of Sociology 3 Credits

- COM\* 173: Public Speaking 3 Credits

**Subtotal: 23-24**

## Liberal Arts and Science Requirements

- ENG\* 110: Introduction to Literature 3 Credits
- ENG\* 200: Advanced Composition 3 Credits

Choose one of the following:

- ENG\* 221: American Literature I 3 Credits
- ENG\* 222: American Literature II 3 Credits
- ENG\* 232: British Literature II 3 Credits
- ENG\* 245: Early Western Literature 3 Credits
- ENG\* 246: Modern Western Literature 3 Credits
- ENG\* 262: Women in Literature 3 Credits
- ENG\* 263: Women in Poetry 3 Credits

Choose one of the following:

- HIS\* 101: Western Civilization I 3 Credits
- HIS\* 102: Western Civilization II 3 Credits
- HIS\* 121: World Civilization I 3 Credits
- HIS\* 122: World Civilization II 3 Credits

Choose one of the following:

- HIS\* 201: United States History I 3 Credits
- HIS\* 202: United States History II 3 Credits
- HIS\* 215: The History Of Women in the US 3 Credits
- HIS\* 242: Modern Ireland 3 Credits
- HIS\* 244: Europe in the 20th Century 3 Credits
- HIS\* 245: The World at War 3 Credits
- HIS\* 272: Modern China 3 Credits
- HIS\* 280: Modern Africa 3 Credits

Choose one of the following:

- PHL\* 101: Introduction to Philosophy 3 Credits or
- PHL\* 111: Ethics 3 Credits

Choose one of the following:

- ECN\* 101: Principles of Macroeconomics 3 Credits
- ECN\* 102: Principles of Microeconomics 3 Credits
- GEO\* 101: Introduction to Geography 3 Credits
- GEO\* 111: World Regional Geography 3 Credits
- POL\* 101: Introduction to Political Science 3 Credits
- POL\* 111: American Government 3 Credits
- POL\* 112: State and Local Government 3 Credits

Choose one of the following:

- MAT\* 146: Math for Liberal Arts 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- MAT\* 172: College Algebra 3 Credits
- MAT\* 186: Precalculus 4 Credits
- MAT\* 254: Calculus I 4 Credits
- MAT\* 256: Calculus II 4 Credits

**Subtotal: 24-25**

## Electives 15 Credits

Choose three liberal arts courses from the list below and two free electives:

ANT\*, ART\*, AST\*, BIO\*, CHE\*, COM\*100, COM\*101, COM\*209, EAS\*, ECN\*, ENG\* (with the exception of ENG\* 003, ENG\* 093, and ENG\*096), EVS\*, FRE\*, GEO\*, GLG\*, MET\*, HIS\*, HUM\*, IDS\*101, IDS\*201, MAT\* (with the exceptions of MAT\* 075, MAT\* 095 and MAT\* 096), MUS\*, OCE\*, PHL\*, PHY\*, POL\*, PSY\*, SOC\*, SPA\*, THR\*

## Total Minimum Credits Required: 62

### Additional Courses

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

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

BIO\* 211, BIO\* 212, ENG\* 114, MAT\* 254 (formerly MAT\* 250), MAT\* 256 and MAT\* 165. It is also recommended that students take BIO\* 121, BIO\* 122, and CHE\* 121, CHE\* 122.

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

MAT\* 165, MAT\* 286, MAT\* 268, CHE\* 211, CHE\* 212, CHE\* 121, CHE\* 122, CHE\* 220, PHY\* 221, PHY\* 222

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

EVS\* 100, GLG\* 121, BIO\* 121 and BIO\* 122, PHY\* 121, PHY\* 122, CHE\* 121, CHE\* 122, MAT\* 254 are strongly recommended. Note that BIO\* 173 and MAT\* 165 are also suggested.

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

MAT\* 274, MAT\* 268, MAT\* 286, MAT\* 287, CSC\* 215, PHY\* 121, PHY\* 122

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

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

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

PHY\* 221, PHY\* 222, PHY\* 223, MAT\* 268, MAT\* 286

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

In addition to following the requirements for an A.S. degree, you may want to include the following suggested courses as electives in your program of study.

**NUTRITION:** For students interested in nutrition or dietetics.

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

Notes:

## Management Information Systems, A.S.

### Program Design

The Management Information Systems associate degree program is offered to students who would like to continue their studies at another college or university to earn a bachelor's degree. This program requires a mixture of business, and technology courses, which students would normally take the first two years at a baccalaureate institution. Students planning to transfer should consult a counselor or faculty advisor about their choice of electives before selecting specific courses.

Students should be familiar with the requirements of the institution to which they will transfer credits. We encourage you to select your transfer college or university as early as possible.

### Curriculum

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

### Learning Outcomes

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

1. Demonstrate relevant content knowledge of core business disciplines; accounting, business law, management, and marketing.
2. Define information systems and describe their importance to organizations.
3. Describe the basic methodologies used to develop and implement information systems.
4. Apply project management concepts, tools and techniques, to prepare basic documents such as a project charter, project schedule and project scope document.
5. Utilize business application software including spreadsheet, database, presentation, and word processing for business decision-making and analysis.
6. Recognize the importance of working in teams to achieve common goals, and collaborate effectively in group assignments.

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

### Management Information Systems Requirements

- ACC\* 115: Financial Accounting 4 Credits †
- CST\* 201: Introduction to MIS 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
  
- CSC\* 127: Java I 3 Credits or
- CSC\* 128: Java II 3 Credits or
- CSC\* 124: Programming Logic and Design with Python 3 Credits or
- CSC\* 125: Programming Logic and Design with C++ 3 Credits
- Subtotal: 16**
  
- ECN\* 102: Principles of Microeconomics 3 Credits or any Gen Ed - Social Sciences course
- ACC\* 117: Principles of Managerial Accounting 3 Credits



- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Mathematics)
  - Choose one course from Gen Ed - The Arts 3 Credits
  - BMG\* 202: Principles of Management 3 Credits
- Subtotal: 16**

- CSA\* 135: Spreadsheet Applications 3 Credits or Technical Elective 3 Credits<sup>††</sup>
- MAT\* 158: Functions, Graphs & Matrices 3 Credits (Gen Ed - Mathematics)
- Any Business or Technical Elective (one from list designators below) 3-4 Credits  
ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, BOT\*, CSA\*, CSC\*, CST\*, ECN\*, or LGL\*

- BMG\* 204: Managerial Communication 3 Credits or
- ENG\* 110: Introduction to Literature 3 Credits

- BMK\* 201: Principles of Marketing 3 Credits
- Subtotal: 15**

- BFN\* 201: Principles of Finance 3 Credits or
- MAT\* 230: Applied Calculus with a Modeling Approach 3 Credits

- CST\* 205: Project Management 4 Credits
  - BBG\* 234: Legal Environment of Business 3 Credits
  - Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Subtotal: 13-14**

**Total Minimum Credits Required: 60**

**Note:**

<sup>‡</sup> Eligibility for MAT\* 095 or higher and ENG\* 101.

**<sup>††</sup>Technical Electives:**

- CSC\* 101: Introduction to Computers 3 Credits
- CSA\* 105: Introduction to Software Applications 3 Credits
- CSC\* 114: Client-Side Web Development 3 Credits
- CSC\* 121: Introduction to Database Design 3 Credits
- CST\* 131: Networking Theory & Application 4 Credits
- CST\* 150: Web Design & Development I 3 Credits
- CSC\* 295: Cooperative Education/Work Experience 3 Credits

## **Manufacturing Engineering Technology, A.S.**

### **Program Design**

The Manufacturing Engineering Technology associate degree program is designed to be a broad-based engineering technology transfer program that provides a foundation of mathematics and basic science, integrated with program components focusing on introductory manufacturing technology and general education. The program emphasizes the application of mathematics and principles of engineering science to technical manufacturing in order to prepare students for transfer to baccalaureate programs in engineering technology with a manufacturing engineering focus, such as the MET program at CCSU. The program also prepares students for employment opportunities in entry and second-level positions in manufacturing and industrial technology fields requiring a combination of technical preparation and a strong general education background. The program also enhances the science background of those who already employed in the relevant field but do not possess a degree.

### **College of Technology-Technology Pathway Program**

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

### **Curriculum**

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

### **Learning Outcomes**

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

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

12. Demonstrate a thorough understanding of two-dimensional and isometric CAD concepts, procedures and applications.
13. Apply knowledge of computer applications in integrating computer-aided manufacturing, computer numerical control, CAD, spreadsheets, graphs and word processing for manufacturing engineering, and technology documentation and support purposes.

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

## Manufacturing Engineering Technology Requirements

- MAT\* 186: Precalculus 4 Credits (Gen Ed - Mathematics)
  
- CAD\* 110: Introduction to CAD 3 Credits or
- CAD\* 220: Parametric Design (Solidworks) 3 Credits
  
- EGR\* 112: Engineering Drawing Interpretations 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- Subtotal: 13**
  
- MFG\* 239: Geometric Dimension and Tolerancing 3 Credits
- MFG\* 111: Manufacturing Materials and Process I 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- PHY\* 121: General Physics I 4 Credits (Gen Ed - Physical and Natural Sciences)
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Subtotal: 16**
  
- MAT\* 254: Calculus I 4 Credits (formerly MAT\* 250) † (Gen Ed - Mathematics)
- PHY\* 122: General Physics II 4 Credits
- MFG\* 112: Manufacturing Materials and Process II 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- Subtotal: 15**
  
- MFG\* 230: Statistical Process Control 3 Credits
- EGR\* 211: Engineering Statics 3 Credits
- EET\* 108: AC/DC Circuit Analysis 4 Credits
- MFG\* 205: Principles of CNC with Mastercam 3 Credits
- Choose any PSY\*, SOC\* or ANT\* Gen Ed - Social Sciences course 3 credits
- Subtotal: 16**

**Total Minimum Credits Required: 60**

### Note:

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

## Marketing, A.S.

### Program Design

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

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

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

### Curriculum

We recommend that students have a sound foundation in mathematics before entering this program. We recommend that all students take the assessment test early to determine their mathematical level. Note: all business courses numbered 100 or higher require that students must be eligible for ENG\* 101. Students are strongly advised to follow the suggested order of courses in the program whenever possible.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions; demonstrate appropriate interpersonal communication and presentation skills and demeanor; demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Demonstrate the ability to identify situations that present ethical dilemmas and lapses and understand and apply the concepts related to ethics and the social responsibilities of businesses in order to respond thoughtfully.
4. Apply concepts in core accounting and business disciplines and demonstrate critical thinking skills to make sound business decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.
6. Demonstrate the ability to effectively present marketing and promotion plans and to make an effective sales presentation, all of which reflect an understanding of the target audience, environmental factors, and sound strategic decisions based on thorough research and an understanding of marketing and other business-related principles.

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

### Marketing Requirements

- ACC\* 115: Financial Accounting 4 Credits
- BBG\* 101: Introduction to Business 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- BFN\* 111: Financial Literacy 3 Credits
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)

**Subtotal: 16**

- ACC\* 117: Principles of Managerial Accounting 3 Credits
- BMG\* 202: Principles of Management 3 Credits
- Choose one course from Gen Ed - Mathematics (Recommended MAT\* 138, MAT\* 158, MAT\* 165) 3 Credits
- Choose one General Education elective 3 Credits
- ECN\* 101: Principles of Macroeconomics 3 Credits (Gen Ed - Social Sciences)

**Subtotal: 15-16**

- BMK\* 201: Principles of Marketing 3 Credits
- Any COM\*, DGA\*, or Business elective (ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\*) course 3 Credits
- BMG\* 204: Managerial Communication 3 Credits
- BBG\* 234: Legal Environment of Business 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits †

**Subtotal: 15**

- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
- Free elective 3 credits ††
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits †††
- BMK\* 220: Sales 3 Credits or
- Business Elective (Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\*, or MAT\* course) 3 Credits
- BMG\* 210: Organizational Behavior 3 Credits or
- PSY\* 247: Industrial and Organizational Psychology 3 Credits

**Subtotal: 15-16****Total Minimum Credits Required: 61****Note:**

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

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

*†† Select any course (3 Credits.) Students interested in an Honors Capstone or Co-op experience should see a faculty advisor.*

*††† A four-credit laboratory science is recommended by most baccalaureate institutions.*

## Mathematics Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Mathematics, B.A.  
Mathematics, B.A. - Actuarial Science Specialization  
Mathematics, B.A. - Statistics Specialization

At Eastern Connecticut State University: Mathematics, B.A.

At Southern Connecticut State University: Mathematics, B.A.  
Mathematics, B.S. - Concentration: Applied

At Western Connecticut State University: Mathematics, B.A.  
Mathematics, B.A. - Computer Science Option

At Charter Oak State College: General Studies: Mathematics Concentration, B.A.

Below is the recommended course of study for the Mathematics Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Mathematics Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

## CSCU Pathway Transfer: Mathematics Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 186: Precalculus 4 Credits
- Choose any Historical Knowledge and Understanding course 3 Credits
  
- CHE\* 121: General Chemistry I 4 Credits or
- BIO\* 121: General Biology I 4 Credits or
- PHY\* 121: General Physics I 4 Credits
- Subtotal: 14**
  
- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits
  
- CHE\* 122: General Chemistry II 4 Credits or
- BIO\* 122: General Biology II 4 Credits or
- PHY\* 122: General Physics II 4 Credits
  
- MAT\* 254: Calculus I 4 Credits
- Choose any Social Phenomenon course 3 Credits
- Subtotal: 14**
  
- MAT\* 256: Calculus II 4 Credits
- Choose any Information Literacy course 3 Credits
- Choose one Oral Communication course 3 Credits
- Choose one Unrestricted Elective course 3 Credits
- Subtotal: 16**
  
- CSC\* 124: Programming Logic and Design with Python 3 Credits
- MAT\* 268: Calculus III: Multivariable 4 Credits
- Choose any Aesthetic Dimensions course 3 Credits
- Choose two Unrestricted Electives 6 Credits
  
- MAT\* 274: Linear Algebra 4 Credits or
- MAT\* 286: Differential Equations 4 Credits or
- MAT\* 287: Discrete Mathematics and Methods of Proof 4 Credits
- Subtotal: 17**

Total Minimum Credits Required: 61

## Medical Option, Business Office Technology, A.S.

### Program Design

The Medical Option, Business Office Technology, associate degree program prepares students with the skills and knowledge necessary to excel and contribute as a positive team member in the medical office environment. Students become proficient in keyboarding/data-entry, word processing, medical terminology, computerized communication, and state-of-the-art medical software simulations integrating Practice Management/EHR and health information management principles. Human biology is also included in this program.

### Curriculum

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

### Learning Outcomes

Upon successful completion of all Business Office Technology - Medical Option degree program requirements, graduates will

1. Create and modify standard types of business communications in both printed and electronic forms.
2. Demonstrate appropriate interpersonal and human relations skills required for success in a professional setting.
3. Execute medical office procedures used in today's technological work environment.
4. Understand and perform medical practice management/patient accounting operations.
5. Define and apply medical terminology.
6. Demonstrate accuracy in medical billing and coding procedures.
7. Acquire up-to-date technology skills in the following areas: word processing, spreadsheet, database, presentation, personal information management, web technologies, and speech recognition.
8. Demonstrate keyboarding and data-entry speed and accuracy using industry accepted standards.
9. Understand and adhere to the importance of federal regulations, medical ethics, legal implications, and patient confidentiality when handling protected health information.

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

### Business Office Technology Requirements

- BOT\* 111: Keyboarding for Info Pro I 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- BOT\* 180: Medical Terminology 3 Credits
  
- CST\* 114: Web Essentials 3 Credits or
- BOT\* 220: Computerized Communication 3 Credits
  
- MAT\* 109: Quantitative Literacy 3 Credits (Gen Ed - Mathematics) or
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- Subtotal: 15-16**
  
- BOT\* 181: Medical Coding I 3 Credits
- Choose one course from Gen Ed - Social Science 3 credits †
- HIM\* 201: Health Information Management Principles 3 Credits



- BOT\* 164: Office Accounting 3 Credits or
- ACC\* 115: Financial Accounting 4 Credits
  
- ENG\* 200: Advanced Composition 3 Credits  
**Subtotal: 15-16**
  
- CSA\* 105: Introduction to Software Applications 3 Credits
- BOT\* 288: Medical Practice Management Software Applications 3 Credits
- BIO\* 115: Human Biology 4 Credits (Gen Ed - Physical and Natural Sciences)
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
  
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences) or
- SOC\* 101: Principles of Sociology 3 Credits (Gen Ed - Social Sciences)  
**Subtotal: 16**
  
- BOT\* 182: Medical Coding II 3 Credits
- BOT\* 287: Foundations/Management Medical Insurance 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- BOT\* 291: Electronic Health Records 3 Credits
  
- BOT\* 296: Cooperative/Work Experience 3 Credits or
- CST\* 205: Project Management 4 Credits  
**Subtotal: 15-16**

**Total Minimum Credits Required: 61**

**Note:**

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

‡ HIS\* 201 or HIS\* 202 are recommended by COSC for Gen Ed - Social Science

## Music Studies, A.A.

### Program Design

MCC's Music Studies degree program is nationally accredited by the National Association of Schools of Music (NASM.) As the only two-year music degree program in Connecticut, MCC is among over 650 music institutions across the country that follow required standards and guidelines regarding the selection and content of the course in the curriculum. The music faculty brings extensive experience, understanding of and sensitivity to the community college student. Students completing the program gain knowledge and skills required for direct employment in music-related careers (i.e. music retail, faith-based music worship services) or foundational music courses towards the completion of a baccalaureate degree in the music profession.

The Music Studies program also serves an ever-expanding population of diverse students seeking personal enjoyment in the study of music. Students may enroll in the program full or part time.

Current articulation agreements are with Eastern Connecticut State University, University of Bridgeport, Hartt School of Music, and University of Hartford. MCC music Students have also been accepted at Central Connecticut State University, Western Connecticut State University and University of Connecticut with success in passing music auditions and satisfying music theory placement course requirements.

Students transferring from music programs including NASM accredited institutions **must undergo a music audition and theory placement 4exam to verify the knowledge and skills obtained from music theory courses taken at the prior institution.**

### Curriculum

The music curriculum includes courses comparable to the first two-years of area baccalaureate music degree programs. Courses include:

- Music Theory
- Ear Training
- Group Piano
- Private Music Instruction
- Music Master Classes
- Music History
- Performance Ensembles

Music Electives include: Intro to Music Education, Intro to Conducting, Electronic Music Composition, Language for Singers, Beginning Voice, Beginning Guitar, and Beginning Piano.

The music program also offers courses for the general college community to fulfill general education requirements and for personal enrichment.

### Admission Process

Proper advisement prior to entering the music studies program guarantees success in completing the degree. In compliance with the National Association for Schools of Music (NASM) accrediting standards, students interested in pursuing the MCC's Music Studies A.A. Degree Program are required to audition to determine their level of instrumental or vocal music proficiency. Auditions must be in persona and are scheduled for 30 minutes. Students are required to perform scales and two contrasting compositions..

The audition process, application and scheduled dates can be found on the Music Studies web page in the left hand column under **Audition Information**. Students who indicate prior theory instruction may have the option to be tested and receive credit for Music Theory, Ear Training, and Group Piano courses.

For any questions, please contact Dr. Deborah Simmons, Program Coordinator. (dsimmons@manchestercc.edu or 860-512-2674)

## Learning Outcomes

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

- Demonstrate a historical/cross-cultural awareness and appreciation of Western European and American contemporary music.
- Demonstrate skills and techniques that reflect an understanding of the theoretical aspect of music, including: an understanding of music theory fundamentals; exploration and development of voice leading principles; aural skills and keyboard techniques.
- Demonstrate an ability to perform solo music selections and within a music ensemble group (i.e., chorale, madrigal, chamber, jazz).
- Demonstrate technical facility and knowledge on specified instrument or voice (i.e., soprano, tenor, piano, guitar, clarinet, violin).

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

## Music Studies Requirements

- MUS\* 133: Chorale Ensemble I 1 Credits or
- MUS\* 149: Beginning Jazz Concepts 1 Credits or
- MUS\* 187: Classical Chamber/Jazz Combo I 1 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- MUS\* 101: Music History and Appreciation I 3 Credits (Gen Ed - The Arts)
- MUS\* 115: Music Theory I 3 Credits \*\*
- MUS\* 166: Music Ear Training I 1 Credits
- MUS\* 190: Group Piano I 1 Credits
- MUS\* 185: Applied Lessons I 2 Credits
- COM\* 173: Public Speaking 3 Credits
- **Subtotal: 17**
- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits
- MUS\* 102: Music History and Appreciation II 3 Credits (Gen Ed - The Arts)
- MUS\* 134: Chorale Ensemble II 1 Credits † or
- MUS\* 193: Classical Chamber/Jazz Combo II 1 Credits ‡
- MUS\* 186: Applied Lessons II 2 Credits
- MUS\* 168: Music Ear Training II 1 Credits
- MUS\* 191: Group Piano II 1 Credits
- MUS\* 116: Music Theory II 3 Credits \*\*

**Subtotal: 17**

- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- MUS\* 270: Chorale III 1 Credits † or
- MUS\* 242: Classical Chamber/Jazz Combo III 1 Credits †
- MUS\* 107: Today's Music 3 Credits (Gen Ed - The Arts)
- MUS\* 213: Music Theory III 3 Credits
- MUS\* 260: Music Ear Training III 1 Credits
- MUS\* 252: Group Piano III 1 Credits
- MUS\* 285: Applied Lessons III 2 Credits
- Choose any MUS\* elective 3 Credits

**Subtotal: 16-18**

- Choose one course from Gen Ed - Social Sciences 3 Credits
- MUS\* 271: Chorale IV 1 Credits † or
- MUS\* 247: Classical Chamber/Jazz Combo IV 1 Credits †
- MUS\* 214: Music Theory IV 3 Credits
- MUS\* 255: Group Piano IV 1 Credits
- MUS\* 261: Ear Training IV 1 Credits
- MUS\* 286: Applied Lessons IV 2 Credits
- Visual Art elective 3 Credits †††

**Subtotal: 14**

**Total Minimum Credits Required: 64**

**Note:**

*First semester Applied Music students must undergo an audition with music faculty and receive program coordinator approval before enrolling in course MUS\* 185: Applied Lessons I*

*First semester jazz students will be assigned to MUS\* 187 or MUS\* 149 based upon skill level. The jazz concepts course (MUS\*149) is credited as Jazz Combo I (MUS\*187) in the jazz sequence.*

*Jazz/chamber students should follow the sequence of MUS\* 187 or MUS\* 149, MUS\* 193, MUS\* 242 and MUS\* 247.*

*Students registering for a music theory course must co-register for Music Ear Training. For example, MUS\* 115 and MUS\* 166, MUS\* 116 and MUS\* 168*

*It is recommended that Piano Performance students take 2 semesters of choir.*

*‡ Voice students should choose from chorus sequences:*

**Chorale:** MUS\* 133, MUS\* 134, MUS\* 242 and MUS\* 247. No previous choral experience necessary but student being able to match pitch is a requirement for this course. Any student unclear about the pitch matching process should contact Dr. Carolina Flores, Professor of Music and Choral Director at 860-512-2640 prior to registering for the course.

or

**Madrigal/Chamber Singer:** MUS\* 174, MUS\* 175, MUS\* 275 and MUS\* 276 (For students signed up for this ensemble:

Choral is a co-requisite). This ensemble requires an **audition**, basic knowledge of music notation and sight-reading skills, good intonation and aural memory, and previous experience singing in a choir.

***##Piano Class:** Students demonstrating keyboard competency through an examination may be exempt from taking any or all of the Group Piano Classes. Instructor's permission required. These students must make sure they choose other Music elective courses to achieve the number of music credits needed for the degree.*

**###Visual Art Elective List:**

- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits
- ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits
- ART\* 107: Introduction to Studio Art 3 Credits
- ART\* 111: Drawing I 3 Credits
- ART\* 131: Sculpture I 3 Credits
- ART\* 141: Photography I 3 Credits
- ART\* 155: Watercolor I 3 Credits
- ART\* 161: Ceramics I 3 Credits
- ART\* 167: Printmaking I 3 Credits
- ART\* 204: History of Women in the Arts 3 Credits
- ART\* 206: Film Study 3 Credits

**Music Elective List:**

- MUS\* 108: Today's Music Gospel, Ragtime, Blues, Jazz 3 Credits General Education Knowledge Area - The Arts
- MUS\* 141: Beginning Guitar 3 Credits
- MUS\* 148: Beginning Piano 3 Credits
- MUS\* 167: Language for Singers 2 Credits
- MUS\* 188: Introduction to Conducting 3 Credits
- MUS\* 218: Electronic Music Composition I 3 Credits
- MUS\* 219: Electronic Music Composition II 3 Credits
- MUS\* 174: Madrigal/Chamber Singer I 1 Credits
- MUS\* 175: Madrigal/Chamber Singer II 1 Credits
- MUS\* 275: Madrigal/Chamber Singer III 1 Credits
- MUS\* 276: Madrigal/Chamber Singer IV 1 Credits

## **Occupational Therapy Assistant, A.S.**

### **Program Design**

The American Occupational Therapy Association in its VISION 2025 statement describes Occupational Therapy as "an inclusive profession that maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living."

### **Scholastic Preparation and Admission Process**

The Occupational Therapy Assistant Program utilizes a selective admissions process and applicants are required to meet specific admission criteria in preparation for the academic rigor of the OTA Program. The OTA application is available online, after July 1, with a Feb 1 deadline for applications, annually.

To qualify for application to the Occupational Therapy Assistant Program, students must have a grade point average at or above 2.5., and have completed BIO\* 115, ENG\* 101, and PSY\* 111 with a grade of C or better. Applicants must also be eligible for college level math, and have attended an OTA Information Session.

### **Curriculum**

THE OTA program offers an accelerated, a full-time and part-time plan of study, thereby enabling the student to complete the program in 3 semesters, 4 semesters or 5 semester's respectively. Courses with an OTA designator are offered exclusively during the day. All course work must be completed with a grade of C or better and a minimum GPA of 2.5 must be maintained throughout the program. The clinical semester, which is offered both fall and spring semesters, provides a four-month, full-time, supervised learning experience with a focus on psychosocial, physical dysfunction and developmental disability areas of practice. Students must complete the clinical semester within 18 months of the completion of academic work. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the fieldwork sites to which they are assigned for fieldwork rotations, as well as state regulations, may require that they submit to a criminal background check before beginning their fieldwork experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required fieldwork experience will be unable to complete the requirements for the associate degree in Occupational Therapy Assistant but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC counselor to discuss degree completion requirements.

### **Accreditation**

The program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org).

Graduates of the program are eligible to sit for the national certification examination for the occupational therapy assistant, administered by the National Board for Certification of Occupational Therapy (NBCOT). After successful completion of this exam, the individual is then credentialed as a Certified Occupational Therapy Assistant (COTA). Additionally, Connecticut requires licensure in order to practice Occupational Therapy. Note that a felony conviction may be affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

### **NBCOT Certification Results**

Graduates of the program are eligible to sit for the national certification examination for the Occupational Therapy Assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). Additionally, all states require licensure to practice; However, state licenses are usually based on the results of the NBCOT certification exam. A felony conviction may affect a graduate's ability to sit for the NBCOT certification exam or attain state licensure.

| Year | Total Number of New Graduates Testing | Total Number of New Graduates Passing (% passing) | Total Number of New Graduates Failing (% failing) |
|------|---------------------------------------|---|---|
| 2018 | 16                                    | 16 (100%)   | 0 (0%)  |
| 2017 | 20                                    | 19 (95%)  | 1 (5%)  |
| 2016 | 20                                    | 20 (100%)   | 0 (0%)  |
| 2015 | 15                                    | 15 (100%)   | 0 (0%)  |

Program results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at <https://secure.nbcot.org/data/schoolstats.aspx>

## Learning Outcomes

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

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

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

## Occupational Therapy Assistant Requirements

- OTA\* 102: Foundations of Occupational Therapy 3 Credits
- OTA\* 120: Neurologic Intervention in Occupational Therapy 4 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- BIO\* 115: Human Biology 4 Credits (Gen Ed - Physical and Natural Sciences) ‡
- PSY\* 201: Life Span Development 3 Credits (Gen Ed - Social Sciences)

### Subtotal: 17

- OTA\* 208: Healthcare Management in Occupational Therapy 3 Credits
- OTA\* 210: Occupational Therapy Practice in Pediatrics 3 Credits
- OTA\* 210L: Occupational Therapy Practice in Pediatrics Lab 1 Credits
- OTA\* 216: Occupational Therapy Practice in Physical Dysfunction 3 Credits
- OTA\* 216L: Occupational Therapy Practice in Physical Dysfunction Lab 1 Credits
- OTA\* 218: Occupational Therapy Practice in Mental Health 3 Credits
- OTA\* 218L: Occupational Therapy Practice in Mental Health Lab 1 Credits

- OTA\* 206: Level I Advanced Fieldwork 0 Credits

**Subtotal: 17**

- OTA\* 234: Documentation in Occupational Therapy 3 Credits
- MAT\* 109: Quantitative Literacy 3 Credits (Gen Ed - Mathematics)
- ANT\* 118: Health, Healing and Culture. 3 Credits (Gen Ed - Social Sciences)
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Choose any course from Gen Ed - The Arts 3 Credits
- Elective computer 1-3 Credits

**Subtotal: 17-18**

- OTA\* 242: Level II Fieldwork 11 Credits
- OTA\* 244: Clinical Seminar in Occupational Therapy 1 Credits

**Subtotal: 12**

**Total Minimum Credits Required: 61**

## Professional-Level Occupational Therapy Program

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

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

### Note:

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



## Office Option, Business Office Technology, A.S.

### Program Design

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

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

### Curriculum

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

### Learning Outcomes

Upon successful completion of all Business Office Technology - Office Option degree program requirements, graduates will

1. Create and modify standard types of business communications in both printed and electronic forms.
2. Demonstrate strong interpersonal and human relations skills required for success in a professional setting.
3. Execute business office procedures used in today's technological work environment.
4. Perform and analyze office accounting tasks and activities.
5. Acquire up-to-date technology skills in the following areas: word processing, spreadsheet, database, presentation, personal information management, web technologies, and speech recognition.
6. Demonstrate keyboarding and data-entry speed and accuracy using industry accepted standards.
7. Organize and maintain project files and databases.

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

### Business Office Technology Requirements

- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- BOT\* 111: Keyboarding for Info Pro I 3 Credits
- BOT\* 220: Computerized Communication 3 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- MAT\* 109: Quantitative Literacy 3 Credits

**Subtotal: 15**

- BOT\* 112: Keyboarding for Info Pro II 3 Credits or
- BOT\* 137: Word Processing Applications 3 Credits
  
- BOT\* 164: Office Accounting 3 Credits or
- ACC\* 115: Financial Accounting 4 Credits

- CST\* 114: Web Essentials 3 Credits or
- CSC\* 101: Introduction to Computers 3 Credits
  
- PSY\* 247: Industrial and Organizational Psychology 3 Credits
- BMG\* 204: Managerial Communication 3 Credits

**Subtotal: 15-16**

- CST\* 205: Project Management 4 Credits
  
- ENG\* 202: Technical Writing 3 Credits or  
Cross-listed courses (choose one)
- ENG\* 203: Grammar, Usage and Style 3 Credits
- BOT\* 139: Grammar, Usage and Style 3 Credits
- CSA\* 105: Introduction to Software Applications 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Choose any course from Gen Ed - Social Sciences 3 Credits

**Subtotal: 16-17**

- CSA\* 205: Advanced Applications 3 Credits
- Choose any Elective from the following designators: ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CSA\*, CSC\*, CST\*, HSP\*, or LGL\*
- CSA\* 135: Spreadsheet Applications 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose one course from Gen Ed - Humanities 3 Credits

**Subtotal: 15**

**Total Minimum Credits Required: 61**

**Note:**

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

## Paralegal, A.S.

### Program Design

A paralegal or legal assistant is a person-qualified through education, training or work experience—who is employed or retained by a lawyer, law office, governmental agency or other entity. The paralegal performs specifically delegated, substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

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

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

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

The MCC Paralegal Association is an active student club that offers networking opportunities and guest speakers for its members.

### Curriculum

The Paralegal program is primarily an evening program of study, offering legal courses during the academic year. Many students work full-time while attending classes at night. Students should note that not all courses are offered every semester, and only some courses are offered in the day. Part-time students should see a counselor for suggested course sequencing. Pursuant to American Bar Association guidelines, students are required to take at least nine (9) credits of legal specialty courses through traditional classroom instruction.

Note: Course prerequisites are listed in the course descriptions.

### Learning Outcomes

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

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

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

## Paralegal Requirements

- POL\* 120: Introduction to Law 3 Credits
- LGL\* 103: Legal Ethics and Professional Responsibility 1 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
  
- BBG\* 231: Business Law I or
- BBG\* 234: Legal Environment of Business 3 Credits
  
- POL\* 111: American Government 3 Credits or
- POL\* 112: State and Local Government 3 Credits (Gen Ed - Social Sciences)
- Subtotal: 13**
  
- LGL\* 102: Legal Research and Writing 3 Credits
- LGL\* 208: Litigation 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits
  
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits or
  
- COM\* 278: Group Communication 3 Credits
- ACC\* 115: Financial Accounting 4 Credits
- Subtotal: 16**
  
- Legal elective 3 Credits †
- LGL\* 209: Probate Practice 3 Credits
- LGL\* 220: Computer Applications in Law 4 Credits ††
- Choose one course from Gen Ed - Social Sciences 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Subtotal: 16**
  
- LGL\* 104: Real Estate Practice 3 Credits
- LGL\* 211: Business Organization 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Legal elective 3 Credits †
- LGL\* 240: Legal Studies Capstone Course 3 Credits
- Subtotal: 15-16**

**Total Minimum Credits Required: 60**

### Note:

#### † Legal Electives

- *LGL\* 210: Family Law*
- *LGL\* 212: Commercial Law*

- *LGL\* 215: Environmental Law*
- *LGL\* 216: Administrative Law*
- *LGL\* 270: Cooperative Education/Work Experience*

*\*\* Students without a strong foundation in computer skills should take CSA\* 105 prior to enrolling in LGL\* 220.*

## Photography Option, Visual Fine Arts, A.A.

### Program Design

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

### Curriculum

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

### Learning Outcomes

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

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

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

### Photography Option Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- ART\* 141: Photography I 3 Credits
- ART\* 121: Two-Dimensional Design 3 Credits
- COM\* 173: Public Speaking 3 Credits
  
- ART\* 103: Art History III 3 Credits or
- ART\* 104: Contemporary Art History 3 Credits
- Subtotal: 15**
  
- ENG\* 110: Introduction to Literature 3 Credits (Gen Ed - Humanities)
- Chooses either an art studio course or art history course 3 Credits
- ART\* 122: Three-Dimensional Design 3 Credits
- ART\* 142: Photography II 3 Credits

- ART\* 250: Digital Photography 3 Credits  
**Subtotal: 15**
  
- Chooses either an art studio course or art history course 3 Credits<sup>‡</sup>
- Choose one course from Gen Ed - Social Sciences 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3 Credits
- ART\* 111: Drawing I 3 Credits
- Studio course elective 3 Credits<sup>‡</sup>
- ART\* 281: Digital Photography II 3 Credits  
**Subtotal: 15**
  
- Studio course elective 3 Credits<sup>‡</sup>
- Studio course elective 3 Credits<sup>‡</sup>
- Studio course elective 3 Credits<sup>‡</sup>
- Choose any Gen Ed - Mathematics (MAT\* 109 or higher) 3 Credits
  
- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits or
- ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits  
**Subtotal: 15**

Total Minimum Credits Required: 60-61

**Note:**

<sup>‡</sup> Any 6-hour ART\*, DGA\*, or GRA\* studio course. Recommended studio courses include:

- ART\* 151: Painting I
- ART\* 131: Sculpture I
- ART\* 167: Printmaking I
- ART\* 161: Ceramics I
- ART\* 242: Photography III
- ART\* 286 - Photography IV

## Physics Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Physics, B.S.

At Eastern Connecticut State University: Physics, B.S.

At Southern Connecticut State University: Physics, B.S.

Physics, B.A.

At Western Connecticut State University: Physics, B.S.

At Charter Oak State College: General Studies-Physics Concentration, B.A.

### Physics Studies Program Objectives

1. Complete an Associate of Arts degree in Physics Studies.
2. Transfer seamlessly into a Bachelor of Arts/Science degree program in Physics with junior-level status in the receiving CSCU institution as part of the CSCU Transfer Tickets program.

### Learning Outcomes

1. Communication using terminology appropriate to Physics Studies.
2. Understand conceptual, theoretical and experimental methods used in Physics, and their applications to other fields and disciplines
3. Develop critical thinking, and analytical and computational problem-solving skills.
4. Recognize the broader impact of Physics in Society.

### CSCU Pathway Transfer: Physics Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 254: Calculus I 4 Credits
- CHE\* 121: General Chemistry I 4 Credits



- Unrestricted Elective\* 3-4credits

**Subtotal: 14-15**

- CHE\* 122: General Chemistry II 4 Credits
- MAT\* 256: Calculus II 4 Credits
- PHY\* 221: Calculus-Based Physics I 4 Credits
- Choose one Historical Knowledge and Understanding course 3 credits

**Subtotal: 15**

- MAT\* 268: Calculus III: Multivariable 4 Credits
- PHY\* 222: Calculus-Based Physics II 4 Credits
- Choose one Social Phenomena course 3 credits
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Aesthetic Dimensions course 3 credits

**Subtotal: 17**

- MAT\* 286: Differential Equations 4 Credits
- Choose one Written Communication II course 3 credits
- Choose one Oral Communication course 3 credits
- Choose one Additional General Education II-Global Knowledge course 3 Credits
- Choose one Additional General Education I-Creativity course 3 Credits

**Subtotal: 16**

**Total Minimum Credits Required: 62**

### Notes:

\*If you have not taken Physics in high school, you should use this elective to take PHY 110 Introductory Physics. You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. You should also consider using unrestricted electives to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select

## Political Science Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Political Science, B.A.

At Eastern Connecticut State University: Political Science, B.A.

At Southern Connecticut State University: Political Science, B.A.

Political Science, B.S.

At Western Connecticut State University: Political Science, B.A.

At Charter Oak State College: General Studies - Political Science Concentration, B.A.

Below is the recommended course of study for the Political Science Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Political Science Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Political Science Studies Requirements

- ENG\* 101: Composition 3 Credits
- Choose one Quantitative Reasoning course 3 Credits

- Choose two Unrestricted Electives (POL\* 101 recommended ) 6 Credits
- POL\* 111: American Government 3 Credits
- Subtotal: 15**
  
- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits
  
- Choose one Historical Knowledge and Understanding course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose one Additional General Education II course 3 Credits
- Choose one Oral Communication course 3 Credits
- Subtotal: 15**
  
- Choose one Social Phenomena course 3 Credits
- Choose one Unrestricted Elective (PSY\* 111, ECN\* 101 or ECN\* 102, SOC\* 101 or ANT\* 105 recommended) 3 Credits
- Choose one POL\* elective (POL\* 112 recommended) 3 Credits
- Choose one Scientific Reasoning course 3 Credits
- Choose one Aesthetic Dimensions course 3 Credits
- Subtotal: 15**
  
- Choose one POL\* elective (POL\* 212 recommended) 3 Credits
- Choose one Scientific Knowledge course 3 Credits
- Choose two Unrestricted Electives (PSY\* 111, ECN\* 101 or ECN\* 102, SOC\* 101 or ANT\* 105 recommended) 6 Credits
- Choose one Continued Learning and Information Literacy course 3 Credits
- Subtotal: 15**

Total Minimum Credits Required: 60

Notes:

## Psychology Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Psychological Science, B.A.  
At Eastern Connecticut State University: Psychology, B.S.  
At Southern Connecticut State University: Psychology, B.A.  
At Western Connecticut State University: Psychology, B.A.  
At Charter Oak State College: Psychology, B.S.

Below is the recommended course of study for the Psychology Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Psychology Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Psychology Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits
- PSY\* 111: General Psychology I 3 Credits

- Choose one Aesthetic Dimensions course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*
- Subtotal: 16**
  
- PSY\* 201: Life Span Development 3 Credits or
- PSY\* 203: Child Development 3 Credits or
- PSY\* 206: Adolescent & Adult Development 3 Credits
  
- Choose one Written Communication II course 3 Credits
- Choose one Scientific Reasoning course 3-4 Credits
- Choose one Historical Knowledge and Understanding course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*
- Subtotal: 15-16**
  
- PSY\* 245: Abnormal Psychology 3 Credits
- Choose one Scientific Knowledge and Understanding course 3-4 Credits
- Choose one Social Phenomena course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose one Unrestricted Elective 3 Credits \*
- Subtotal: 15-16**
  
- Choose one Continued Learning and Information Literacy course 3 Credits
- Choose one Oral Communication course 3 Credits
- Choose one Additional General Education II course 3 Credits
- Select one or two of the following courses: PSY\* 240, PSY\* 243, PSY\* 247 3-6 Credits
- Choose one Unrestricted Elective (This elective is not necessary if you take two of PSY\* 240, PSY\* 243, PSY\* 247) 0-3 Credits
- Subtotal: 15**

## Total Minimum Credits Required: 60-61

### Notes:

\*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use these credits to take courses that prepare you for required courses in the degree program. You should also consider using unrestricted electives to meet foreign language requirements for your programs or to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for CCSU, SCSU, WCSU, and COSC-but not ECSU. You are encouraged to meet with your advisor to determine which courses to select.

If a 3rd level language has not been completed and passed, students should consider beginning or completing work on a foreign language by choosing one of the following: FRE\* 112 or FRE\* 211 or FRE\* 212 or SPA\* 108 or SPA\* 211

## Radiation Therapy, A.S.

### Program Design

The Radiation Therapy associate degree program enables graduates to work as radiation therapists. Radiation therapy uses high energy X-rays to treat diseases, primarily cancer. Using highly specialized computerized equipment, the radiation is targeted to abnormal cells while minimizing the side effects. The Radiation Therapist is a vital member of the health care team in the Radiation Oncology Department. This individual is responsible for administering, monitoring, and documenting the prescribed course of treatment from the radiation oncologist. The Radiation Therapist is involved in assessing the physical and emotional needs of the patients and making the appropriate referrals. This unique profession combines technical and interpersonal skills and offers many career possibilities available to trained radiation therapists, including management, dosimetry, education, applications specialist, sales, and technology-related fields.

### Scholastic Preparation and Admission Process

Radiation therapy Program relies on a selective admission, which uses specific admissions criteria. The admission criteria require that the students have completed the following prerequisites:

- BIO 211 and 212 Anatomy & Physiology (2 semesters with a lab)
  - Completed within 5 years of the application deadline
  - Required grade of C or better
- MAT 186 Pre-Calculus
  - Completed within 5 years of the application deadline
  - Required grade of C or better
- COM 173 Public Speaking
- ENG 101 English Composition

The minimum overall GPA requirement is 2.5. Also required for admission to the Radiation Therapy Program is a health care application, a clinical shadow to be scheduled by program faculty and an interview. Technical standards for the program are available upon request. More information or questions on specific criteria for program acceptance and the admission process is available from the Admissions Office at 860-512-3210 or the Mathematics, Science & Health Careers division office at 860-512-2704.

### Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology and prepares graduates for certification by the American Registry of Radiologic Technologists (ARRT).

The JRCERT has been authorized by the United States Office of Education to accredit educational programs for Radiography and Radiation Therapy. The standards are located at [JRCERT.org](http://JRCERT.org). If students do not feel the program is in compliance with the JRCERT standards may call or write to the JRCERT at:

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
Web: [www.jrcert.org](http://www.jrcert.org)  
eMail: [mail@jrcert.org](mailto:mail@jrcert.org)

## Curriculum

The program begins each August and continues through two years, including the summer semester. Classes with a RDT and RAD designation and clinical experience are offered during the day. After a short orientation students begin the clinical experience in conjunction with classes held at the college.

Modifications to the MCC academic calendar will be made for the clinical courses to enhance the clinical experience. Students can expect to begin their clinical course 1-3 weeks prior to the scheduled date on the MCC calendar. Specific dates for the year are published in the student handbook and are published on the MCC catalog for the semester.

Clinical Instruction will take place at the following sites:

- Hartford Hospital Radiation Oncology Department, Hartford, CT
- Mid State Medical Center Radiation Oncology Department, Meriden, CT
- UConn Health Center - John Dempsey Hospital, Farmington, CT
- Middlesex Memorial Hospital, Middlesex, CT.
- DeQuattro Community Cancer Care, Manchester, CT
- St. Francis Care, Hartford, CT
- Hospital of Central Connecticut

Note: Students are responsible for their own transportation to and from class and clinical assignments.

Due to standards from The Joint Commission, students are advised that the healthcare facilities to which they are assigned for clinical rotations may require that they submit a criminal background check, required immunization records and other documentation needed to meet the standards. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to meet the required hospital requirements. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Radiation Therapy but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. Upon successful completion of the program, the graduate is eligible to apply for participation in the American Registry of Radiologic Technology Certification Exam. For specific requires for eligibility please visit [ARRT.org](http://ARRT.org). Once you have received certification from the ARRT by successfully completing the national exam, you will be eligible to work in any state. Many states require licensure prior to your employment. You can access licensure information on each state by contacting the state's department of labor. Students are responsible for hospital parking fees, uniforms and miscellaneous expenses.

## Learning Outcomes

## Program Mission

The **mission** of the Radiation Therapy Program is to provide a learner centered JRCERT accredited educational program that will render qualified and compassionate radiation therapists for the community.

## Goals

The **goals** of the Radiation Therapy Program are:

### Program Effective Measures

- Graduates will pass the ARRT exam on the first attempt and score at or above the national average.
- Graduates will obtain employment in radiation therapy.

- The program will provide competent graduates for the community.
- Students will be satisfied with didactic course instruction.
- Students will be satisfied with clinical instruction.

**Goal 1: Students will demonstrate critical thinking.**

Student Learning Outcomes

- Students will accurately perform new patient set ups.
- Students will create, develop a treatment plan.

**Goal 2: Students will demonstrate effective communication skills.**

Student Learning Outcomes

- Students will utilize appropriate communication skills in the clinical setting.
- Students will demonstrate effective written communication.
- Students will demonstrate effective oral communication.

**Goal 3: Students will exhibit ethical and professional behaviors appropriate of a health care professional.**

Student Learning Outcomes

- Students will display professionalism in the clinical setting.
- Students demonstrate professional growth through participation in continuing education and professional activities.

**Goal 4: Students will demonstrate specific skills necessary to be competent entry level Radiation Therapy Professionals.**

Student Learning Outcomes

- Students will accurately perform all treatment procedures.
- Students will demonstrate basic simulation skills.

## Radiation Therapy Requirements

### **Program Prerequisites**

#### **Fall Semester**

- RDT\* 103: Foundations of Radiation Therapy 1 Credits
- RAD\* 121: Radiologic Science Patient Care 3 Credits
- PHY\* 105: Radiologic Physics 3 Credits
- BIO\* 218: Understanding Cancer 3 Credits
- RDT\* 114: Principles and Practices of Radiation Therapy I 4 Credits
- RDT\* 133: Clinical Practice I 1 Credits

**Subtotal: 15**

#### **Spring Semester**

- RDT\* 140: CT Imaging and Sectional Anatomy 3 Credits
- RDT\* 116: Treatment Planning I 3 Credits
- RAD\* 222: Radiobiology & Protection 3 Credits
- RDT\* 115: Principles and Practices of Radiation Therapy II 4 Credits
- RDT\* 134: Clinical Practice II 1 Credits



**Subtotal: 14**

**Summer Semester**

- RDT\* 145: Radiation Therapy Equipment 2 Credits
- RDT\* 117: Treatment Planning II 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- RDT\* 210: Clinical Practice III 1 Credits

**Subtotal: 9**

**Fall Semester**

- RDT\* 216: Principles and Practice of Radiation Therapy III 4 Credits
- RDT\* 201: Radiation Oncology I 2 Credits
- RDT\* 213: Radiation Therapy Physics I 2 Credits
- RDT\* 240: Operational & Quality Management in Radiation Therapy 2 Credits
- PSY\* 111: General Psychology I 3 Credits
- RDT\* 220: Clinical Practice IV 2 Credits

**Subtotal: 15**

**Spring Semester**

- RDT\* 217: Principles and Practice of Radiation Therapy IV 3 Credits
- RDT\* 203: Radiation Oncology II 2 Credits
- RDT\* 233: Radiation Therapy Physics II 2 Credits
- RDT\* 295: Radiologic Science Seminar 3 Credits
- RDT\* 221: Clinical Capstone 2 Credits

**Subtotal: 12**

**Total Minimum Credits Required: 65**

## Radiography, A.S.

### Program Design

The Radiography associate degree program enables graduates to work as radiographers. Radiographers provide patient services with the use of imaging equipment, as directed by physicians qualified to order radiologic procedures. They are responsible for exercising independent judgment in the technical performance of medical imaging procedures by adapting the variable technical parameters of the procedure to the condition of the patient, and by initiating lifesaving first aid and basic life support procedures as necessary during medical emergencies.

### Scholastic Preparation and Admission Process

The Radiography Program relies on a selective admission process which uses specific admissions criteria. The admission criteria require that the students have completed the following prerequisites:

- BIO 211 and 212 Anatomy & Physiology (2 semesters with a lab)
  - Completed within 5 years of the application deadline
  - Required grade of C or better
- MAT 172 College Algebra
  - Completed within 5 years of the application deadline
  - Required grade of C or better
- COM 173 Effective Speaking or COM 172 Interpersonal Communication
- ENG 101 English Composition

The minimum overall GPA requirement is 2.5. Also required for admission to the Radiography Program is a health care application, a clinical observation and an interview. Technical standards for the program are available upon request. More information or questions on specific criteria for program acceptance and the admission process is available from the Admissions Office at 860-512-3210 or the Science, Technology, Engineering and Mathematics (STEM) division office at 860-512-2704.

### Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology and prepares graduates for certification by the American Registry of Radiologic Technologists (ARRT).

The JRCERT has been authorized by the United States Office of Education to accredit educational programs for Radiography and Radiation Therapy. The standards are located at [JRCERT.org](http://JRCERT.org). If students do not feel the program is in compliance with the JRCERT standards they may call or write to the JRCERT at:

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
Web: [www.jrcert.org](http://www.jrcert.org)  
eMail: [mail@jrcert.org](mailto:mail@jrcert.org)

### Curriculum

The program begins each August and continues through two years, including the summer semester. Classes with a RAD designation and clinical experience are offered during the day. After a short orientation students begin the clinical experience in conjunction with classes held at the college.

Modifications to the MCC academic calendar will be made for the clinical courses to enhance the clinical experience. Students can expect to begin their clinical course 1-3 weeks prior to the scheduled date on the MCC calendar. Specific dates for the year are published in the student handbook and are published on the MCC catalog for the semester.

Clinical Instruction will take place at the following sites:

- Hartford Hospital Radiology Department, Hartford, CT
- Mid State Medical Center Radiology Department, Meriden, CT
- Connecticut Children's Medical Center, Hartford, CT
- Connecticut Children's Medical Center Glastonbury Satellite Office
- Jefferson Radiology, P.C., Hartford, CT facility

Note: Students are responsible for their own transportation to and from class and clinical assignments.

Due to standards from The Joint Commission, students are advised that the healthcare facilities to which they are assigned for clinical rotations may require that they submit a criminal background check, required immunization records and other documentation needed to meet the standards. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to meet the required hospital requirements. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Radiography but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. Upon successful completion of the program, the graduate is eligible to apply for participation in the American Registry of Radiologic Technology Certification Exam. For specific eligibility or public health requirements please visit [ARRT.org](http://ARRT.org). Once you have received certification from the ARRT by successfully completing the national exam, you will be eligible to work in any state. Many states require licensure prior to your employment. You can access licensure information on each state by contacting the state's department of labor. Students are responsible for hospital parking fees, uniforms and miscellaneous expenses.

## Learning Outcomes

## Program Mission

The mission of the Radiography Program is to provide a JRCERT accredited education program that will utilize a learner centered approach in developing radiography students with the necessary academic and clinical knowledge to function as competent Radiographers.

## Goals

### Program Effectiveness Measures:

- Graduates will pass the ARRT exam on the first attempt
- Graduates will obtain employment in the field of radiology
- The program will provide competent graduates for the community
- Students will be satisfied with didactic course instruction
- Students will be satisfied with clinical instruction

**Goal One: Students will demonstrate critical thinking.**

Student Learning Outcomes:

- Students will accurately identify diagnostic quality radiographs and make appropriate changes to correct non-diagnostic images
- Students will perform and evaluate competency procedures

**Goal Two: Students will demonstrate effective communication skills.**

Student Learning Outcomes:

- Students will communicate effectively in the clinical setting
- Students will demonstrate effective written communication
- Students will demonstrate effective oral communication

**Goal Three: Students will exhibit the ethical and professional behaviors appropriate of a health care professional.**

Student Learning Outcomes:

- Students will display professionalism in the clinical setting
- Students demonstrate professional growth through participation in continuing education and professional activities

**Goal Four: Students will demonstrate clinical procedures skills necessary to be competent entry level Radiography Professionals.**

Student Learning Outcomes:

- Students will accurately position patients for radiographic examinations
- Students will accurately set exposure factors for radiographic examinations

## Radiography Requirements

### Program Prerequisites

- BIO\* 211: Anatomy and Physiology I 4 Credits (within five years of program admission)
- BIO\* 212: Anatomy and Physiology II 4 Credits (within five years of program admission)
- ENG\* 101: Composition 3 Credits
- MAT\* 172: College Algebra 3 Credits (within five years of program admission)
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits

**Subtotal: 17**

### Fall Semester

- RAD\* 117: Introduction to Radiologic Sciences 3 Credits
- RAD\* 121: Radiologic Science Patient Care 3 Credits
- PHY\* 105: Radiologic Physics 3 Credits
- RAD\* 120: Radiographic Procedures I 3 Credits
- RAD\* 197: Clinical Practices I 2 Credits

**Subtotal: 14**

### Spring Semester

- RDT\* 140: CT Imaging and Sectional Anatomy 3 Credits

- RAD\* 125: Radiographic Imaging I 3 Credits
  - RAD\* 130: Radiologic Procedures II 3 Credits
  - RAD\* 222: Radiobiology & Protection 3 Credits
  - Choose one course from Gen Ed - The Arts 3 Credits
  - RAD\* 198: Clinical Practices II 2 Credits
- Subtotal 17**

**Summer Semester**

- RAD\* 126: Radiographic Imaging II 2 Credits
  - PSY\* 111: General Psychology I 3 Credits
  - RAD\* 199: Clinical Practice III 2 Credits
- Subtotal: 7**

**Fall Semester**

- RAD\* 136: Radiographic Imaging III 3 Credits
  - RAD\* 225: Radiologic Procedures III 3 Credits
  - RAD\* 297: Clinical Practice IV 3 Credits
  - RAD\* 260: Radiographic Pathology 3 Credits
- Subtotal: 12**

**Spring Semester**

- RAD\* 233: Advanced Imaging Procedures 4 Credits
  - RAD\* 255: Medical Radiation Physics 4 Credits
  - RAD\* 287: Clinical Capstone 3 Credits
  - RDT\* 295: Radiologic Science Seminar 3 Credits
- Subtotal: 14**

**Total Minimum Credits Required: 64**

## **Respiratory Care, A.S.**

### **Program Design**

The Respiratory Care associate degree program provides training in respiratory care, a healthcare specialty that concentrates on the areas of prevention, treatment, management and rehabilitation of people with lung disorders. Respiratory therapists are involved in a variety of life-saving situations, working side-by-side with nurses, doctors and other healthcare providers and treating patients ranging in age from the newborn to the elderly. Using sophisticated equipment, therapists help people with such diseases as asthma, bronchitis and emphysema. Respiratory therapists are regarded as experts on the respiratory and cardiac systems and are often called upon for advice and help in deciding which course of care to prescribe.

### **Scholastic Preparation and Admission Process**

The Respiratory Care program relies on a selective admission process, which uses specific admissions criteria. These criteria are available through the Science, Technology, Engineering and Mathematics division office. The admission criteria require that the students are eligible for the equivalent of MAT\* 109, ENG\* 101 and BIO\* 211. Interested candidates will be expected to have a history of academic success, with the completion of a lab science course. Admission to the Respiratory Care program requires a separate application. Complete information on specific criteria for acceptance and the admission process is available from the Science, Technology, Engineering and Mathematics division office at 860-512-2704. A tour of one of the hospital affiliates is strongly recommended. Students will need to demonstrate the skills necessary to become a Respiratory Therapist; technical standards for the program are available upon request.

### **Accreditation**

The program is accredited by Commission on Accreditation for Respiratory Care. For information write to: Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 or phone 817-283-2835 or [www.coarc.com](http://www.coarc.com). Division of Science, Technology, Engineering and Mathematics: 860-512-2704.

### **Curriculum**

The program begins each September and continues through two years, including the summer semester. Classes with an RSP\* designation and clinical experience are offered during the day. Beginning with the second semester of the program, students will train at the hospitals every week in conjunction with classes held at the college. Beginning with the second year, the clinical component requires full-time study. Hospital affiliates include Hartford Hospital, Hospital of Central Connecticut - New Britain Campus, the Hospital for Special Care, Manchester Memorial Hospital, Gaylord Hospital, St. Francis Hospital and Medical Center, University of Connecticut Health Center, Windham Hospital, William W. Backus Hospital, Johnson Memorial Hospital, and Yale New Haven Hospital. All hospital training is supervised by trained clinical instructors. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the healthcare facilities to which they are assigned for clinical rotations require a criminal background check upon program acceptance. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Respiratory Care but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. After graduating from the program, students are eligible to take the entry level examination offered by the National Board for Respiratory Care (NBRC).

A physical examination and an immunization record are required of all students prior to beginning clinical rotations. Students are responsible for hospital parking fees; uniforms; clinical supplies, e.g. stethoscopes; assessment examination and miscellaneous expenses.

## Learning Outcomes

Upon successful completion of all Respiratory Care degree program requirements, graduates will

1. Sit for the National Board for Respiratory Care entry-level examination Therapist Multiple Choice exam for Certified Respiratory Therapist (CRT) credential.
2. Sit for the NBRC Clinical Simulation Exam for Registered Respiratory Therapist (RRT) credential.
3. Demonstrate the ability to comprehend, apply and evaluate information relevant to their role as an advanced level respiratory therapist.
4. Demonstrate technical proficiency in the skills necessary to fulfill the role of advanced level respiratory therapist.
5. Demonstrate professional behavior consistent with the practice of respiratory care.

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

## Respiratory Care Requirements

- BIO\* 211: Anatomy and Physiology I 4 Credits
- MAT\* 109: Quantitative Literacy 3 Credits (Gen Ed - Mathematics)
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- RSP\* 121: Cardiopulmonary Anatomy & Physiology 3 Credits
- RSP\* 140: Principles of Respiratory Care 3 Credits
- RSP\* 140L: Principles of Respiratory Care Lab 1 Credits

**Subtotal: 17**

- BIO\* 212: Anatomy and Physiology II 4 Credits (Gen Ed - Physical and Natural Sciences)
- RSP\* 180: Clinical Practicum 1 Credits
- RSP\* 131: Applied Pharmacology 3 Credits
- RSP\* 160: Diagnostic & Therapy Principles 3 Credits
- CHE\* 111: Concepts of Chemistry 4 Credits ‡

**Subtotal: 15**

- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- RSP\* 181: Clinical Practicum II 1 Credits
- RSP\* 260: Advanced Principles of Ventilator Therapy 3 Credits

**Subtotal: 7**

- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- PHY\* 110: Introductory Physics 4 Credits (Gen Ed - Physical and Natural Sciences)
- RSP\* 281: Advanced Clinical Practicum 2 Credits
- RSP\* 274: Diagnostic Respiratory Care 3 Credits
- RSP\* 251: Respiratory Pathophysiology 3 Credits

**Subtotal: 15**

- BIO\* 235: Microbiology 4 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- RSP\* 282: Advanced Clinical Practicum II 2 Credits
- RSP\* 261: Advanced Respiratory Care II 3 Credits
- RSP\* 252: Respiratory Pathophysiology II 2 Credits

**Subtotal: 14**

**Total Minimum Credits Required: 68**

**Note:**

*‡ Students planning to transfer to a Respiratory Care baccalaureate program are encouraged to take CHE\* 121 and CHE\* 122.*



## Social Service, A.S.

### Program Design

The Social Service associate degree program is designed to prepare students for diverse employment opportunities and to provide a foundation for further academic pursuit. Additionally, the program includes field placement opportunities that provide students with “hands-on” exposure to the helping professions.

### Curriculum

Students may enroll in this program full- or part-time. They can begin the program any semester and include field work at off-campus sites as part of their program.

### Learning Outcomes

Upon successful completion of all Social Service degree program requirements, graduates will

1. Understand the past, present and future of human services.
2. Be prepared for group facilitation and participation, grant proposal writing, and oral and written expressions appropriate to human services.
3. Conduct interviews, assessments, and basic human service research.
4. Be prepared to address the needs of client populations during the internship experience.
5. Demonstrate knowledge of human service skills necessary to interact effectively with individuals, families or groups.

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

### Social Service Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- HSE\* 101: Introduction to Human Services 3 Credits
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- HLT\* 151: Health and Wellness Promotion 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Subtotal: 15-16**
- ENG\* 110: Introduction to Literature 3 Credits or
- ENG\* 200: Advanced Composition 3 Credits
- HSE\* 210: Group & Interpersonal Relations 3 Credits
- HSE\* 251: Work with Individuals and Families 3 Credits
- Choose one course from Gen Ed - Mathematics 3-4 Credits
- Choose any ECN\*, GEO\*, HIS\*, POL\*, PSY\*, SOC\* or SSC\* course 3 Credits
- Subtotal: 15-16**
- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits or
- COM\* 278: Group Communication 3 Credits (Gen Ed - Humanities)
- HSE\* 281: Human Services Field Work I 3 Credits ‡

- POL\* 112: State and Local Government 3 Credits
- PSY\* 201: Life Span Development 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Subtotal: 15**
  
- HSE\* 282: Human Services Field Work II 3 Credits ‡ or
- SSC\* 294: Cooperative Education/Work Experience 3 Credits
  
- HSE\* 241: Human Services Agencies and Organizations 3 Credits
- SOC\* 101: Principles of Sociology 3 Credits
- Choose any course 3 Credits
- ANT\* 101: Introduction to Anthropology 3 Credits (Gen Ed - Social Sciences)
- Subtotal: 15**

Total Minimum Credits Required: 60

**Note:**

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

## Social Work Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

- At Central Connecticut State University: Social Work, B.A. \*\*
- At Eastern Connecticut State University: Social Work, B.A. \*\*\*
- At Southern Connecticut State University: Social Work, B.S. \*\*\*\*
- At Western Connecticut State University: Social Work, B.A. \*\*\*\*\*

Below is the recommended course of study for the Social Work Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average. Students should meet with the coordinator of the Social Work programs at MCC for additional transfer requirements at each of the above institutions.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Social Work Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Social Work Studies Requirements

- ENG\* 101: Composition 3 Credits
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits

- HSE\* 101: Introduction to Human Services 3 Credits
- Choose any Aesthetic Dimension course 3 Credits
- Unrestricted Elective 3 Credits
- Subtotal: 15**
  
- SOC\* 101: Principles of Sociology 3 Credits
- POL\* 111: American Government 3 Credits
- BIO\* 115: Human Biology 4 Credits
- Choose one Historical Knowledge and Understanding course 3 Credits
- Choose one Written Communication II course 3 Credits
- Subtotal: 16**
  
- SOC\* 201: Contemporary Social Issues 3 Credits
- ANT\* 105: Introduction to Cultural Anthropology. 3 Credits
- PSY\* 111: General Psychology I 3 Credits
- Choose one Scientific Knowledge and Understanding course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Subtotal: 15-16**
  
- HSE\* 281: Human Services Field Work I 3 Credits
- Choose one Oral Communication course 3 Credits
- Choose one Additional General Education I course 3 Credits
- Choose one Continued Learning and Information Literacy course 3 Credits
- Unrestricted Electives\* 3 Credits

**Total Minimum Credits Required: 61**

### Notes:

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

**\*\*For admission to CCSU's Social Work program:** (1).Minimum overall GPA of 2.00, which includes both CCSU grades and grades for courses taken at other institutions. (2) Minimum overall GPA of 2.50 for the following introductory Social Work courses and related requirements (Program GPA): Community College SOC 103/201, HSE 101/SOC 235, SOC 101, BIO 115, POL 111, & MAT 167/MAT 201/MAT 165/MAT 168; AND CCSU SW 225, SW 227, SOC 233, & ECON 200. Each of these courses must be completed with a minimum grade of C. (3) A minimum score of 2 (emerging) on the *Potential for Professional Competence for Generalist Social Work Practice Scale* in each of the following CSWE competencies: 2.1.1, 2.1.3, and 2.1.4. (4) A minimum score of 3 or higher in every category of the Volunteer Experience Evaluation for HSE 101/SOC 235 and SW 227. (5) Minimum scores of 3 on the *Professional Social Work Disposition Rubric* for SW 225, HSE 101/SOC 235, and SW 227. *The Transfer Student Reference Form* may be substituted for field experiences from other colleges.

Applications to the Social Work Program are accepted three times a year with deadlines of August 1st, October 1st, and March 1st. Students must submit an admission portfolio and have an interview with the Social Work faculty. The

ideal time to apply to the Program is when the applicant is enrolled in SW 227 at CCSU. For TAP Transfer Students, this should be in the first semester at CCSU.

**\*\*\*For admission to ECSU's Social Work program:** Admission to the Social Work Program is competitive and is not guaranteed by admission to Eastern Connecticut State University. **Applications for the social work major are due on January 31** each year for students expecting to graduate in May, two years following application. Applications received after that date are reviewed as space is available in the junior class. *The online application must be completed in one session (you cannot log out of your computer, save your work, or return to a survey that has been submitted). The application is linked to: <http://www1.easternct.edu/socialwork/admissions/>.*

You should prepare the following documents to be uploaded with your application: (1) Application Essay (2) Resume (optional) (3) Supplemental information regarding community standards (if relevant) (4) Transcripts from all higher education institutions attended (see instructions) (5) Professional Reference

**\*\*\*\*For admission to SCSU's Social Work program:** Students interested in majoring in social work must complete a two-step admission process. Initially, students must be accepted into the University by the Admissions Office. Then, application is made for admission to the Bachelor's of Social Work Program in the spring semester prior to the fall semester in which students anticipate enrolling in 300-level social work courses. Applications are available on the Department of Social Work website. The Department of Social Work priority admissions deadline is March 1. The final application deadline each year is June 1. Students who plan to apply to both SCSU and the BSW Program for a Fall semester date *may need* to complete both admission processes *simultaneously*. For optimal consideration for acceptance into the program, you must express your intent to apply prior to the March 1 priority admissions deadline by emailing the BSW Coordinator.

**\*\*\*\*\*For admission to WCSU's Social Work program:** Social work majors must earn at least a "C+" in all designated major courses to have the course credit apply to the degree program. Students must apply for junior and senior program status following a group advisement session (for potential Juniors in late fall preceding the registration period for spring semester; for potential Seniors in spring semester of the junior year). Transfer students are required to interview with the department chair to arrange for meeting the above criteria.

The Junior standing class is limited to 45 Social Work majors. In the event that applications that meet minimum requirements exceed 45 majors, the 45 students with the top GPAs in Social Work Major Requirements will be given first preference, with university GPA serving as Social Work GPA tiebreaker.

## Sociology Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

- At Central Connecticut State University: Sociology, B.A.
- At Eastern Connecticut State University: Sociology, B.A.
- At Southern Connecticut State University: Sociology, B.A.
- At Western Connecticut State University: Anthropology/Sociology, B.A.
- At Charter Oak State College: General Studies - Sociology Concentration, B.A.

Below is the recommended course of study for the Sociology Studies Transfer Degree. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average.

### Learning Outcomes

Upon successful completion of the CSCU Pathway Transfer: Sociology Studies degree program, students will have met the following competency outcomes and goals:

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

### CSCU Pathway Transfer: Sociology Studies Requirements

- ENG\* 101: Composition 3 Credits
- SOC\* 101: Principles of Sociology 3 Credits
- Choose one Historical Knowledge and Understanding course 3-4 Credits

- Choose one Aesthetic Dimension course 3 Credits
- Unrestricted Elective\*  
**Subtotal: 15-16**
- SOC Elective\*\* 3 credits
- Choose one Quantitative Reasoning course 3-4 credits
- Choose one Written Communication II course 3 credits
- Choose one Scientific Reasoning course 3-4 credits
- Unrestricted Elective\* 3 credits  
**Subtotal: 15-16**
- SOC Elective\*\* 3 credits
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Choose one Social Phenomena course 3 credits
- Choose one Additional General Education I - Creativity course 3 credits
- Unrestricted Elective\* 3 credits  
**Subtotal: 15-16**
- SOC Elective\*\* 3 credits
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Oral Communication course 3 credits
- Choose one Additional General Education - Global Knowledge course 3 credits
- Unrestricted Elective\* 3 credits  
\*\*You may take any SOC courses for these SOC electives, but two of them must be at the 2XX level.  
**Subtotal: 15**

Total Minimum Credits Required: 60

### Notes:

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

## Spanish Studies: CSCU Pathway Transfer, A.A.

### Program Design

CSCU Pathway Transfer, A.A. degree programs are for Connecticut Community College students who wish to transfer to one of the Connecticut State Universities or Charter Oak without either losing any credits or being required to take extra credits in order to complete a bachelor's degree in that same discipline. Community College students can complete associate degree programs that transfer without hassle to all Connecticut State Universities 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 be required to take any extra credits.

### Curriculum

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

At Central Connecticut State University: Spanish, B.A.

At Eastern Connecticut State University: Spanish, B.A.

At Southern Connecticut State University: Spanish, B.A.

At Western Connecticut State University: Spanish, B.A.

### CSCU Pathway Transfer: Spanish Studies Requirements

- ENG\* 101: Composition 3 Credits
- SPA\* 111: Elementary Spanish I 4 Credits <sup>1</sup>
- Choose one Continued Learning and Information Literacy course 3 credits
- Choose one Aesthetic Dimensions course 3 credits
- Choose one unrestricted Elective\*
- Subtotal: 16**
  
- SPA\* 112: Elementary Spanish II 4 Credits
- Choose one Written Communication II course 3 credits
- Choose one Scientific Reasoning course 3-4 credits
- Choose one Quantitative Reasoning course 3-4 credits
- Subtotal: 13-15**
  
- SPA\* 211: Intermediate Spanish I 4 Credits <sup>2</sup>
- Choose one Scientific Knowledge and Understanding course 3-4 credits
- Choose one Social Phenomena course 3 credits
- Choose one Additional General Education I - Creativity course 3 credits
- Choose one Unrestricted Elective\* 3 credits
- Subtotal: 16-17**
  
- SPA\* 212: Intermediate Spanish II 4 Credits <sup>2</sup>
- Choose one Oral Communication course 3 credits
- Choose one Historical Knowledge and Understanding course 3 credits
- Choose one Additional General Education II - Global Knowledge course 3 credits
- Unrestricted Elective\* 0-3 credits



**Subtotal: 13-16**

**Total Minimum Credits Required: 60**

**Notes:**

<sup>1</sup>Or you may elect to replace SPA 111 and SPA 112 with SPA 108 Elementary Spanish I & II (8 credits)

<sup>2</sup>Or you may elect to replace SPA 211 and SPA 212 with SPA 208 Intermediate Spanish I & II (8 credits)

Your advisor will help you determine which courses to select.

Unrestricted Electives: \*6-7credits

\*You are free to choose any courses at or above 100-level to complete unrestricted electives, although you may need to use some these credits to take a math course that prepares you for the required level of math in your program. If you begin Spanish at a higher level than SPA101, you will receive additional unrestricted electives. You should also consider using unrestricted electives to begin work on completing a minor. Central Connecticut State University will require that you complete a minor by earning at least 18 credits in one area outside your major field; you must complete at least 9 of those minor credits at Central. You can also complete other General Education requirements for Central, Southern and Western Connecticut State Universities and Charter Oak State College-but not Eastern Connecticut State University. Your advisor will help you to determine which courses to select. In order to graduate and be guaranteed admission to a State University or to Charter Oak State College, you must earn an overall 2.0 grade point average

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

## Program Design

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

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

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

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

## Curriculum

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

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

## Learning Outcomes

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

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

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

## Speech-Language Pathology Assistant Option Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- SLP\* 111: Communication Development 3 Credits

- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- PSY\* 163: Children with Disabilities 3 Credits
- Choose any course 3 Credits

**Subtotal: 15**

- Choose one course from Gen Ed - Humanities 3 Credits
- SLP\* 112: Speech and Language Services in the Educational Setting 3 Credits
- Choose one course from Gen Ed - Social Sciences 3 Credits
- SLP\* 120: Communication Disorders and Intervention I 3 Credits
- Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits

**Subtotal: 15-16**

- SLP\* 121: Communication Disorders and Intervention II 3 Credits
- POL\* 111: American Government 3 Credits or
- POL\* 112: State and Local Government 3 Credits
- PSY\* 183: Learning Process and Disabilities 3 Credits
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose any course 3 Credits

**Subtotal: 15**

- PSY\* 184: Assistive Technology Across the Lifespan 3 Credits
- ECE\* 231: Early Language and Literacy Development 3 Credits
- PSY\* 193: Issues/Trends in Disabilities 3 Credits
- SSC\* 294: Cooperative Education/Work Experience 3 Credits
- Choose one course from Gen Ed - Mathematics 3 Credits<sup>‡</sup>

**Subtotal: 15**

**Total Minimum Credits Required: 60**

**Note:**

<sup>‡</sup> Students planning to transfer should take MAT\* 165.

## Surgical Technology, A.S.

### Program Design

The purpose of the MCC Hartford Hospital Surgical Technology program is to educate qualified individuals in becoming a member of a surgical team in the perioperative care of patients within the scope and limitation of the surgical technologist's role as defined by the Standards and Guidelines of the Association of Surgical Technologists (AST). The surgical technologist works under the supervision of the surgeon and serves as an integral member of a surgical team to facilitate the safe and effective conduct of surgical procedures for every surgical patient. The surgical technologist is responsible for the preparation and maintenance of the sterile surgical field, handles the instruments, supplies and equipment assists and anticipates the needs of the surgeon throughout the surgical procedure. The surgical technologist has the necessary academic knowledge and clinical ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of surgical asepsis.

### Scholastic Preparation and Admission Process

The MCC Hartford Hospital Surgical Technology program relies on a selective admission, which uses specific admissions criteria. These criteria are available through the Science, Technology, Engineering and Mathematics division office. The admission criteria require that the students are eligible for the equivalent of MAT\* 109, ENG\* 101 and BIO\* 211 . Students, considering surgical technology as their health career associate degree program, are advised to take the courses listed under required non-core Surgical Technology curriculum. Admission to the Core Surgical Technology Course of Study requires a separate healthcare application, which the student may submit after completion of all required non-core Surgical Technology Curriculum.

Consideration for admission to the Core Surgical Technology (ST) Curriculum follows a sequential Application and Admission Process. The ST applicant may not advance in the process if the prior step has not been completed. (For example, the potential ST student cannot "Complete a Health Career Application", as listed in Step 2, if Step 1. "Complete required Non-Core Courses 34 Credits" has not been satisfied. The same follows for Steps 3 and 4).

**Step 1.** Complete Required Non-Core Courses (34 Cr.) GPA of 2.5 or greater in each lab science (BIO211, BIO212, CHE111, BIO235) displayed on transcripts

**Step 2.** Submit by annual deadline - Complete Health Career Application Packet

**Step 3.** Attend entrance exam and Achieve Minimum 70% score on the exam.

**Step 4.** Attend in person - Oral/Written Interview (ST HH Classroom)

*A Maximum of 10 ST candidates will be offered admission based on ST interview committee decision.*

Required of all ST Candidates Offered Admission:

**Step 1.** Attend in person a mandatory July ST Program orientation

**Step 2.** \*\*Submit and PASS background check (Paperwork given at orientation)

**Step 3.** Demonstrate ST Program physical standards met through submission of current physical examination/immunization records (Form given at orientation)

\*\*Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the Hartford Healthcare System facilities require a criminal background check, immunization records and physical exam upon acceptance to Core Surgical Technology Curriculum course of study held on the Hartford Hospital campus. Manchester Community College and/or Hartford Hospital cannot be responsible for finding an alternate academic/clinical placement for a student who fails to pass the background check.

**Required of all ST students admitted to ST program:**

\*Maintain a GPA of 2.5 or greater in all SUR Core Curriculum Courses

\*Pass Clinical Lab Practical with 90% or greater to advance to 2nd Semester

\*Adhere to attendance policy with maximum of 5 days of absence allowed

\*Demonstrate safe, professional academic/clinical performance

**\*Failure to meet the ST Program requirements listed above will result in disciplinary action and/or termination of the ST student from the MCC/Hartford Hospital ST program.**

Surgical Technology Course of Study applicants, who are not successful in being accepted, are welcome to apply again for the next year. Any student unable to complete the requirements for the associate degree in Surgical Technology may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC Counselor to discuss degree completion requirements. Additional information or questions on specific criteria for program acceptance and the admission process is available from the Admissions Office at 860-512-3210 or the S.T.E.M. division office at 860-512-2704.

## Accreditation

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756. Telephone: (727) 210-2350; Fax (727) 210-2354, email address: mail@caahep.org.

## Curriculum

The MCC Hartford Hospital Surgical Technology program is designed as a two year college course of study. All required, non-core, Surgical Technology curriculum courses will be offered on the MCC campus. For those students accepted to Core Surgical Technology Curriculum Course of Study (courses with a SUR designation) classes are offered during the day in the ERC building, Room 204B on the Hartford Hospital campus. Clinical experience is offered in the second year, spring semester and will take place within the Hartford Healthcare System facilities. All clinical rotations are supervised by trained preceptors, the clinical coordinator and program director. Successful completion of the ST program requires the student to complete a minimum number of 120 cases. The criteria for classification of the clinical case requirement is defined in the Core Curriculum for Surgical Technology, 6e and is provided to students when they enter the clinical experience courses in the spring semester.

Modifications to the MCC academic calendar will be made for the clinical courses to enhance the clinical experience. Students can expect to begin their clinical course 1-3 weeks prior to the scheduled date on the MCC calendar. Specific dates for the year are published in the student handbook and are published on the MCC catalog for the semester.

Please Note: Students are responsible for hospital parking fees, uniforms, CST exam, miscellaneous expenses and their own transportation to and from class and clinical assignments.

Upon completion of the Surgical Technology program requirements, students sit for the National Board of Surgical Technology and Surgical Assisting Certification exam.

## Learning Outcomes

Upon successful completion of all MCC Hartford Hospital Surgical Technology program requirements, the graduate will be prepared to:

1. Incorporate the theoretical knowledge of the basic sciences, medical terminology, pharmacology and pathophysiology into clinical practice as a qualified, entry level surgical technologist.
2. Demonstrate proficient practice in aseptic technique, proper use and care of instrumentation, clinical judgments with anticipation of the surgeon and surgical case needs.
3. Demonstrate a comprehensive understanding of HIPAA, AST standards, principles and scope of practice, ethical, legal, moral and cultural diversity of the patient population in the perioperative setting.
4. Demonstrate the communication skills to effectively work as a member of the surgical team and professionally interact with patients and the healthcare community.

5. Demonstrate a strong surgical conscience, self-discipline, professional work ethic and longstanding commitment to personal and educational growth.
6. Sit for the NBSTSA CST National Certification Exam.

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

## Surgical Technology Requirements

Required non-core ST Curriculum:

(Completion of all non-core Surgical Technology course work is required before health career application to Surgical Technology is considered)

- BIO\* 211: Anatomy and Physiology I 4 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- MAT\* 109: Quantitative Literacy 3 Credits or higher
- CHE\* 111: Concepts of Chemistry 4 Credits (Physical and Natural Sciences)
- Choose one course from Gen Ed - The Arts 3 Credits

**Subtotal: 17**

- BIO\* 212: Anatomy and Physiology II 4 Credits
- BIO\* 235: Microbiology 4 Credits
- Choose any free Elective course 3 credits
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)

- COM\* 172: Interpersonal Communication 3 Credits or
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)

**Subtotal: 17**

Hartford Hospital Campus (Accepted Surgical Technology Students ONLY)

Surgical Technology Core Curriculum Requirements:

- SUR\* 101: Operating Room Procedures I 4 Credits
- SUR\* 102: Operating Room Procedures II 4 Credits
- SUR\* 201: Seminar in Surgery 2 Credits
- SUR\* 105: Medical Terminology for Surgical Technologists 2 Credits
- SUR\* 221: Pathology/Pharmacology for the Surgical Technologist 3 Credits

**Subtotal: 15**

- SUR\* 220: Clinical Experience I 2 Credits
- SUR\* 222: Clinical Experience II 4 Credits
- SUR\* 224: Clinical Experience III 4 Credits
- SUR\* 225: Advanced Seminar in Surgery 3 Credits

**Subtotal: 13**

**Total Credits Required: 62**

## Therapeutic Recreation, A.S.

### Program Design

The Therapeutic Recreation associate degree program is designed to address the need for a degree beyond the Therapeutic Recreation certificate for students pursuing careers as a therapeutic recreation director or supervisor in long-term care facilities. The associate degree in therapeutic recreation will also prepare students to work in a variety of therapeutic recreation settings such as rehabilitation facilities, penal institutions, group homes, and facilities for individuals with developmental disabilities. Students can expect to obtain employment upon completion of this degree program or transfer to a baccalaureate institution in therapeutic recreation. Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure and group activities specifically designed to aid in the recovery or adjustment to illness, disability or a specific social problem. Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the healthcare facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. The program coordinator may assist students in finding a placement for their practicum, but it will be up to the student to do well during the interview and secure a placement. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the associate degree in Therapeutic Recreation but may be able to apply some or all of the credits completed to an associate degree in General Studies. Students are advised to meet with an MCC counselor to discuss degree completion requirements.

### Curriculum

Students may enroll in this program full-time or part-time and attend classes days or evenings.

### Learning Outcomes

Upon successful completion of all Therapeutic Recreation degree program requirements, graduates will

1. Meet the state health code requirements to hold the position of a therapeutic recreation director in the State of Connecticut.
2. Demonstrate the ability to successfully assess, plan, implement and evaluate therapeutic recreation programs for individuals with special needs both in a clinical and community setting.
3. Have developed leadership, interpersonal and communication skills necessary to work in a healthcare or community-based setting.
4. Demonstrate professional behavior consistent with the therapeutic recreation code of ethics.

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

### Therapeutic Recreation Requirements

- Elective CSA\* or CSC\* course 1-2 Credits
- ENG\* 101: Composition 3 Credits (Gen Ed - English)
- PSY\* 111: General Psychology I 3 Credits (Gen Ed - Social Sciences)
- RLS\* 101: Introduction to Recreation and Leisure Services 3 Credits
- HLT\* 151: Health and Wellness Promotion 3 Credits
- RLS\* 121: Introduction to Therapeutic Recreation Services 3 Credits

**Subtotal: 16-17**

- GERN 161: Aging America: Issues and Dilemmas 3 Credits or
- PSY\* 125: Psychology of Aging and Mental Health 3 Credits or
- PSY\* 184: Assistive Technology Across the Lifespan 3 Credits or
- PSY\* 243: Theories of Personality 3 Credits or
- PSY\* 245: Abnormal Psychology 3 Credits or
- SOC\* 116: Impact of Aging on the Family 3 Credits
  
- MAT\* 109: Quantitative Literacy 3 Credits (Gen Ed - Mathematics) or
- MAT\* 165: Elementary Statistics with Computer Applications 4 Credits (Gen Ed - Mathematics)
  
- PSY\* 163: Children with Disabilities 3 Credits or
- PSY\* 173: Adults with Disabilities 3 Credits
  
- SSC\* 294: Cooperative Education/Work Experience 3 Credits
- RLS\* 122: Processes and Techniques in Therapeutic Recreation 3 Credits

**Subtotal: 15-16**

- BIO\* 115: Human Biology 4 Credits (Gen Ed - Physical and Natural Sciences) ‡
- Choose one course from Gen Ed - The Arts 3 Credits
- Choose one course from Gen Ed - Humanities 3 Credits
- PSY\* 201: Life Span Development 3 Credits
- RLS\* 221: Therapeutic Recreation Programming 3 Credits

**Subtotal: 16**

- COM\* 173: Public Speaking 3 Credits
- Choose any ANT\*, ECN\*, GEO\*, HIS\*, POL\*, PSY\*, SOC\* or SSC\* course 3 Credits
- RLS\* 223: Leisure and Aging 3 Credits
- RLS\* 295: Professional Practicum in Therapeutic Recreation 4 Credits

**Subtotal: 13**

**Total Minimum Credits Required: 60**

**Note:**

‡ Students planning to transfer to a baccalaureate program should take BIO\* 211 and BIO\* 212.



## Visual Fine Arts, A.A.

### Program Design

The Visual Fine Arts associate degree program offers a transfer-oriented course of study that leads to enrollment in an art school or other baccalaureate institution. Careers in commercial art, art education and fine arts are open to graduates with bachelor's degrees.

The Visual Fine Arts program also serves an ever-expanding population of students seeking personal enjoyment in the creative process. Technical expertise and aesthetic theory are offered to those who pursue art as an avocation.

### Curriculum

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

Fine arts faculty members are available for consultation with students who wish to enroll in the program and thereafter for course selection and transfer information.

### Learning Outcomes

Upon successful completion of all Visual Fine Arts degree program requirements, graduates will

1. Execute skills and techniques necessary for studio art and demonstrate dexterity with tools, knowledge of equipment specific to various media, and the safe use of all materials and equipment.
2. Demonstrate an historical, cross-cultural appreciation and awareness of the field of visual art.
3. Demonstrate creative thinking; the ability to solve aesthetic, technical and conceptual problems; and critical awareness.
4. Demonstrate an understanding of the principles and elements of two- and three-dimensional design and their applications to various studio disciplines.
5. Compile a comprehensive portfolio of work that reflects the breadth of their study and prepares them for transfer to baccalaureate institutions.

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

### Visual Fine Arts Requirements

- ENG\* 101: Composition 3 Credits (Gen Ed - English)
  
- ART\* 103: Art History III 3 Credits or
- ART\* 104: Contemporary Art History 3 Credits (Gen Ed - The Arts)
  
- ART\* 111: Drawing I 3 Credits
- ART\* 121: Two-Dimensional Design 3 Credits
- COM\* 173: Public Speaking 3 Credits (Gen Ed - Humanities)
- Subtotal: 15**
  
- ENG\* 110: Introduction to Literature 3 Credits
- Chooses either an art studio course or art history course 3 Credits
- ART\* 122: Three-Dimensional Design 3 Credits

- ART\* 151: Painting I 3 Credits
  - Choose one course from Gen Ed - Physical and Natural Sciences 3-4 Credits
- Subtotal: 15-16**

- Choose one course from Gen Ed - Social Sciences 3 credits
- ART\* 161: Ceramics I 3 Credits
- Chooses either an art studio course or art history course 3 Credits
- ART\* 131: Sculpture I 3 Credits

- ART\* 141: Photography I 3 Credits or
  - ART\* 250: Digital Photography 3 Credits
- Subtotal: 15**

- ART\* 101: Art History I: Prehistory to the Renaissance 3 Credits or
  - ART\* 102: Art History II: Renaissance to the Modern Era 3 Credits
  - Elective studio course 3 Credits‡
  - Elective studio course 3 Credits‡
  - Elective studio course 3 Credits‡
  - Choose any Gen Ed - Mathematics (MAT\* 109 or higher) 3 Credits
- Subtotal: 15**

## Total Minimum Credits Required: 60

### Note:

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

*The Visual Fine Arts program strongly recommends that students take all of the following before taking any other Visual Fine Arts course work. This will provide students with the essential foundations for all other Visual Fine Arts program course work.*

- ART\* 111: Drawing I 3 Credits
- ART\* 121: Two-Dimensional Design 3 Credits
- ART\* 122: Three-Dimensional Design 3 Credits

# Certificates

## Accounting

### Program Design

The Accounting certificate program is designed for students who are interested in specialized accounting and/or those who already have a bachelor's degree and would like to change careers. This program also serves individuals currently employed who are not seeking a degree or career change but would like formal training or professional development.

### Curriculum

Students may enroll full- or part-time. Note: All business and accounting courses have prerequisites. Check course description before registering.

### Learning Outcomes

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

1. Demonstrate mastery of generally accepted accounting principles and their manual and computerized spreadsheet applications to all phases of the accounting cycle.
2. Complete relatively complex accounting problems and be familiar with current financial accounting standards and practices.
3. Apply accounting concepts and critical thinking skills to produce accurate financial statements.
4. Prepare the 1040 tax return and supporting schedules under simulated conditions.
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals.
6. Possess computer competencies for maximum efficiency including the use of accounting, spreadsheet and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis.
7. Work with others, including culturally and intellectually diverse people; think critically; and gain an appreciation for life-long learning.
8. Demonstrate a responsible attitude in relationships with employers, peers and toward the working environment.
9. Understand the interrelationships between accounting and all other areas within a business, including working with other departments to achieve overall strategic goals.
10. Develop sound ethical and moral professional characteristics.

### Required Courses

- ACC\* 115: Financial Accounting 4 Credits
- ACC\* 117: Principles of Managerial Accounting 3 Credits
  
- Accounting elective 3 Credits or
- ACC\* 125: Accounting Computer Applications I 3 Credits
  
- ACC\* 271: Intermediate Accounting I 3 Credits
- ACC\* 272: Intermediate Accounting II 3 Credits
- Accounting elective 3 Credits
- BBG\* 234: Legal Environment of Business 3 Credits

**Total Credits Required: 22**

**Note:**

*\*Students who are interested in a manufacturing environment should take ACC\* 231: Cost Accounting I.*

## **Advanced Multiaxis CNC Programming**

### **Program Design**

This certificate will provide students with a background in advanced manufacturing and CNC programming with the opportunity to learn how to program and perform advanced multiaxis operations with CNC machines. Students who completed the Precision Manufacturing Certificate Program are eligible to complete this certificate.

### **Learning Outcomes**

Upon completion of the certificate students will:

1. Learn the fundamentals of multiaxis machining and programming.
2. Understand the basics of workholding, fixturation, toolpaths and tool axis control strategies.
3. Utilize MasterCAM programming to solve complex multiaxis machining applications.
4. Gain relevant experience through machine simulations and hands-on activities.

### **Required Courses**

- MFG\* 260: Introduction to Multiaxis CNC Programming 3 Credits
- MFG\* 261: Simultaneous Multiaxis Programming 3 Credits

### **Note:**

Students in this certificate program must have completed the Precision Manufacturing Program certificate (with a grade of B or better in MFG 239 and MFG 205) or enter as an incumbent worker recommended by current employer and agreement from the MCC Manufacturing Program Director.

**Total Credits Required: 6**

## Business Office Technology - Medical Insurance Specialist

### Program Design

Business Office Technology certificate programs allow students to specialize in areas of interest and obtain entry-level office positions. Course credit may be applied toward an associate degree.

These certificate programs may be taken on a full- or part-time basis. They are designed for high school graduates, persons desiring to reenter the work place and college graduates seeking employment.

### Curriculum

With the numerous changes in the health care industry due to federal incentives for the conversion to electronic automation of managing healthcare information the Medical Insurance Specialist will continue to play an important part in the health care industry through proper documentation oversight. This certificate program is designed to prepare students to manage the medical insurance specialist process along with coding and billing insurance claims in doctors' offices, hospitals, HMOs and other health care facilities.

### Learning Outcomes

Upon successful completion of all Medical Insurance Specialist certificate program requirements, graduates will

1. Create and modify standard types of business communications in both printed and electronic forms.
2. Demonstrate strong interpersonal and human relations skills required for success in a professional setting.
3. Demonstrate proficiency in the use of ICD-10 and CPT/HCPS coding in entering and/or processing medical insurance claims.
4. Acquire up-to-date technology skills using medical office computer applications.
5. Understand and adhere to the importance of federal regulations, medical ethics, legal implications, and patient confidentiality when handling protected health information.

### Required Courses

- BOT\* 111: Keyboarding for Info Pro I 3 Credits
- BIO\* 115: Human Biology 4 Credits
- BOT\* 180: Medical Terminology 3 Credits
- BOT\* 181: Medical Coding I 3 Credits

**Subtotal: 13**

- BOT\* 220: Computerized Communication 3 Credits
- BOT\* 182: Medical Coding II 3 Credits
- BOT\* 287: Foundations/Management Medical Insurance 3 Credits

**Subtotal: 9**

**Total Credits Required: 22**

**Note:**

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



## Business Office Technology - Office Support Specialist

### Program Design

Business Office Technology certificate programs allow students to specialize in areas of interest and obtain entry-level office positions. Course credit may be applied toward an associate degree. Students can modify their programs depending upon experience.

These certificate programs may be taken on a full- or part-time basis. They are designed for high school graduates, persons desiring to reenter the work place and college graduates seeking employment.

### Curriculum

This certificate program is recommended for students interested in upgrading their skills to become more marketable in an increasingly technological work environment. Coursework focuses on business communications and computer applications providing students with the skills necessary to secure entry-level administrative employment opportunities.

### Learning Outcomes

Upon successful completion of all Office Support Specialist certificate program requirements, graduates will

1. Create and modify standard types of business communications in both printed and electronic forms.
2. Demonstrate strong interpersonal and human relations skills required for success in a professional setting.
3. Execute business office procedures used in today's technological work environment.
4. Acquire up-to-date technology skills in the following areas: word processing, spreadsheet, database, presentation, computerized accounting, personal information management, web technologies, and speech recognition.
5. Demonstrate keyboarding and data-entry speed and accuracy using industry accepted standards.

### Required Courses

- BOT\* 111: Keyboarding for Info Pro I 3 Credits
- BOT\* 164: Office Accounting 3 Credits or
- ACC\* 115: Financial Accounting 4 Credits
- BMG\* 204: Managerial Communication 3 Credits
- CSA\* 105: Introduction to Software Applications 3 Credits
- BOT\* 220: Computerized Communication 3 Credits
- **Subtotal: 15-16**
- BOT\* 112: Keyboarding for Info Pro II 3 Credits or
- BOT\* 137: Word Processing Applications 3 Credits
- ACC\* 121: Introduction to Accounting Software 1 Credits
- CST\* 114: Web Essentials 3 Credits or
- CSC\* 101: Introduction to Computers 3 Credits

- CSA\* 205: Advanced Applications 3 Credits
  - CSA\* 135: Spreadsheet Applications 3 Credits
- Subtotal: 13**

**Total Credits Required: 28-29**

# Computer Network Technology

## Program Design

The Computer Network Technology Certificate Degree program provides students with both a broad and in-depth background in computer networking concepts and technologies. It covers the fundamentals of computer network theory as well as practical network connectivity device configuration, administration of networked client-server computer operating systems, computer hardware design and maintenance and computer programming.

Students will have hands-on access to HP and CISCO networking equipment. Advanced high-end computer labs allow each student to build individual VMware based virtual networks comprised of large scale client-server configurations.

The Computer Network Technology Certificate program prepares students for entry-level positions in the computer networking and system administration professions.

Students who complete the Computer Network Technology Certificate program and then decide to pursue an Associate in Science degree may apply all of their certificate credits towards the Computer Network Technology A.S. degree program.

Students who are interested in programming should consider the Computer Science A.A. degree.

## Curriculum

The certificate is designed to be a two-year program (students may take longer if they wish) and can be completed with all night classes. For students who don't meet the math prerequisite requirements for either the networking or computer programming courses in the program, MCC offers a wide range of preparatory courses. Math courses are offered fall, spring and summer.

Students have the choice of several programming languages for the one semester of required programming. However, Python is the preferred language and is strongly recommended.

The following sequence of courses is recommended:

|                        |   |
|------------------------|---|
| 1st Semester (FA & SP) | CST*131 Networking Theory & Application |
| 2nd Semester (SP)      | CST*237 SysAdmin I - Client/Server      |
| 3rd Semester (FA)      | CST*238 SysAdmin II - Client/Server     |
| 4th Semester (SP)      | CST*132 Networking Infrastructure       |
| Varies (FA or SP)      | CST*141 Computer Hardware               |
| Fall and Spring        | Programming                             |

Note:

Four of the five core courses are only offered once a year in either the fall or spring semester.

CST\*131 is a prerequisite for the other four core courses in the program and must be taken first.

CST\*237 and CST\*238 can be taken in any order, but at least one of them must be taken before CST\*132.

Students may wish to consult with a computer science/networking faculty advisor (Richard Gnall [rgnall@manchestercc.edu](mailto:rgnall@manchestercc.edu)) to plan their program and schedule of classes, and to discuss required course prerequisites.

## Learning Outcomes

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

1. Differentiate and understand the role and function of various current and emerging technologies, including, but not limited to computer networking, system administration, computer hardware, programming and related Internet technologies.
2. Implement basic switching and routing technologies used in computer networks.
3. Demonstrate and implement advanced networking infrastructure concepts.
4. Demonstrate skill in the installation, configuration, maintenance, upgrading and troubleshooting of computer operating systems at both the workstation and server levels in both stand-alone and networked environments.
5. Describe basic computer organization and the relationship between hardware components and the operating system.
6. Demonstrate the ability to understand a problem and develop logically structured solutions through the use of a modern programming language such as Python, Java, C++ or C#.

## Required Courses

- CST\* 131: Networking Theory & Application 4 Credits
- CST\* 237: SysAdmin I - Client/Server 4 Credits
- CST\* 238: SysAdmin II - Client/Server 4 Credits
- CST\* 132: Networking Infrastructure 3 Credits
- CST\* 141: Computer Hardware 4 Credits
  
- CSC\* 124: Programming Logic and Design with Python 3 Credits or
- CSC\* 127: Java I 3 Credits or
- EGR\* 230: C++ For Engineers 3 Credits or
- CSC\* 125: Programming Logic and Design with C++ 3 Credits

**Total Credits Required: 22**

**Note:**

## Computer-Aided Design (CAD)

### Program Design

The Computer-Aided Design (CAD) certificate program provides students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical base, the program also includes engineering drawing, and geometric dimensioning and tolerancing skills. Basic training in computer technology is included to prepare students for the two-dimensional, three-dimensional and solid-modeling computer-aided design technology in the program. CAD technology in the core of the certificate program is comprised of 2D AutoCAD®, Solidworks® parametric solid modeling and rendering technology, as well as an option of Mastercam® CNC software, and NX parametric solid modeling.

All manufacturing and engineering design in today's high-technology business and industry use computer-based manufacturing and computer-aided design technologies that integrate the design, engineering and manufacturing processes of complex products, parts, and assemblies-into a single, technically coherent process.

### Curriculum

Students may enroll in this program full- or part-time. Courses are offered during afternoon and/or evening hours. Students who complete the Computer-Aided Design (CAD) certificate program and decide to pursue an associate in science degree in Technology Studies, CAD Option, may apply all of their credits towards that degree. Students should consult with an engineering/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

### Learning Outcomes

Upon successful completion of all Computer-Aided Design certificate program requirements, graduates will

1. Interpret complex engineering drawings including geometric dimensioning and tolerancing.
2. Perform competently in solving technical manufacturing and engineering mathematics problems.
3. Exhibit competency in two-dimensional, three-dimensional and solid-modeling skills as applied to complex computer-aided design technology.
4. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve complex technical problems.

### Required Courses

- EGR\* 112: Engineering Drawing Interpretations 3 Credits
- MFG\* 239: Geometric Dimension and Tolerancing 3 Credits
- CAD\* 110: Introduction to CAD 3 Credits
- CAD\* 220: Parametric Design (Solidworks) 3 Credits
  
- MFG\* 205: Principles of CNC with Mastercam 3 Credits or
- CAD\* 221: Advanced Parametric Design (Solidworks) 3 Credits  
or
- CAD\* 230: Parametric 3D CAD using NX 3 Credits

**Total Credits Required: 15**

## **Coordinate Measuring Machine (CMM) Programming**

### **Program Design**

This certificate will provide students with a background in Coordinate Measuring Machine (CMM) programming. Students will have the opportunity to learn how to program and perform coordinate measuring (CMM) using CMM equipment and computers with PC-DMIS software. Students who have completed the Precision Manufacturing Certificate with grades of B or better in MFG\* 205 and MFG\* 239 or permission of instructor will be eligible to complete this certificate.

### **Learning Outcomes**

1. Learn the fundamentals of PC-DIMS to program coordinate measuring machines (CMM).
2. Measure geometric features of three-dimensional objects.
3. Learn programming of a Hexagon Metrology CMM for quality assurance.
4. Enhance skills required for quality assurance inspectors such as verifying blueprints, manuals and instructions.

### **Required Courses**

- QUA\* 200: Coordinate Measuring Machine Programming 3 Credits

**Total Credits Required: 3**

### **Note:**

Students in this certificate program must have completed the Precision Manufacturing Program certificate (with a grade of B or better in MFG 239 and MFG 205) or enter as an incumbent worker recommended by current employer and agreement from the MCC Manufacturing Program Director.

## **Criminal Justice - Corrections**

### **Program Design**

The program helps prepare students for entry into the State of Connecticut's Department of Correction as a Correctional Trainee.

### **Learning Outcomes**

Upon successful completion of all Corrections certificate program requirements, graduates will

1. Explain the history and development of the system of corrections in America and around the world.
2. Explain contemporary correctional issues, including but not limited to: prisoner rights, overcrowding, prison construction, gangs and "families" hierarchy, early release programs/recidivism, cost of correctional programs/buildings, and changing the emphasis of corrections from punishment/security to rehabilitation/treatment.
3. Explore the sociological/economic effects of privatization in our correctional institutions.
4. Identify and explore the problems and concerns of managing staff and inmates in a modern day correctional institution on both the federal and state levels.

### **Required Courses**

- COM\* 173: Public Speaking 3 Credits
- CJS\* 102: Introduction to Corrections 3 Credits
- ENG\* 101: Composition 3 Credits
- CJS\* 240: Correctional Administration 3 Credits
  
- CJS\* 293: CJ Cooperative Education/Work Experience 3 Credits or
- CJS\* 289: Careers in Criminal Justice 3 Credits
  
- Any CJS\* course 1-3 credits

**Total Credits Required: 16-18**

## Criminal Justice - Criminal Justice

### Program Design

This certificate offers those employed, or desiring to be employed, in law enforcement a way to improve career opportunities and placement through academic study.

### Learning Outcomes

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

1. Demonstrate a general understanding and appreciation of the role of the criminal justice system at local, state, and federal levels.
2. Demonstrate knowledge of appropriate ethics and the capability to critically and reflectively engage ethical issues in criminal justice, particularly questions of social responsibility and professional decision-making.
3. Demonstrate knowledge of the theories and principles of judicial, correctional, and legal methods of law enforcement.

### Required Courses

- CJS\* 101: Introduction to Criminal Justice 3 Credits
- CJS\* 211: Criminal Law I 3 Credits
- CJS\* 220: Criminal Investigation 3 Credits
- POL\* 111: American Government 3 Credits or
- POL\* 112: State and Local Government 3 Credits
- SOC\* 101: Principles of Sociology 3 Credits or
- PSY\* 111: General Psychology I 3 Credits

**Subtotal: 15**

- CJS\* 105: Introduction to Law Enforcement 3 Credits
- CJS\* 120: Police and the Community 3 Credits
- CJS\* 213: Evidence & Courtroom Procedure 3 Credits
- POL\* 212: Constitutional Law and Civil Rights 3 Credits
- SOC\* 240: Criminology 3 Credits or
- SOC\* 241: Juvenile Delinquency 3 Credits or
- SOC\* 242: Sociology of Deviance 3 Credits or  
Cross-listed courses (choose one)
- PSY\* 217: Psychology of Criminal Behavior 3 Credits
- CJS\* 272: Social Psychology of Criminal Behavior 3 Credits

**Subtotal: 15**

**Total Credits Required: 30**



**Note:**

## Criminal Justice - Forensic Science

### Program Design

The Forensic Science certificate program is designed for students who want to obtain knowledge in the area of forensics for their work in criminal investigation. The certificate is recommended for students who are already working in the field of criminal investigation, those who would like to specialize in this area, or those who have a particular interest in the field of study.

### Learning Outcomes

Upon successful completion of all Forensic Science certificate program requirements, graduates will

1. Define forensic science and describe its importance in criminal investigation.
2. Define physical evidence and how it is used to provide investigative leads.
3. Describe the various approaches to different types of crime scenes.
4. Define specialized fields of forensic sciences.
5. Collect evidence at crime scenes, including photographic evidence.
6. Examine forensic evidence including fingerprints and firearms evidence.
7. Reconstruct shooting-related cases and measure bullet trajectories.
8. Interpret blood stain patterns at crime scenes.
9. Define concepts associated with crime scenes and crime scene reconstruction.

### Required Courses

- CJS\* 225: Forensic Science I 3 Credits
- CJS\* 226: Forensic Science II 3 Credits
- CJS\* 220: Criminal Investigation 3 Credits
- CJS\* 213: Evidence & Courtroom Procedure 3 Credits
- CJS\* 227: Forensic Photography 3 Credits
- CJS\* 101: Introduction to Criminal Justice 3 Credits
  
- PSY\* 217: Psychology of Criminal Behavior 3 Credits or
- SOC\* 240: Criminology 3 Credits
  
- CHE\* 111: Concepts of Chemistry 4 Credits or
- BIO\* 115: Human Biology 4 Credits
  
- Elective Criminal Justice 3 Credits

**Total Credits Required: 28**

## Culinary Arts - Culinary Arts

### Program Design

The Culinary Arts certificate program is designed for both full- and part-time students pursuing a career in commercial food preparation. Academic credits from this program may be transferred to MCC's associate degree programs in Culinary Arts, Foodservice Management or Hotel-Tourism Management. Students have also earned advanced placement status in the Culinary Arts program at Johnson & Wales University and at the New England Culinary Institute.

Classroom, laboratory and volume food experience are combined in one of the largest and most comprehensively equipped foodservice laboratory facilities in Connecticut, including two commercial production kitchens and three dining rooms. Students participate in a 300-hour externship in a cooperative education environment that combines classroom theory with practical on-the-job training.

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

Graduates from this program may apply to the American Culinary Federation (ACF) to become a Certified Cook, a nationally recognized certification.

Note: Students seeking certification from the American Culinary Federation should take HSP\* 225: Advanced Pastry Arts III (3 credits).

### Learning Outcomes

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

1. Analyze theory and techniques of food preparation and presentation.
2. Analyze theory and techniques of baking and pastry arts.
3. Prepare menus, incorporating costs, acquisition and inventory controls.
4. Summarize basic principles and concepts of the hospitality industry.
5. Create and cater events.
6. Prepare basic foods in quantity, including various regional foods.
7. Prepare ethnic cuisine in quantity.
8. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis Critical Control Point and State of Connecticut law.
9. Set-up and operate the 'front of the house.'
10. Summarize managerial techniques and human resource management practice.
11. Demonstrate appropriate problem-solving techniques in addressing management problems.

### Required Courses

- HSP\* 135: Service Management 3 Credits
- HSP\* 101: Principles of Food Preparation 3 Credits
- HSP\* 112: Advanced Food Preparation 4 Credits
- HSP\* 109: Food Safety Certification 1 Credits
- HSP\* 103: Principles of Baking I 3 Credits

**Subtotal: 14**

- HSP\* 296: Cooperative Education/Work Experience 3 Credits

**Subtotal: 3**

- BIO\* 111: Introduction to Nutrition 3 Credits
- HSP\* 210: Buffet Catering 4 Credits
- HSP\* 215: Principles of Baking II 3 Credits
- HSP\* 201: International Foods 4 Credits

**Subtotal: 14**

Total Credits Required: 31

Note:

## Culinary Arts - Professional Baker

### Program Design

The Professional Baker certificate program is designed to further education and training for those already in the field, as well as accommodate people entering careers in the Culinary Arts. Course work in both the Professional Baker and Professional Cook certificate programs transfer to the Culinary Arts certificate program, enabling the student to become an American Culinary Federation (ACF) Certified Cook.

### Learning Outcomes

Upon successful completion of all Professional Baker certificate program requirements, graduates will

1. Analyze theory and techniques of baking and pastry arts.
2. Evaluate the establishment and maintenance of a safe and sanitary foodservice operation including Hazard Analysis and Critical Control Point and State of Connecticut law.
3. Decorate layer cakes with molded and sculpted decorations.
4. Transfer acquired knowledge to the world of work.

### Required Courses

- HSP\* 109: Food Safety Certification 1 Credits
- HSP\* 107: Icing Artistry I 3 Credits
- HSP\* 103: Principles of Baking I 3 Credits
- HSP\* 215: Principles of Baking II 3 Credits

**Subtotal: 10**

- HSP\* 296: Cooperative Education/Work Experience 3 Credits
- HSP\* 216: Artisan Bread 3 Credits
- HSP\* 225: Principles of Baking III 3 Credits
- HSP\* 207: Icing Artistry II 3 Credits

**Subtotal: 12**

**Total Credits: 22**

## Dental Assistant

### Program Design

The Dental Assistant certificate program helps students gain the knowledge and skills needed to obtain employment as a dental assistant in general, specialty practices or public health clinics. Graduates will be prepared to assist during procedures, expose dental radiographs, perform laboratory procedures and perform front office duties. At MCC, students practice clinical procedures in an on-site, state-of-the-art, dental office setting that includes three treatment rooms complete with digital x-ray, electronic patient records and an instrument processing area.

### Scholastic Preparation and Admission Process

The Dental Assistant program relies on a selective admission process which uses specific admissions criteria. These criteria are available through the Science, Technology, Engineering and Mathematics (STEM) division office. In order to be eligible for this program, the following prerequisites must be met: eligibility for ENG\* 101 and MAT\* 109 or higher, and attendance at a Dental Assistant information session held at the college. The admission criteria require that the students are eligible for the equivalent of BIO\* 115, PSY\* 111, and COM\* 173. Interested candidates will be expected to have a history of academic success. Admission to the Dental Assistant program requires a separate application. Complete information on specific criteria for acceptance and the admission process is available from the Science, Technology, Engineering and Mathematics (STEM) division office at 860-512-2704.

### Accreditation

Manchester Community College's thirty-six credit Dental Assistant certificate program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association.

### Curriculum

The Dental Assistant program curriculum is a combination of science and hands-on/practical courses that may be completed in less than one year. Courses include the study of dental anatomy, radiography, infection control, chairside assisting, dental materials, oral health promotion, and practice management. In addition, students complete 300 hours of clinical practicum at UConn School of Dental Medicine, in dental clinics and private practices to develop competency in procedures that are learned in the classroom and college laboratory. The program prepares students to successfully complete the state-required Radiation Health and Safety (RHS) component of the Dental Assisting National Board (DANB) examination.

The program prepares students for the Dental Assisting National Board (DANB) examination to become nationally "Certified Dental Assistants." Graduates will successfully complete the Radiation Health and Safety (RHS) and Infection Control Exam (ICE) components that are required by the state of Connecticut.

Due to standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students are advised that the healthcare facilities to which they are assigned for clinical rotations may require that they submit to a criminal background check before beginning their clinical experiences. Manchester Community College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check. Students are advised to meet with the Dental Assistant Program Director to discuss degree completion requirements.

A physical examination and current immunizations are required of all students prior to beginning clinical rotations. Students are responsible for parking fees; uniforms; clinical supplies and miscellaneous expenses.

## Learning Outcomes

Upon successful completion of all Dental Assistant Certificate Program requirements, graduates will:

- Demonstrate acquired knowledge and skills necessary to obtain an entry level position as a dental assistant.
- Demonstrate professionalism and effective communication.
- Be prepared for the Radiation Health and Safety and the Infection Control Exam components of the Dental Assisting National Board Examination to be qualified for Dental Assisting employment
- Demonstrate acquired knowledge and skills as a chairside dental assist. Upon meeting the eligibility requirements of the Dental Assisting National Board Examination, be prepared for the chairside component of the Dental Assisting National Board Examination.
- Upon successful completion of all three components of the Dental Assisting National Board Examination, earn the national distinction of Certified Dental Assistant (CDA).
- Be introduced to the employment opportunities available in the field of dental assisting.

## Required Courses

- BIO\* 115: Human Biology 4 Credits
- PSY\* 111: General Psychology I 3 Credits
- COM\* 173: Public Speaking 3 Credits
- **Subtotal: 10**
- DAS\* 131: Oral Anatomy and Pathophysiology 3 Credits
- DAS\* 136: Infection Control in Dentistry 1 Credits
- DAS\* 133: Dental Radiography I 4 Credits
- DAS\* 123: Chairside Dental Assisting 4 Credits
- **Subtotal: 12**
- DAS\* 135: Dental Practice Management 2 Credits
- DAS\* 132: Dental Materials 4 Credits
- DAS\* 143: Dental Radiography II 2 Credits
- DAS\* 134: Oral Health Promotion 1 Credits
- DAS\* 200: Dental Assistant Clinical Practicum I 2 Credits
- **Subtotal: 12**
- DAS\* 201: Dental Assistant Practicum II 1 Credits
- **Subtotal: 1**

Total Credits Required: 34

Note:

## Disability Specialist

### Program Philosophy

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

This certificate program provides a concentration in on-the-job training in direct service situations, as well as specialized courses that relate to developmental disabilities.

### Learning Outcomes

With the addition of experience in the field of disability and upon successful completion of all Disability Specialist certificate program requirements, graduates will

1. Define and discuss basic definitions, causes, psychological characteristics and educational approaches relevant to children with disabilities.
2. Discuss how children and adults with disabilities have unique abilities rather than limitations.
3. Compare various learning theories and their application to children and adults with disabilities.
4. Demonstrate an understanding of ethical standards including confidentiality.
5. Define ethical standards in the disability field and demonstrate confidentiality in written and oral assignments.

### Required Courses

- HSE\* 101: Introduction to Human Services 3 Credits
- HSE\* 210: Group & Interpersonal Relations 3 Credits
- PSY\* 111: General Psychology I 3 Credits
- PSY\* 163: Children with Disabilities 3 Credits
- PSY\* 183: Learning Process and Disabilities 3 Credits

**Subtotal: 15**

- HSE\* 251: Work with Individuals and Families 3 Credits
- HSE\* 241: Human Services Agencies and Organizations 3 Credits
- PSY\* 173: Adults with Disabilities 3 Credits
- PSY\* 184: Assistive Technology Across the Lifespan 3 Credits
- PSY\* 193: Issues/Trends in Disabilities 3 Credits

**Subtotal: 15**

**Total Credits Required: 30**

**Note:**



# Electronic Health Records Specialist

## Program Design

According to the Bureau of Labor Statistics, employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. This growth is a direct result of the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009 which was passed to promote and expand the adoption of health information technology. Subsequently, the extensive use of electronic health records by all types of healthcare providers will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Upon completion of this certificate, graduates can elect to take a national credentialing exam to become a Certified Electronic Health Record Specialist (CEHRS) via the National Healthcareer Association (NHA).

## Curriculum

Students will demonstrate proficiency via:

Hands-On Labs  
Software Simulations  
Integrated Projects

## Learning Outcomes

Graduates of this program will:

- Demonstrate advanced keyboarding speed and accuracy using industry accepted methods
- Demonstrate competency in the use of standard medical office equipment including bar code and scanning devices
- Use the common features and functions of specialized EHR applications
- Review electronic health records for timeliness, completeness, accuracy, and appropriateness of health data
- Protect health information for confidentiality, authorized release of information, and data security
- Demonstrate professionalism and positive work habits necessary for success in today's medical office

## Required Courses

- BOT\* 111: Keyboarding for Info Pro I 3 Credits
- HIM\* 201: Health Information Management Principles 3 Credits
- BOT\* 180: Medical Terminology 3 Credits
- BOT\* 181: Medical Coding I 3 Credits
- BOT\* 288: Medical Practice Management Software Applications 3 Credits
- BOT\* 291: Electronic Health Records 3 Credits

**Total Credits Required: 18**

## Entrepreneurship/Small Business

### Program Design

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

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

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

### Curriculum

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

### Learning Outcomes

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

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

### Required Courses

- ACC\* 115: Financial Accounting 4 Credits
- BMK\* 201: Principles of Marketing 3 Credits
- BES\* 218: Entrepreneurship 3 Credits
- BES\* 219: Management and Growth - Small Business 3 Credits
- BBG\* 234: Legal Environment of Business 3 Credits
- Choose any ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, ECN\* or MAT\* course 3 Credits

Total Credits Required: 19

## Health Career Pathways

### Program Design

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

### Curriculum

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

### Learning Outcomes

The general objectives are to provide students with an overview of the wide range of health care career paths. Coursework will include a segment on study skills, library and research component, and a discussion of a wide range of health care professions. Upon completion of the course the student will be able to:

1. Demonstrate personal and professional organizational skills
2. Identify and evaluate personal learning strategies
3. Identify and/or describe at least five health care career professions
4. Identify the physical requirements applicable to clinical training
5. Research and explore various health care career choices via online/library research. Demonstrate how to conduct good evidenced-based medical research.
6. List and define the basics of medical terminology
7. Evaluate the medical risks associated with clinical training
8. Demonstrate critical thinking through problem solving
9. Demonstrate interpersonal skills as they relate to the classroom and clinical setting
10. Define the current health care system and the impact it has on cost and access

### Required Courses

- HLT\* 103: Investigations in Health Careers 3 Credits
- ENG\* 101: Composition 3 Credits
- MAT\* 138: Intermediate Algebra: A Modeling Approach 3 Credits
  
- BIO\* 115: Human Biology 4 Credits or
- BIO\* 121: General Biology I 4 Credits
  
- CHE\* 111: Concepts of Chemistry 4 Credits or
- PHY\* 110: Introductory Physics 4 Credits
  
- PSY\* 111: General Psychology I 3 Credits
- BIO\* 211: Anatomy and Physiology I 4 Credits
- BIO\* 212: Anatomy and Physiology II 4 Credits

**Total Credits Required: 28**

**Note:**

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

## Hotel-Tourism

### Program Design

Students will be exposed to a broad range of subjects covering the inter-related areas of the tourism industry, both by means of theoretical and practical work within the college, and by internships in recognized hotels, restaurants or related institutions, as an integral part of the program. The objective is to train students to a level of all-around competence in the varied operations of the hospitality industry by confronting students with the contemporary issues and challenges that face the industry and by developing their abilities to initiate and manage change and to produce a solid foundation on which a future management career may be built. Graduates will be prepared to embark upon their careers with confidence, armed with the knowledge, the basic experience and the interpersonal skills that will allow them to succeed in the hotel-tourism industry.

### Learning Outcomes

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

1. Analyze theory and techniques of food preparation and presentation.
2. Prepare menus incorporating costs, acquisition and inventory controls.
3. Evaluate the establishment and maintenance of a safe and sanitary food service operation including Hazard Analysis and Critical Control Point (HACCP) and State of Connecticut law.
4. Summarize managerial techniques and human resource management practice.
5. Demonstrate creativity and sound thinking in solving management problems.
6. Apply knowledge of computers to the hospitality industry.
7. Differentiate styles of marketing, sales analysis and planning for the hospitality industry.
8. Demonstrate the practical approach to the various aspects of food and beverage cost control and purchasing.
9. Outline the legal responsibilities and rights of guests and employees.
10. Interpret hospitality sales practices and market analysis from sales to actual activity.
11. Apply office procedures and forms necessary to room guests and control cash.
12. Apply techniques that enhance customer satisfaction and build loyalty.

### Required Courses

- HSP\* 101: Principles of Food Preparation 3 Credits
- ENG\* 101: Composition 3 Credits
- HSP\* 233: Hospitality Human Resource Management 3 Credits
- HSP\* 237: Hospitality Marketing 3 Credits
- HSP\* 211: Food and Beverage Cost Control 3 Credits

**Subtotal: 15**

- HSP\* 238: Relationship Marketing 3 Credits
- HSP\* 242: Hotel Management 3 Credits
- GEO\* 204: Geography and Tourism Development 3 Credits
- HSP\* 296: Cooperative Education/Work Experience 3 Credits

**Subtotal: 15**

**Total Credits: 30**

*Division of Social Science and Hospitality: 860-512-2750*

## **Lean Manufacturing**

### **Program Design**

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

### **Learning Outcomes**

Upon successful completion of all Lean Manufacturing certificate program requirements, graduates will

1. Apply appropriate mathematical and scientific principles to engineering and technology applications.
2. Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.
3. Apply knowledge and skills to develop, interpret and select appropriate technological and business processes using Lean principles.

### **Required Courses**

- MFG\* 171: Introduction to Lean Manufacturing 3 Credits
- MFG\* 271: Advanced Lean Manufacturing 3 Credits

**Total Credits Required: 6**



## Marketing

### Program Design

The Marketing certificate program is designed for students who are interested in a career change or who already have a degree and are looking for a career specialty.

### Curriculum

Students may enroll full- or part- time. Since some courses are not offered in both the fall and spring semesters, see an advisor about your schedule. Note: All business courses numbered 100 or higher require students to be eligible for ENG\* 101.

### Learning Outcomes

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

1. Demonstrate relevant content knowledge in required core business disciplines (accounting, business law, management and organizational behavior, and marketing) and apply concepts in problem solving through identifying and evaluating alternative solutions and offering a well-supported conclusion.
2. Recognize proper business acumen and decorum in professional interactions, demonstrate appropriate interpersonal communication and presentation skills and demeanor, and demonstrate the ability to use presentation and team interpersonal skills effectively in class presentations.
3. Demonstrate the ability to identify situations that present ethical dilemmas and lapses and understand and apply the concepts related to ethics and the social responsibilities of businesses in order to respond thoughtfully.
4. Apply concepts in core accounting and business disciplines and demonstrate critical thinking skills to make sound business decisions.
5. Demonstrate an understanding of the interrelationships between accounting and business courses.
6. Demonstrate the ability to effectively present marketing and promotion plans and to make an effective sales presentation, all of which reflect an understanding of the target audience, environmental factors, and sound strategic decisions based on thorough research and an understanding of marketing and other business-related principles.

### Required Courses

- BMG\* 202: Principles of Management 3 Credits
- BMK\* 201: Principles of Marketing 3 Credits
- BMK\* 220: Sales 3 Credits
- BMG\* 204: Managerial Communication 3 Credits
- Choose two ACC\*, BBG\*, BES\*, BFN\*, BMG\*, BMK\*, CST\*, DGA\*, ECN\*, or MAT\* courses 6 Credits

**Total Credits Required: 18**

## Media Technology

### Program Design

The Media Technology certificate program provides exposure to current media technologies. It is intended for students who are technically-oriented and wish to work in technical positions in the fields of radio, television or video production. It concentrates on skills that are necessary for working behind-the-scenes in media and communications. Classes are highly practical and provide significant hands-on opportunity, allowing the student to apply classroom theory to real-life projects.

### Learning Outcomes

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

1. Write copy for radio and television.
2. Operate still and video cameras and edit.
3. Write scripts for radio and television programs.

### Required Courses

- COM\* 101: Introduction to Mass Communication 3 Credits
- COM\* 131: Audio Production 3 Credits
- COM\* 141: Television Production 3 Credits
- COM\* 166: Video Filmmaking 3 Credits
- COM\* 173: Public Speaking 3 Credits
- COM\* 211: Screenwriting 3 Credits

**Total Credits Required: 18**

### Note:

<sup>#</sup>Because many courses in this program are offered on an occasional basis, students should meet with an academic advisor or faculty advisor to plan their program of study.

## Paralegal

### Program Design

The Paralegal certificate program is designed for students who have or will concurrently receive an educational (not vocational) associate or baccalaureate degree in a major other than paralegal or legal studies from an accredited institution. The certificate program provides them with the opportunity to enroll in a paralegal studies program that meets guidelines set by the American Bar Association. An option in the program is a cooperative education/work experience course in which students gain practical experience in a legal setting while earning academic credit. Students must submit official transcripts showing prior degrees must be sent directly to the Admissions office for review.

A paralegal or legal assistant is a person-qualified through education, training or work experience-who is employed or retained by a lawyer, law office, governmental agency or other entity. The paralegal performs specifically-delegated, substantive legal work, for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law.

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

The MCC Paralegal Certificate program has been approved by the American Bar Association since 1998. It is a member of the American Association for Paralegal Education.

The MCC Paralegal Association is a student club that offers networking opportunities and guest speakers to members.

### Curriculum

The Paralegal program is primarily an evening program of study, offering legal courses during the academic year. Many students work full-time while attending classes at night. Students should note that not all courses are offered every semester, and only some courses are offered in the day. Part-time students should see a counselor for suggested course sequencing. Pursuant to American Bar Association guidelines, students are required to take at least nine (9) credits of legal specialty courses through traditional classroom instruction.

Note: Course prerequisites are listed in the course descriptions.

### Learning Outcomes

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

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

6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations.

## Required Courses

- POL\* 120: Introduction to Law 3 Credits
- LGL\* 103: Legal Ethics and Professional Responsibility 1 Credits
- LGL\* 220: Computer Applications in Law 4 Credits
- Choose LGL\* 104, LGL\* 209, or LGL\* 211 3 Credits
- Subtotal: 11**
  
- LGL\* 102: Legal Research and Writing 3 Credits
- Choose LGL\* 104, LGL\* 209, or LGL\* 211 3 Credits
- Choose LGL\* 104, LGL\* 209, LGL\* 210, LGL\* 211, LGL\* 212, LGL\* 215, LGL\* 216, LGL\* 240, or LGL\* 270 3 Credits
- LGL\* 208: Litigation 3 Credits
- Subtotal: 12**

Total Credits Required: 23

### Note:

*‡ Students without a strong foundation in computer skills should take CSA\* 105 prior to enrolling in LGL\* 220.*

## Photography

### Program Design

The Photography Certificate program provides new and returning students with the knowledge and skills to compete for entry-level positions in the diverse field of photography and/or the opportunity to add photography skills to related expertise in graphic design, journalism, communication or public relations. This program is designed for students who want to enter the photography job market for the first time, or combine photography skills with related expertise in graphic design, journalism, communication or public relations. Courses in the Photography Certificate program help students build a working portfolio and can also be applied toward completing the MCC Photography Option Visual Fine Art Associate Degree.

### Learning Outcomes

1. Demonstrate an understanding of terminology, concepts, techniques and equipment relating to a broad range of photographic processes and procedures.
2. Make informed and meaningful compositional/aesthetic decisions, with an emphasis on critical thinking, problem solving, creativity, project parameters and deadlines.
3. Be able to use industry standard hardware and software to produce work suitable for a variety of entry-level positions in a very competitive field.

### Required Courses

- ART\* 141: Photography I 3 Credits
- ART\* 250: Digital Photography 3 Credits
- ART\* 142: Photography II 3 Credits
- ART\* 281: Digital Photography II 3 Credits
- Select one course from either GRA\* 151, ART\* 121, ART\* 242, or ART\* 286 3 Credits
- Select one course from either DGA\* 111, COM\* 166, ART\* 242, or ART\* 286 3 Credits

**Total Credits Required: 18**

# Precision Manufacturing

## Program Design

This Full Time, 24 Week Certificate Program will provide students with the required fundamentals for employment as an Entry Level CNC Machine Operator. Students will learn basic Conventional and CNC Machining skills, through hands-on operation of these machine tools in newly renovated labs. In addition, students will learn basic inspection techniques on parts they manufacture in these labs. The program also includes 450 hours of course work that supports the hands on experience gained in the labs. These courses include CNC Programming with Mastercam, Lean Manufacturing, Materials & Processes and others.

## Learning Outcomes

Upon completion of the Precision Manufacturing certificate students will:

1. Learn to set-up and operate conventional and CNC lathes and mills.
2. Learn how to measure the blueprint features of three-dimensional objects produced during their lab assignments.
3. Gain a familiarity with the concepts of Lean Manufacturing, Quality Control, Materials & Process as well as utilize Blueprint reading skills and manufacturing math.

## Required Courses

- EGR\* 112: Engineering Drawing Interpretations 3 Credits
- MFG\* 115: Safety in the Workplace 1 Credits
- MFG\* 167: Conventional Manufacturing Processes Lab 4 Credits
- MFG\* 169: Manufacturing Math 3 Credits
- MFG\* 123: Measurement for Manufacturing 2 Credits
- Subtotal: 13**
  
- MFG\* 111: Manufacturing Materials and Process I 3 Credits
- MFG\* 239: Geometric Dimension and Tolerancing 3 Credits
- MFG\* 171: Introduction to Lean Manufacturing 3 Credits
- MFG\* 244: CNC Machining I 3 Credits
- Subtotal: 12**
  
- MFG\* 114: Quality Control in Manufacturing 3 Credits
- MFG\* 205: Principles of CNC with Mastercam 3 Credits
- MFG\* 245: CNC Machining II 4 Credits
- Subtotal: 10**

Total Credits Required: 35

Note:

## Public Relations

### Program Design

The certificate program in Public Relations, bridging the disciplines of communications and business, is designed to appeal to several populations: new students considering a degree program in communications, employees in other areas of communications seeking retraining, and students with associate or bachelor's degrees seeking rapid certification in the skills necessary for entry-level positions in public relations. The program is designed for maximum flexibility. Students who are already proficient in specific areas of communication or technology will be able to fill in the voids in their training by customizing their courses to their individual needs. Similarly, students seeking a broad range of training in all areas relevant to public relations-including marketing, written and oral communications and effective use of social media-will achieve a generalist's knowledge.

### Transfer Opportunities

Most courses in the certificate program would be transferable to an associate or baccalaureate degree program and all are transferable to the Communication degree program.

### Learning Outcomes

Upon successful completion of all Public Relations certificate program requirements, graduates will

1. Design, implement and evaluate a marketing/PR campaign.
2. Write for internal and external publications with an understanding of the needs of the target audiences.
3. Establish media contacts.
4. Serve as an effective spokesperson for an organization or business.
5. Apply ethical principles to decision making and crisis management.
6. Understand the role of the public relations practitioner within the context of mass communication.
7. Understand the effects of print and broadcast media on the practice of public relations

### Required Courses

- ENG\* 101: Composition 3 Credits
- COM\* 113: Social Media in Contemporary Society 3 Credits
- COM\* 121: Journalism I 3 Credits
- COM\* 173: Public Speaking 3 Credits
- BMK\* 201: Principles of Marketing 3 Credits
- COM\* 201: Introduction to Public Relations 3 Credits

**Total Credits Required: 18**

#### Note:

‡ Because many courses in this program are offered on an occasional basis, students should meet with an academic advisor or faculty advisor to plan their program of study.

## Social Media Specialist

### Program Design

Today's social media platforms are growing in leaps and bounds which means now more than ever businesses are looking for talented people to help them leverage that evolving landscape. The [Bureau of Labor Statistics](#) forecasts that employers will add 6% more jobs in this area of expertise to our economy by 2024. From small to major businesses, every brand needs a social media presence plan to stay competitive. Building your familiarity with social media trends and platforms can help you leverage your next job opportunity.

The Social Media Specialist Certificate combines digital technology, communications and marketing coursework to equip graduates with the skills they need in this fast-changing field. Our certificate is designed to provide relevant training in key areas such as website design, social media, consumer behavior, search engine optimization, and project management.

### Curriculum

Students may enroll in this program full or part-time. Students should consult with an Information Management & Technology faculty advisor to plan their program and discuss required course prerequisites. Some courses are offered in both on-line and on-ground formats.

### Learning Outcomes

Upon successful completion of all Social Media Specialist certificate program requirements, graduates will:

1. Build and execute social media strategies through competitive research, data interpretation, benchmarking, messaging, and audience identification.
2. Implement and maintain an organization's social media strategy, developing brand awareness and boosting product adoption.
3. Maintain a website and use related content management tools.
4. Report on the process of applying various social media tactics using digital and media tracking tools.
5. Develop social media marketing campaigns.
6. Demonstrate professionalism and positive work habits necessary for success in today's business world.

### Required Courses

- CST\* 114: Web Essentials 3 Credits
- COM\* 113: Social Media in Contemporary Society 3 Credits
  
- BMK\* 201: Principles of Marketing 3 Credits or †
- COM\* 201: Introduction to Public Relations 3 Credits †
  
- CST\* 150: Web Design & Development I 3 Credits † †
- CST\* 201: Introduction to MIS 3 Credits
- CST\* 205: Project Management 4 Credits

**Total Credits Required: 19**



‡ Prerequisite of ENG\*101, ACC\*115

‡‡ Prerequisite of any CST, CSC, CSA, or DGA course

## Social Service

### Program Design

The Social Service certificate program is designed for students seeking short-term academic and in-service professional development, and for those with extensive social service experience or an academic degree.

### Learning Outcomes

1. Become familiar with the past, present and future of human services.
2. Become prepared to facilitate groups.
3. Be able to communicate orally and in writing in a manner appropriate to the profession of human services.
4. Be prepared to service recipient populations in the profession.

### Required Courses

- SOC\* 101: Principles of Sociology 3 Credits
- HSE\* 101: Introduction to Human Services 3 Credits
- HSE\* 251: Work with Individuals and Families 3 Credits
- HSE\* 210: Group & Interpersonal Relations 3 Credits
- HSE\* 241: Human Services Agencies and Organizations 3 Credits
- Choose any two courses 6 Credits<sup>\*\*</sup>
- Choose any two ANT\*, ECN\*, GEO\*, HIS\*, POL\*, PSY\*, SOC\* or SSC\* courses 6 Credits<sup>\*\*</sup>
  
- HSE\* 281: Human Services Field Work I 3 Credits <sup>‡</sup> or
- SSC\* 294: Cooperative Education/Work Experience 3 Credits

Total Credits Required: 30

### Note:

<sup>‡</sup> Students are to meet with the program coordinator before selecting a field placement site.

<sup>\*\*</sup> Students are encouraged to meet with the program coordinator before choosing electives.

## Therapeutic Recreation

### Program Design

The Therapeutic Recreation certificate program is designed for persons who seek academic and in-service professional development in the field of therapeutic recreation. This program enables the student to meet standards established in the Public Health Code of the State of Connecticut to work in chronic and convalescent nursing homes and other facilities with nursing supervision.

Therapeutic recreation is a specialized allied health field within the recreation profession. Associated with leisure aspects of medical treatment, therapeutic recreation attempts to physically and socially rehabilitate patients who have chronic physical, psychological and social disabilities. It involves recreation services that give the patient an opportunity to participate in recreational, leisure and group activities specifically designed to aid in the recovery or adjustment to illness, disability or a specific social problem.

### Curriculum

Students may enroll in this certificate program full- or part-time and attend classes days or evenings.

### Learning Outcomes

Upon successful completion of all Therapeutic Recreation certificate program requirements, graduates will

1. Meet the state health code requirements to hold the position of a therapeutic recreation director in the State of Connecticut.
2. Demonstrate the ability to comprehend and apply the necessary skills required of a therapeutic recreation director.
3. Demonstrate the ability to comprehend the needs of individuals with special needs and the positive outcomes of therapeutic recreation intervention.
4. Demonstrate the ability to successfully assess, plan, implement and evaluate therapeutic recreation programs for individuals with special needs both in a clinical and community setting.
5. Have developed leadership, interpersonal and communication skills necessary to work in a health care or community-based setting.

### Required Courses

- GERN 161: Aging America: Issues and Dilemmas 3 Credits or
- PSY\* 125: Psychology of Aging and Mental Health 3 Credits or
- SOC\* 116: Impact of Aging on the Family 3 Credits
  
- HLT\* 151: Health and Wellness Promotion 3 Credits
- ENG\* 101: Composition 3 Credits
- PSY\* 111: General Psychology I 3 Credits
- SSC\* 294: Cooperative Education/Work Experience 3 Credits
- RLS\* 101: Introduction to Recreation and Leisure Services 3 Credits
- RLS\* 121: Introduction to Therapeutic Recreation Services 3 Credits
- RLS\* 122: Processes and Techniques in Therapeutic Recreation 3 Credits
- RLS\* 221: Therapeutic Recreation Programming 3 Credits

- RLS\* 223: Leisure and Aging 3 Credits

Total Credits Required: 30

Note:

## Web Technology

### Program Design

The Web Technology certificate program prepares students with front-end web design skills needed to conceive, build and maintain websites. Topics covered include HTML, CSS, JavaScript, User Interface (UI) and Graphic design, image creation and manipulation, and multimedia. This is designed for students who would like to build upon their existing web skills or those seeking a new career specialty.

### Curriculum

Students may enroll in this program full or part-time. Students should consult with an Information Management & Technology faculty advisor to plan their program and discuss required course prerequisites. Some courses are offered in both on-line and on-ground formats.

### Learning Outcomes

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

1. Use the core technologies of current markup languages such as HTML5 and CSS3 for web development and design.
2. Write code effectively and build easily navigable sites.
3. Demonstrate an ability to incorporate digital image creation skills and manipulation to create aesthetically pleasing sites.
4. Demonstrate an understanding of proper database design and its application.
5. Demonstrate proficiency in developing complex web sites incorporating database driven technologies.
6. Understand the role of project management, and how to set and manage client expectations, support client interaction activities, and track progress throughout the project life cycle.

### Required Courses

- CST\* 150: Web Design & Development I 3 Credits
- CST\* 250: Web Design and Development II 3 Credits
  
- CSA\* 145: Database Management 3 Credits or CSC\* 230 - Database Concepts with Web Application 3 Credits
- DGA\* 240: Web Page Design: UX 3 Credits
- CST\* 205: Project Management 4 Credits

**Total Credits Required: 16**

**Note:**

## COURSE DESCRIPTIONS

### Course offerings are subject to change.

The courses in this section are grouped by subjects that are listed alphabetically. Within each subject group, the courses are listed in numerical order, the lowest first and the highest last.

Courses with numbers 099 and below are noncredit courses. Courses with numbers in the 100-199 range are considered first-year courses. Courses numbered 200 or higher are considered second-year courses.

The semester in which a course is generally offered is indicated by the codes: Fa = Fall, O = Occasional, Sp = Spring and Su = Summer. Students and their advisors may use these designations in determining course selection for any particular semester.

Electives - Within an academic program, courses are either required or elective. Elective courses fall into broad subject areas of study in the liberal arts and sciences. These broad subject areas are the humanities, the natural sciences and the social sciences. Courses may also be business electives or may be undesignated.

General Education Requirements - In addition, all degree programs have specific general education requirements. General education requirements assure that students have exposure to a range of courses in specific areas of the curriculum. The general education requirements are grouped into six modes. The general education modes and courses can be found in the catalog here.

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

A complete list of courses being offered is available online at <http://my.comnet.edu>. A list of current Continuing Education courses is available online as well. Course offerings are subject to change.

## Accounting

### ACC\* 098: Introduction to Accounting

0 Credits

*(Formerly ACCT 098)*

This course is designed to introduce students to accounting theory. Emphasis in the course includes the accounting cycle, bank checking accounts and payroll.

**Prerequisites:** None

**Offered:** Occasionally

### ACC\* 115: Financial Accounting

4 Credits

*(Formerly ACCT 101)*

The study and interpretation of accounting information as a basis for financial statement analysis and management decision-making. Topics include the theory and practice of accounting applications as they relate to the accumulation, external reporting and external uses of financial accounting information.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher

**Offered:** Fall, Spring, Summer

### ACC\* 117: Principles of Managerial Accounting

3 Credits

Basic concepts and practice of accounting's role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher, and completion of ACC\* 115 with a 'C-' or higher

**Offered:** Fall, Spring, Summer

### **ACC\* 118: Managerial Accounting**

4 Credits

*(Formerly ACCT 102)*

Basic concepts and practice of accounting's role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher, and C- or better in ACC\* 115

**Offered:** Fall, Spring, Summer

### **ACC\* 121: Introduction to Accounting Software**

1 Credits

*(Formerly ACCT 110)*

Includes software for a complete accounting cycle and is available to students via the BOT lab using automated accounting software such as QuickBooks.

**Prerequisites:** C- or better in BOT\* 164 or ACC\* 115

**Offered:** Fall, Spring

### **ACC\* 125: Accounting Computer Applications I**

3 Credits

*(Formerly ACCT 105)*

This course teaches students to build a company's accounting system in QuickBooks. Students will learn to download QuickBooks data into an Excel spreadsheet and build linked statements, footnotes and graphs. Students will also learn PowerPoint and TurboTax.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher, and completion of ACC\* 115

**Offered:** Fall, Spring, Summer

### **ACC\* 231: Cost Accounting I**

3 Credits

*(Formerly ACCT 213)*

This course covers principles of cost accounting for manufacturing and business.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher, and C or better in either ACC\* 117 or ACC\* 118

**Offered:** Spring

### **ACC\* 241: Federal Taxes I**

3 Credits

*(Formerly ACCT 223)*

Theories and laws of individual income tax returns will be taught.

**Prerequisites:** Eligible for ENG\* 101 and MAT\* 095 or higher, and C or better in ACC\* 115

**Offered:** Fall

### **ACC\* 271: Intermediate Accounting I**

3 Credits

This course provides an in-depth study of financial accounting with emphasis on balance sheet valuations and their relationship to income determination. Includes a review of the accounting cycle and analytical concepts: historical development of current financial reporting, FASB's conceptual framework, Generally Accepted Accounting Principles (GAAP), preparation of primary financial statements, measurement, recognition, and reporting of assets are also covered.

**Prerequisites:** Completion of ENG\* 101, ACC\* 115, and in either ACC\* 117 or ACC\* 118

**Offered:** Fall

**ACC\* 272: Intermediate Accounting II**

3 Credits

This course provides an in-depth study of financial accounting with emphasis on balance sheet valuations and their relationship to income determination. Review of the accounting cycle and analytical concepts: historical development of current financial reporting, FASB's conceptual framework, Generally Accepted Accounting Principles (GAAP), preparation of primary financial statements, measurement, recognition, and reporting of assets is included.

**Prerequisites:** Completion of ENG\* 101, ACC\* 115, and in either ACC\* 117 or ACC\* 118

**Offered:** Spring

**ACC\* 290: Cooperative Education/Work Experience**

3 Credits

*(Formerly ACCT 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses and state offices.

**Prerequisites:** 15 completed credit hours in the Accounting program including ACC\* 115, ACC\* 118, and ACC\* 275

**Offered:** Fall, Spring

**Anthropology****ANT\* 101: Introduction to Anthropology**

3 Credits

*(Formerly ANTH 101)*

This course will present the evolution of the human species and human culture through fossil, ethnographic, and genetic insight. It seeks to explain the similarities and differences between all humans and other primates. It takes the student from cave paintings in southern France to a dig in the Sinai Desert, from an extinct volcanic crater in Africa to a shamanistic dance in Nepal to a political feast in the Amazon. It does all this in search of answers to that elusive question at the core of all anthropological research: What does it mean to be human?

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

**ANT\* 105: Introduction to Cultural Anthropology.**

3 Credits

*(Formerly ANTH 150)*

This course is designed to provide students with an anthropological lens through which they may simultaneously view humanity's kinship with one another and its uniqueness among cultures. The aim is to understand people whose ways of life are different from our own but with whom we share common needs, the planet earth, and a common destiny.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Science**

**ANT\* 107: Introduction to Forensic Anthropology**

3 Credits

This course provides an introduction to forensic anthropology, a field of study that involves a variety of methods and theories about the human skeletal structure, useful answering medical and legal questions. Forensic anthropologists often work closely with medical examiners, police officers, lawyers, and other specialists to identify human remains, frequently in the cases of homicides or missing persons. Topics covered in this course include human skeletal biology, taphonomic effects to buried skeletons, positive identification of skeletal remains, identifying ages, sexes, and ancestry of human skeletons, disease and trauma associated with skeletonized individuals, forensic data recovery methods, and ethical concerns associated with the treatment of human remains in a medico-legal context.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally



**ANT\* 118: Health, Healing and Culture.**

3 Credits

*(Formerly ANTH 220)*

This is a cross-cultural survey course that investigates the concepts of healing, health and sickness from a sampling of countries throughout the world. The aim is to understand the importance of culture in determining the etiology and treatment of diseases and mental disorders. The objective will be to understand and integrate the various belief systems with the practices that identify the disease and effect the cures.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Fall, Spring**ANT\* 121: Introduction to Archaeology**

3 Credits

This is an anthropology course devoted to the study of archaeology and how archaeologists help us to understand the human past. Archaeology is the study of past cultures and societies through their material remains. We will consider and explore the theory, methods, and techniques that archaeologists employ. The course will include a brief discussion and chronology of human and cultural evolution. We will then turn our attention to the purpose and process of archaeological field work and analysis. We will consider the ways that archaeologists reconstruct human behavior and we will explain how the discipline is relevant in the modern world. This class will include a 'field-work' component in which students will excavate a mock archaeological site. This class will also include several class trips to nearby museums.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**ANT\* 140: Indians of the Americas**

3 Credits

This course is meant to introduce students to the wide variety and depth of indigenous groupings throughout the Americas. Emphasis will be placed upon traditions that are being preserved by those who have survived to the 21st century. Life as lived prior to European domination will be studied. Survival stories and linkages from today to the past will be shared.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**ANT\* 201: Physical Anthropology**

3 Credits

This is an anthropology course based on evolutionary biology that covers topics on human evolution and modern human variation by focusing on humanity's biological roots and modern appearance. It will reconstruct the past utilizing data from the primate fossil record, as well as comparative evidence from modern monkeys and apes.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**Art****ART\* 101: Art History I: Prehistory to the Renaissance**

3 Credits

*(Formerly FA 101)*

The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from prehistoric through medieval eras. Outside reading and visits to galleries and museums are required.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Fall, Spring, Summer**Fulfills General Education - Knowledge of The Arts****ART\* 102: Art History II: Renaissance to the Modern Era**

3 Credits

*(Formerly FA 102)*

The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from the Renaissance through the 20th century. Outside reading and visits to galleries and museums are required.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 103: Art History III**

3 Credits

*(Formerly FA 103)*

Visual art movements of the past 100 years from Impressionism and Cubism to today's art. Outside reading and visits to galleries and museums are required.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 104: Contemporary Art History**

3 Credits

An introduction to developments in 21st-century art, with attention to the theoretical, social and historical forces that shape artistic practice. Newer artistic practices like installation, new media, and performance are studied along with traditional media. Includes field trips to area art museums.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 107: Introduction to Studio Art**

3 Credits

*(Formerly FA 115)*

A course covering the fundamentals of visual art through hands-on experience. The course includes basic design and composition, color theory, drawing and a thorough exploration of the creative process through the use of a wide variety of media and techniques including drawing, water media, collage and fiber.

**Prerequisites:** None

**Offered:** Occasionally

### **ART\* 111: Drawing I**

3 Credits

*(Formerly FA 121)*

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of the instructor

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 112: Drawing II**

3 Credits

*(Formerly FA 122)*

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

**ART\* 113: Figure Drawing I**

3 Credits

*(Formerly FA 127)*

This in-depth course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles.

Students will work extensively from the live model. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

**ART\* 114: Figure Drawing II**

3 Credits

*(Formerly FA 128)*

This in-depth course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles.

Students will work extensively from the live model. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

**ART\* 121: Two-Dimensional Design**

3 Credits

*(Formerly FA 125)*

The theory and practice of design principles: compositional problems, color and the interrelationships of space, planes and volumes are examined in two dimensional projects using a variety of media. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall

**ART\* 122: Three-Dimensional Design**

3 Credits

*(Formerly FA 126)*

Investigation of spatial design as a decision-making and problem-solving process bounded by criteria such as human sensory systems, basic structural systems and materials. Class activities will include studio assignments, demonstrations, lectures, slide presentations, museum visits and critiques. Studio problems will be worked on during and outside of class time. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Spring

**ART\* 131: Sculpture I**

3 Credits

*(Formerly FA 151)*

A course in the principles, techniques, and materials of sculpture (metal fabrication/welding, casting, plaster, wood, etc.).

Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

**ART\* 132: Sculpture II**

3 Credits

*(Formerly FA 152)*

A course in the principles, techniques, and materials of sculpture (metal fabrication/welding, casting, plaster, wood, etc.).

Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 141: Photography I**

3 Credits

An introduction to black and white film photography, including camera operation, creative controls, composition, film processing, printing and print finishing techniques. Emphasis is on photography as a fine art and as a means of communication. Through demonstrations, assignments, critiques, supervised and independent lab work, a final portfolio and looking at a broad range of photographic imagery, students will develop technical skills and explore the creative/expressive side of photography. Students must purchase film, photographic paper and other supplies. Projects and final portfolio require extensive hands-on darkroom work in and outside of class hours. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 142: Photography II**

3 Credits

Through demonstrations, assignments, critiques, supervised and independent lab work and looking at a broad range of photographic imagery, students will refine basic and develop new technical skills and further explore the creative/expressive side of black and white film photography. Students will review the fundamentals of exposure, development and print-making, refine camera-handling and printing techniques, use a medium format camera and hand-held light meter, experiment with flash, studio lighting and "toy" cameras. Students will be encouraged to develop a personal, expressive style in addition to mastering a range of practical photographic techniques while they assemble a cohesive, thematic, exhibition-quality portfolio. Students must purchase film, photographic paper and other supplies. Studio: 6 hours per week.

**Prerequisites:** ART\* 141 with a C or better, and eligibility for ENG\* 096 or permission from instructor.

**Offered:** Spring

### **ART\* 151: Painting I**

3 Credits

*(Formerly FA 131)*

A course in the technical and aesthetic fundamentals of painting, covering construction of a canvas, selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 152: Painting II**

3 Credits

*(Formerly FA 132)*

A course in the technical and aesthetic fundamentals of painting, covering construction of a canvas, selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 155: Watercolor I**

3 Credits

*(Formerly FA 137)*

An introduction to the technical and aesthetic principles of painting with water media, primarily water color. This course will cover the selection and use of water media materials in a variety of styles and deal with varied subject matter from the still life to the landscape. Design elements and compositional problems are also included. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of the instructor

**Offered:** Fall, Spring

**ART\* 156: Watercolor II**

3 Credits

*(Formerly FA 138)*

An introduction to the technical and aesthetic principles of painting with water media, primarily water color. This course will cover the selection and use of water media materials in a variety of styles and deal with varied subject matter from the still life to the landscape. Design elements and compositional problems are also included. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096**Offered:** Fall, Spring**ART\* 161: Ceramics I**

3 Credits

*(Formerly FA 165)*

Experimentation with, and development of, basic skills in a variety of hand-forming, wheel-throwing, firing and glazing techniques. The class focuses on processes involved in creating both utilitarian and sculptural works. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor.**Offered:** Fall, Spring**Fulfills General Education - Knowledge of The Arts****ART\* 162: Ceramics II**

3 Credits

*(Formerly FA 166)*

Experimentation with, and development of, basic skills in a variety of hand-forming, wheel-throwing, firing and glazing techniques. The class focuses on processes involved in creating both utilitarian and sculptural works. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor.**Offered:** Fall, Spring**ART\* 167: Printmaking I**

3 Credits

*(Formerly FA 141)*

A course in the materials, design and techniques of printmaking: monoprinting, intaglio, relief, planographic and serigraph. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of the instructor**Offered:** Fall, Spring**Fulfills General Education - Knowledge of The Arts****ART\* 168: Printmaking II**

3 Credits

*(Formerly FA 142)*

A course in the materials, design and techniques of printmaking: monoprinting, intaglio, relief, planographic and serigraph. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096**Offered:** Fall, Spring**ART\* 171: Fiber Arts I**

3 Credits

*(Formerly FA 161)*

A course in contemporary and traditional means of making art with fibers including weaving, soft sculpture, batik, tapestries, paper making and coiling. Studio: 6 hours per week.

**Prerequisites:** None**Offered:** Occasionally**ART\* 172: Fiber Arts II**

3 Credits

*(Formerly FA 162)*

A course in contemporary and traditional means of making art with fibers including weaving, soft sculpture, batik, tapestries, paper making and coiling. Studio: 6 hours per week.

**Prerequisites:** None

**Offered:** Occasionally

### **ART\* 182: The History of African American & African European Art: Renaissance to the 20th Century**

3 Credits

This course will focus on the history of art produced from the beginning of the European slave trade in the 15th century to the 21st century, focusing on images of blacks and/or work by black artists. Topics will include the creation of power dynamics and stereotypes of blacks in the early modern era and move towards the creation of identity and expression by African European and African American artists in the modern era. All museum trips are mandatory.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **ART\* 204: History of Women in the Arts**

3 Credits

*(Formerly FA 106)*

This course will address the cultural biases that have relegated women artists to the 'back burner' of mainstream cultural aesthetics. A historical survey of women's contributions to the visual and performing arts will augment, inquiry into philosophical questions such as: "Is there a 'Feminist' Aesthetic?" or "Who determines what is 'great' art?" Class: 3 hours per week.

**Prerequisites:** None

**Offered:** Occasionally

### **ART\* 205: History of Photography**

3 Credits

This course surveys the nearly 200-year history of photography from early experiments and the daguerreotype to the digital revolution and the present day. Students will learn about photography's major practitioners, applications, movements, and the technological developments that changed the way images were made, distributed and viewed. Photography will be examined in social and cultural context, giving students a broad understanding of the medium's impact and significance.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **ART\* 206: Film Study**

3 Credits

*(Formerly FA 171)*

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Summer, Winter

**Cross listed as:** COM\* 154

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 211: Drawing III**

3 Credits

*(Formerly FA 223)*

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

### **ART\* 212: Drawing IV**

3 Credits

*(Formerly FA 224)*

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

### **ART\* 213: Figure drawing III**

3 Credits

*(Formerly FA 227)*

This in-depth course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles. Students will work extensively from the live model. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

### **ART\* 214: Figure drawing IV**

3 Credits

*(Formerly FA 228)*

This in-depth course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles. Students will work extensively from the live model. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096

**Offered:** Fall, Spring

### **ART\* 231: Sculpture III**

3 Credits

*(Formerly FA 253)*

A course in the principles, techniques, and materials of sculpture (metal fabrication/welding, casting, plaster, wood, etc.). Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 232: Sculpture IV**

3 Credits

*(Formerly FA 254)*

A course in the principles, techniques, and materials of sculpture (metal fabrication/welding, casting, plaster, wood, etc.). Students will concentrate on controlling sculptural media and examining the fundamentals of three-dimensional design. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 242: Photography III**

3 Credits

Students will work independently and in small groups with film or digital cameras, in the darkroom or computer lab, on projects and portfolios. Through experimenting, practice and critique students will produce a cohesive, themed portfolio appropriate for

transfer applications, exhibition or the job search. Students must purchase film, paper and other supplies. Studio: 6 hours per week

**Prerequisites:** Eligibility for ENG\* 096 , ART\* 142 or ART\* 281. Note: for ART\* 242, C or better in ART\* 142 or ART\* 281. Runs concurrently with ART\* 142: Photography II (Fa) and ART\* 281: Digital Photography II (Sp).

**Offered:** Fall, Spring

### **ART\* 250: Digital Photography**

3 Credits

An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing, manipulation and output options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. Students must own a digital camera with manual, aperture priority and/or shutter priority exposure modes. Basic computer and photographic experience preferred. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **ART\* 251: Painting III**

3 Credits

*(Formerly FA 233)*

A course in the technical and aesthetic fundamentals of painting, covering construction of a canvas, selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 096 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 252: Painting IV**

3 Credits

*(Formerly FA 234)*

A course in the technical and aesthetic fundamentals of painting, covering construction of a canvas, selection and use of materials, basic color theory, and realistic and expressive paint handling. Students will work in both traditional and experimental painting styles. Studio: 6 hours per week.

**Prerequisites:** C or better in ART\* 111 and eligibility for ENG\* 101 or permission of instructor

**Offered:** Fall, Spring

### **ART\* 255: Watercolor III**

3 Credits

*(Formerly FA 237)*

An introduction to the technical and aesthetic principles of painting with water media, primarily water color. This course will cover the selection and use of water media materials in a variety of styles and deal with varied subject matter from the still life to the landscape. Design elements and compositional problems are also included. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

### **ART\* 256: Watercolor IV**

3 Credits

*(Formerly FA 238)*

An introduction to the technical and aesthetic principles of painting with water media, primarily water color. This course will cover the selection and use of water media materials in a variety of styles and deal with varied subject matter from the still life to the landscape. Design elements and compositional problems are also included. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring



**ART\* 261: Ceramics III**

3 Credits

*(Formerly FA 267)*

Experimentation with, and development of, basic skills in a variety of hand-forming, wheel-throwing, firing and glazing techniques. The class focuses on processes involved in creating both utilitarian and sculptural works. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101 or permission of instructor.

**Offered:** Fall, Spring

**ART\* 262: Ceramics IV**

3 Credits

*(Formerly FA 268)*

Experimentation with, and development of, basic skills in a variety of hand-forming, wheel-throwing, firing and glazing techniques. The class focuses on processes involved in creating both utilitarian and sculptural works. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101 or permission of instructor.

**Offered:** Fall, Spring

**ART\* 267: Printmaking III**

3 Credits

*(Formerly FA 143)*

A course in the materials, design and techniques of printmaking: monoprinting, intaglio, relief, planographic and serigraph. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**ART\* 268: Printmaking IV**

3 Credits

*(Formerly FA 144)*

A course in the materials, design and techniques of printmaking: monoprinting, intaglio, relief, planographic and serigraph. Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**ART\* 281: Digital Photography II**

3 Credits

Through demonstrations, assignments, critiques, supervised and independent lab work and looking at and talking about a broad range of photographic imagery, students will develop new skills and further explore the creative/expressive side of photography. Students will review the fundamentals of exposure and creative camera controls, learn a non-destructive workflow, advanced masking techniques, and how to process RAW files. Other projects will explore studio lighting, high dynamic range (HDR) imaging and fine art inkjet output. Students will be encouraged to develop a personal, expressive style in addition to mastering a range of practical photographic techniques while they assemble a cohesive, thematic, exhibition-quality, hard-copy portfolio. Students must own their own digital single lens reflex or prosumer digital camera with RAW capability and purchase their own storage media, inkjet paper, mat board and other supplies.

**Prerequisites:** ART\* 250 with a C or better, eligibility for ENG\* 101 or permission from Instructor

**Offered:** Fall

**ART\* 282: New Media**

3 Credits

An introduction to artistic thinking in terms of the moving image. Students work towards discovering a personal way of working in video as a fine art medium. We will take into account current and historical approaches to video art and the place video occupies in the general field of Art. Half of the classes consist of viewing and critiquing previously assigned homework projects, the other half of lab sessions in the editing room. Students are expected to shoot and do most of the editing in their own time. Assignments will begin with the exploration of the self and the immediate environment and gradually expand in scope and complexity. The final project will be a personal artistic statement by the student and will be worked out on an individual basis.

Students will have access to camcorders and editing facilities. NOTE: This is a fine arts class. It is not designed for those primarily interested in the commercial use of video (advertisements, music videos, etc.). Studio: 6 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 .

**Offered:** Occasionally

### **ART\* 286: Photography IV**

3 Credits

*(Formerly ART\* 244)*

Students will work independently and in small groups with film or digital cameras, in the darkroom or computer lab, on projects and portfolios. Through experimenting, practice and critique students will produce a cohesive, themed portfolio appropriate for transfer applications, exhibition or the job search. Students must purchase film, paper and other supplies. Studio: 6 hours per week

**Prerequisites:** Completion of ART\* 242

**Offered:** Fall, Spring

### **ART\* 287: Visual Fine Arts Professional Practices**

3 Credits

This course is a practical guide for students who want to transfer to a baccalaureate institution or pursue a career in the Visual Fine Arts. Students will work to develop a portfolio suitable for transfer or career, write an artist's statement, write a resume, make digital slides, and discuss the transfer application process as well as grant and exhibition possibilities. Class discussions, group critiques, guest lectures and presentations, and field trips will be part of the curriculum. This course is strongly recommended for all Visual Fine Arts majors. Enrollment is limited to VFA majors who have completed at least 30 credits.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **ART\* 292: Cooperative Education**

3 Credits

*(Formerly FA 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their programs of study including corporations, publishing/graphic design firms and newspapers.

**Prerequisites:** 15 completed credit hours in Graphic Design

**Offered:** Fall, Spring

### **FA 163: Fiber Arts I**

3 Credits

*(Formerly FA 163)*

A course in contemporary and traditional means of making art with fibers including weaving, soft sculpture, batik, tapestries, paper making and coiling. Studio: 6 hours per week.

**Prerequisites:** None

**Offered:** Occasionally

### **FA 164: Fiber Arts II**

3 Credits

*(Formerly FA 164)*

A course in contemporary and traditional means of making art with fibers including weaving, soft sculpture, batik, tapestries, paper making and coiling. Studio: 6 hours per week.

**Prerequisites:** None

**Offered:** Occasionally

## **Astronomy**

**AST\* 101: Principles of Astronomy**

3 Credits

*(Formerly ASTR 110)*

This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. Observation sessions will be required. Students who have taken AST\* 111 will not receive credit for this course.

**Prerequisites:** "C" or better in MAT\* 095, or eligibility for MAT\* 138

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

**AST\* 111: Introduction to Astronomy**

4 Credits

An introductory course in classical and modern Astronomy designed to raise the level of student awareness of celestial objects including their history, properties, interrelationships, and impact upon our understanding of the universe. The laboratory portion of the course consists of activities in elementary astronomy designed to reinforce and extend knowledge of selected topics covered in the lecture portion of the course. Student who have taken AST\* 101 will not receive credit for this course. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** "C" or higher in MAT\* 095, or eligibility for MAT\* 138

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

**Biology****BIO\* 105: Introduction to Biology**

4 Credits

*(Formerly BIO 100)*

This course is a study of the fundamental principles of biology as they relate to current issues. It may be used to fulfill the general education natural and physical science requirement, and is recommended for students who do not need a full year of laboratory biology. No dissection is required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

**BIO\* 109: Principles of Biotechnology**

3 Credits

During the semester students will be introduced to key elements in the exciting and rapidly advancing field of biotechnology. The course will provide students with a brief historical context, the basic scientific knowledge needed to understand biotechnology, a survey of current and future applications of the technology and a candid examination of the pros and cons, promises and dangers of the technology.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

**BIO\* 111: Introduction to Nutrition**

3 Credits

*(Formerly BIO 114)*

An introduction to the study of human nutrition with emphasis on the scientific bases of facts and controversies surrounding issues of foods and diets will be taught. Not open to students who have completed BIO\* 112.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**BIO\* 115: Human Biology**

4 Credits

*(Formerly BIO 112)*

This course is an introduction to the structure and function of the human body. Various organ systems will be discussed with an emphasis on how they maintain homeostasis. The lab will include some dissection. Students who have passed a higher level human anatomy and physiology course will not receive credit for this course. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **BIO\* 120: Immunity and Human Disease**

3 Credits

This course will examine diseases caused by the homeostatic imbalance of the Immune System and its effects. What happens when the system in our body designed to protect us, turns on us? What happens when this defense system is over protective or not protective enough? Diseases of the Human Body will explore the normal functions of the Immune System and some of the problems that can result when it's not operating effectively. Diseases such as Lupus, Type II Diabetes, Rheumatoid Arthritis and HIV/AIDS will be explored.

**Prerequisites:** "C" or better in ENG\* 101 or concurrent

**Offered:** Summer

### **BIO\* 121: General Biology I**

4 Credits

*(Formerly BIO 101)*

This course is a study of the fundamental principles of biology concerning the structure and function of cells, heredity, and biotechnology. Recommended for LAS students, especially those who will be pursuing science-related careers. No dissection is required. Students who have not had a high school biology course, or who had one more than 5 years ago, should strongly consider enrolling in BIO\* 105. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** ENG\* 101 with a grade of "C" or better (or may be taken concurrently) and MAT\* 095 with a grade of "C" or better.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **BIO\* 122: General Biology II**

4 Credits

*(Formerly BIO 102)*

This course is a study of unicellular and multicellular organisms and their evolutionary relationships. Both plants and animals are discussed. Some dissection is required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** BIO\* 121 with a grade "C" or better.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **BIO\* 153: Survey of Botany**

3 Credits

This course will explore basic botanical principles by having students "learning in community". Students will learn basic botany while concurrently enrolled in a designated ART course, Botanical Drawing, that teaches them to accurately and artistically portray the cells, tissues, organs and structures of various plants. Students will construct a detailed portfolio of the plants and structures studied and be assessed on botanical accuracy as well as artistic interpretation.

**Prerequisites:** ENG\* 101

**Offered:** Occasionally

### **BIO\* 159: Introduction to Aquaculture**

3 Credits

Aquaculture, the controlled cultivation and harvest of aquatic animals and plants, is a rapidly growing industry that has the potential to reduce the significant environmental impact of global food production. This class will examine the economic, social and environmental sustainability of the aquaculture industry and provide students with scientific knowledge and technical skills essential to aquaculturists and informed consumers alike.

**Prerequisites:** Eligibility for ENG\* 101 and completion of MAT\* 095 with 'C' or better

**Offered:** Occasionally

### **BIO\* 159L: Introduction to Aquaculture Lab**

1 Credits

This lab course will provide hands on exposure to the physical, chemical, and biological components of aquaculture systems. Students will participate in lab activities and to study hydrodynamics, water chemistry, and fish biology. This course includes field trips to research facilities and commercial aquaculture sites. The lecture based Introduction to Aquaculture (BIO 159) may be taken concurrently.

**Prerequisites:** Concurrent enrollment in BIO\* 159 or permission of instructor

**Offered:** Occasionally

### **BIO\* 173: Introduction to Ecology**

4 Credits

This course is a one semester introduction to ecological principles focusing on the factors that influence the distribution and abundance of organisms. This includes a survey of the interactions of organisms with each other and with the physical environment. These interactions will be studied in the context of evolutionary history and biodiversity. Population, community, and ecosystem level ecology will be examined, especially in light of man's influence on nature. This course is designed for both environmental science majors and non-majors. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **BIO\* 210: Nutrition and Human Development: Nutrition through the Life Cycle**

3 Credits

This course will look at the nutritional needs and consequences of nutritional deficiencies throughout the life cycle: preconception, pregnancy, lactation, infancy, childhood, adolescence, adulthood, and aging. Maternal and child public health issues will also be discussed. This course will be useful for students interested in transferring into a nutrition program at a 4 year college or university.

**Prerequisites:** BIO\* 111 Intro to Nutrition

**Offered:** Fall, Spring

### **BIO\* 211: Anatomy and Physiology I**

4 Credits

*(Formerly BIO 152)*

The anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems are discussed and explored including the appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** BIO\* 121, or BIO\* 115, or CHE\* 111, and eligibility for ENG\* 101.

**Offered:** Summer

### **BIO\* 212: Anatomy and Physiology II**

4 Credits

*(Formerly BIO 153)*

The anatomy and physiology of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary and reproductive organ systems are discussed and explored including appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Completion of BIO\* 211 with a grade of C or higher

**Offered:** Fall, Spring, Summer

**BIO\* 218: Understanding Cancer**

3 Credits

Content is designed to provide the student the fundamentals of cancer biology and cancer treatment. The management of neoplastic disease will be examined and evaluated including epidemiology, etiology, prevention, detection, diagnosis, patient condition, treatment and prognosis.

**Prerequisites:** Eligibility for ENG\* 101; and completion of BIO\* 105 or BIO\* 115 or BIO\* 121 with a grade of 'C' or better

**Offered:** Fall

**BIO\* 220: Biochemistry**

4 Credits

This intermediate level course focuses on the chemistry and metabolism of carbohydrates, lipids, and amino acids. The structure and function of proteins and enzymes will also be discussed. Concepts are discussed in the context of diseases to further understand how biochemical processes are relevant to human life.

**Prerequisites:** Completion of BIO\* 121 with grade of 'C' or better and CHE\* 122 with grade of 'C' or better

**Offered:** Occasionally

**Cross listed as:** CHE\* 220

**BIO\* 235: Microbiology**

4 Credits

*(Formerly BIO 141)*

This course is designed to provide students with an introduction to microbiology. Students will learn the fundamentals of microbiology, survey the world of microbial organisms, and study the interactions between microbes, their hosts, and their effects on the environment. There will also be laboratory exercises each week that will teach the basics of handling, culturing, and identifying microbes

**Prerequisites:** BIO\* 105, BIO\* 115, BIO\* 121 or BIO\* 211, and CHE\* 111 or higher, and ENG\* 101 with a grade of "C" or better in all prerequisites.

**Offered:** Fall, Spring, Summer

**BIO\* 260: Principles of Genetics**

3 Credits

*(Formerly BIO 260)*

This intermediate level course is designed to extend the understanding of college level biology students to encompass an understanding of heredity and of the hereditary material with particular attention to current theories.

**Prerequisites:** BIO\* 121 and MAT\* 095 with a grade C or better.

**Offered:** Fall, Spring

**BIO\* 262: Modern Genetics**

4 Credits

An intermediate level course that will build on the understanding of heredity and genetic science that was studied in general biology I. Topics covered in the course include both classical genetics and molecular genetics with an emphasis on the most current advances in genetic science. This course includes a genetics laboratory experience where students will explore activities that demonstrate basic genetic concepts as well as performing advanced protocols used in modern genetics research labs.

**Prerequisites:** BIO\* 121, CHE\* 111 or higher and MAT\* 138 with a C or higher in all prerequisite courses.

**Offered:** Fall, Spring

**Business, Entrepreneurship****BES\* 218: Entrepreneurship**

3 Credits

*(Formerly BES\* 118)*

This course introduces the student to the fundamentals of entrepreneurship. The students will gain the knowledge and skills necessary to research and begin a small business. Explores opportunity analysis, startup-expenses, forms of business ownership,

site selection, and sources of funding. Students research and compare buying an existing business, starting a new business and franchising. Also review human resources, marketing, management, accounting and legal aspects of business.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Fall, Spring

### **BES\* 219: Management and Growth - Small Business**

3 Credits

This course builds upon the knowledge and skills needed to manage and grow a small business. It emphasizes the fundamentals of management specific to a small business owner. The course will review the financial health of the business. It will explore strategic planning and growth. Case studies will be utilized for insight into both successful and unsuccessful businesses.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Spring

## **Business, Finance**

### **BFN\* 111: Financial Literacy**

3 Credits

*BBG\* 108*

This course will teach students essential decision-making skills they must apply and use to become wise and knowledgeable consumers, savers, investors, users of credit, money managers, citizens, and members of a global workforce and society. This course will use a "hands-on" instructional approach involving techniques such as problem solving, reasoning, simulation, and direct application of the included concepts to the world in which students live. The course is designed to incorporate concepts and skills from mathematics, language arts, social science, applied technology, and character education. (This class may not be used for credit towards program requirements for all business and accounting majors).

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Interdisciplinary Studies**

### **BFN\* 201: Principles of Finance**

3 Credits

A study of the principles and techniques of financial management, covering money and capital markets, financial analysis, working capital management, long term financing, time value of money, risk, leverage, and cost of capital.

**Prerequisites:** Eligibility for ENG\* 101 and completion of ACC\* 117 or ACC\* 118 with a 'C' or better

**Offered:** Fall, Spring

## **Business, General**

### **BBG\* 101: Introduction to Business**

3 Credits

*(Formerly BUS 111)*

This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business.

**Offered:** Fall, Spring, Summer

### **BBG\* 208: Business and Strategic Planning**

3 Credits

*(Formerly BUS 220)*

This course will provide students with a detailed level of understanding of both Business and Strategic Plans. Upon researching and evaluating plans for small businesses, students will prepare a Business Plan, which would be used, for exploring a business opportunity or soliciting funds and a Strategic Plan to ensure the health and direction of a business.

**Prerequisites:** Eligibility for ENG\* 101 and BES\* 218 or permission of the instructor.

**Offered:** Occasionally

**BBG\* 215: Global Business**

3 Credits

*(Formerly BUS 271)*

This course provides students with a foundation for conducting international business and a general understanding of international corporate and government operations. The course will undertake a comprehensive overview of international business designed to provide a global perspective on international trade including topics in: foreign investment, international marketing, the operations of multinational corporations, and government relations.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**BBG\* 216: Business in Developing Nations**

3 Credits

*(Formerly BUS 272)*

This course provides students interested in developing nations or the Third World with a background for conducting business or working for the U.S. government in these nations. Focus on special regions of the world will include: Africa, Latin America, Asia, Eastern Europe and the Middle East.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**BBG\* 234: Legal Environment of Business**

3 Credits

This course introduces the student to the structure of the American legal and regulatory systems and their impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, employment and labor law, agency, and business organizations. The course also examines fiduciary duties and tort and criminal liability.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Fall, Spring, Summer**BBG\* 236: Commercial Law**

3 Credits

Provides a framework for the legal and ethical considerations impacting many basic commercial transactions, and deals with the formation of contracts and the rights and responsibilities of contracting parties. Specific topics included are contract law and the Uniform Commercial Code, including sales and negotiable instruments. Bankruptcy law is also covered.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor**Offered:** Occasionally**Cross listed as:** LGL\* 212**BBG\* 240: Business Ethics**

3 Credits

*(Formerly BUS 215/PHL 115)*

This course will examine the full extent of the relationship between business and ethics: The philosophical foundation for capitalism will be examined as will the application of ethical values and principles to employee/employer interactions.

**Prerequisites:** Students are strongly urged to take PHL\* 101 or the equivalent; or any 100 or 200 level English course to prepare for this course.**Offered:** Occasionally**Cross listed as:** PHL\* 115**BBG\* 260: History of American Business**

3 Credits

*(Formerly BUS 244/HIST 244)*

The goal of the course is to provide students interested in management with an historical, philosophical and economic framework for dealing with a rapidly changing business environment.



**Prerequisites:** Eligibility for ENG\* 093 or concurrently taking ENG\* 096 .

**Offered:** Occasionally

### **BBG\* 295: Co-op Work Experience I**

3 Credits

*(Formerly BUS 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses, financial institutions and governmental agencies.

**Prerequisites:** 15 completed credit hours in Business Administration, Accounting, Computer Information Systems or Marketing programs.

**Offered:** Fall, Spring

## **Business, Management**

### **BMG\* 202: Principles of Management**

3 Credits

*(Formerly BMG 101)*

This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Fall, Spring, Summer

### **BMG\* 204: Managerial Communication**

3 Credits

*(Formerly BUS 214)*

This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports, editing techniques, and the preparation of resumes and cover letters.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Fall, Spring, Summer

### **BMG\* 210: Organizational Behavior**

3 Credits

*(Formerly BUS 240)*

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Fall, Spring, Summer

**Cross listed as:** PSY\* 247

**Fulfills General Education - Knowledge of Interdisciplinary Studies**

## **Business, Marketing**

### **BMK\* 140: Retailing**

3 Credits

*(Formerly BUS 252)*

A study of retailing methods and institutions including analysis of their behavior in a competitive environment.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

**BMK\* 201: Principles of Marketing**

3 Credits

*(Formerly BUS 121)*

This course covers marketing methods and institutions, including analysis and interrelationship of the marketing mix. Application of basic management and marketing strategy planning methods, and performance computations related to marketing efficiency are also covered.

**Prerequisites:** C- or higher in ENG\* 101 and in ACC\* 115 or permission of instructor**Offered:** Fall, Spring, Summer**BMK\* 217: Electronic Commerce**

4 Credits

*(Formerly BUS 250)*

This course will allow students to explore the major opportunities, limitations, and issues of managing business on the Web today. Students will learn what electronic commerce is, how it is being conducted and managed, and its major opportunities, limitations, issues, and risks, taking a managerial orientation and interdisciplinary approach. Real world cases are offered with each chapter to offer an in-depth analysis of topics.

**Prerequisites:** BES\* 218, and CSA\* 115 which may be taken concurrently, or permission of the instructor.**Offered:** Occasionally**BMK\* 220: Sales**

3 Credits

*(Formerly BUS 221)*

This course is an introduction to the principles, methods and techniques of selling, and the application of these principles through individual sales demonstrations.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**BMK\* 241: Principles of Advertising**

3 Credits

*(Formerly BUS 231)*

This course is a study of advertising strategy, tactics and techniques, including media selection, ad preparation, market research methods, and program evaluation.

**Prerequisites:** BMK\* 201 or permission of the instructor.**Offered:** Occasionally**BMK\* 245: Integrated Marketing Communications**

3 Credits

Marketing promotion has changed from an emphasis on advertising, to an understanding and use of an Integrated Marketing Communications (IMC) perspective that reflects strategy and full use of promotional tools to reach target audiences. This course will cover all aspects of IMC, including the five promotional tools: advertising, sales promotion, public relations, direct marketing and personal selling. Students will apply concepts to situations and create an original IMC plan for a client.

**Prerequisites:** ENG\* 101, and BMK\* 201 or BMK\* 220**Offered:** Occasionally**BMK\* 260: Relationship Marketing**

3 Credits

*(Formerly BUS 260)*

The purpose of this course is to give the student a solid foundation in customer service systems. Students will learn concepts and skills necessary to perform effectively in a customer driven service economy. This course will focus on the concepts and applications of communications, strategic planning, teamwork, coaching, and vision building, as well as an introduction to Total Quality Management. This course emphasizes the importance of development and retention of repeat customers and business buyers.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Spring  
**Cross listed as:** HSP\* 238

## Business Office Technology

### **BOT\* 111: Keyboarding for Info Pro I**

3 Credits

*(Formerly BOT 107)*

Students will learn input mastery using keyboarding and word processing software. Using a hands-on instructional approach, students will improve their keying speed and accuracy, learn to prepare standard types of business communications in both printed and electronic forms, and further develop their proofreading skills.

**Prerequisites:** None

**Offered:** Fall, Spring

### **BOT\* 112: Keyboarding for Info Pro II**

3 Credits

*(Formerly BOT 108)*

This course is an intensive review of the keyboard emphasizing further development of speed and accuracy, proofreading techniques, and comprehensive word processing skills. Students will learn the intermediate and advanced features of Microsoft Word.

**Prerequisites:** C- or better in BOT\* 111

**Offered:** Occasionally

### **BOT\* 122: Writing Procedures**

3 Credits

*(Formerly BOT 103)*

Through the review and analysis of writing concepts and grammatical rules, students will gain the necessary skills to produce professional business communications. As a result of their learning, students will be able to write concise, complete, and correct usable office communications and reports.

**Prerequisites:** None

**Offered:** Fall, Spring

### **BOT\* 137: Word Processing Applications**

3 Credits

*(Formerly BOT 124)*

Students will learn the basic skills of Microsoft Word software which can be applied to either a career setting or for one's own personal productivity.

**Prerequisites:** BOT\* 111 or 35 words-per-minute keyboarding skill

**Offered:** Spring

### **BOT\* 164: Office Accounting**

3 Credits

*(Formerly BOT 224)*

Provides students with knowledge of the accounting cycle and procedures for professional offices. Students will also be prepared to handle personal financial management.

**Prerequisites:** None

**Offered:** Fall

### **BOT\* 180: Medical Terminology**

3 Credits

*(Formerly BOT 241)*

Introduction and mastery of medical terminology with understanding of word building systems. Prefixes, suffixes, word roots,

combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. Emphasis on anatomy and physiology of body structure and functions, along with an understanding of signs and symptoms leading to diagnostic and acceptable treatment procedures. BOT Lab or online instruction.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

### **BOT\* 181: Medical Coding I**

3 Credits

*(Formerly BOT 140)*

This course is an in-depth study of Current Procedural Terminology (CPT-4, Level I), and Healthcare Common Procedure Coding System (HCPCS, CPT-4, Level II). Procedures and services will be studied and coded by students using the most to date industry resources. The flow of medical records from physician's office to hospital discharge will be tracked for insurance, risk management and case study purposes. Students will use correct medical coding information in the preparation of medical and insurance records for reimbursement.

**Prerequisites:** BOT\* 180

**Offered:** Spring

### **BOT\* 182: Medical Coding II**

3 Credits

*(Formerly BOT 141)*

This course will provide students with the knowledge and practical skills to properly assign diagnoses codes due to the ICD-10-CM transition (International Classification of Disease, 10<sup>th</sup> revision, Clinical Modification) effective October 1, 2015. A general overview of ICD-9-CM coding guidelines will also be reviewed. Analysis of both systems and the differences between each will allow for comparisons of dual coding systems. Students will learn to effectively understand, analyze, and assign ICD codes in their proper sequence based on coding guidelines and patient documentation.

**Prerequisites:** BOT\* 181

**Offered:** Spring

### **BOT\* 220: Computerized Communication**

3 Credits

This hands-on course will prepare the office support professional to use personal information management applications, such as Microsoft Outlook, and modern office communication tools including presentation/voice recognition software and web conferencing. Some selected topics include how to create and manage email, plan and schedule meetings, appointments and events, and manage contacts and tasks. Students will also explore emerging software to provide techniques for maintaining productivity. Basic keyboarding ability recommended.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall

### **BOT\* 287: Foundations/Management Medical Insurance**

3 Credits

*(Formerly BOT 142)*

This course is designed to enable students to define, explain, and understand the types of health insurance policies, contracts, and guideposts. Comparisons of private insurances, HMOs, federal and state programs and entitlements, as well as completion of insurance forms, and handling/tracking medical information is included. Emphasis will be placed on current healthcare law and medical record confidentiality.

**Prerequisites:** BOT\* 180

**Offered:** Fall, Spring

### **BOT\* 288: Medical Practice Management Software Applications**

3 Credits

This hands-on computer applications course prepares medical administrative professionals to efficiently use practice management software in managing the operational, patient and financial data in medical offices and hospital environments. Software skills covered will include: appointment scheduling, patient registration, procedure posting, electronic payment posting, patient billing

and collections, report generation and file maintenance.

**Prerequisites:** Completion of BOT\* 111 and BOT\* 180

**Offered:** Fall

### **BOT\* 291: Electronic Health Records**

3 Credits

This course provides a comprehensive understanding of the history, theory and functional benefits of Electronic Health Records (EHR). Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into specialized EHR applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security. Skills acquired in this course are relevant and can be applied in today's medical office, clinic, or information services/medical records division(s) of a hospital.

**Prerequisites:** Completion of BOT\* 288 with a C or higher

**Offered:** Spring

### **BOT\* 296: Cooperative/Work Experience**

3 Credits

*(Formerly BOT 270)*

This course provides students with the opportunity to apply classroom theory in an actual work setting related to their program of study.

**Prerequisites:** 12 completed credit hours in the Business Office Technology - Medical Option, A.S. or Business Office Technology - Office Option, A.S. and the completion of BOT\* 251.

**Offered:** Fall, Spring, Summer

## **Computer-Aided Design**

### **CAD\* 110: Introduction to CAD**

3 Credits

*(Formerly CAD 101)*

An introduction to the techniques of generating graphic images with computers, using AutoCAD. Topics include: overview of CAD technology, computer technology, hardware descriptions and requirements, file manipulation and management, two-dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawing including tolerance studies.

**Prerequisites:** None

**Offered:** Fall, Spring, Summer

### **CAD\* 218: CAD 3d Mechanical (AutoCAD)**

3 Credits

*(Formerly CAD 102)*

A continuation course in industrial drafting concepts using a CAD system, specifically oriented towards three-dimensional design of manufactured parts using AutoCAD.

**Prerequisites:** CAD\* 110

**Offered:** Fall, Spring

### **CAD\* 220: Parametric Design (Solidworks)**

3 Credits

Introduction to computer-based design using SolidWorks® parametric 3D CAD software. The course focuses on Parametric Modeling and topics include: Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate.

**Prerequisites:** CAD\* 110

**Offered:** Spring, Summer

**CAD\* 221: Advanced Parametric Design (Solidworks)**

3 Credits

This course will build on the Solidworks-based parametric CAD knowledge gained from CAD\*220 and explore advanced topics such as multibody solids (including free-form), advanced sweeping, advanced lofting, building and developing sheet metal parts, weldments and welded structures, motion techniques, advanced assembly, and introductory solid part evaluation and simulation analysis. There will also be a coverage of preparation for the CSWP (Certified Solidworks Professional) exam.

**Prerequisites:** CAD\* 220**Offered:** Occasionally**CAD\* 230: Parametric 3D CAD using NX**

3 Credits

This course introduces basic Siemens NX® parametric based solid modeling techniques. Exercises and projects include creating and editing solid models using primitive features, form features and sketches. The course also covers bidirectional associative nature of the software to demonstrate modifications made in the model to be reflected in the orthographic and auxiliary drawing views and vice versa.

**Prerequisites:** CAD\* 110 or CAD\* 220 or permission of instructor**Offered:** Fall, Spring**CAD\* 271: CAD Solids Mechanical Pro/ENGINEER**

3 Credits

*(Formerly CAD 105)*

An introduction to parametric design utilizing the Pro/ENGINEER software technology. 3D objects are made and orthographic drawings are created.

**Prerequisites:** CAD\* 218 or permission of instructor**Offered:** Occasionally

## Chemistry

**CHE\* 111: Concepts of Chemistry**

4 Credits

*(Formerly CHEM 110)*

A brief survey of atomic structure, chemical bonding, stoichiometry, periodicity, properties of gases, solutions, acid-base theory and an introduction to kinetics and equilibria will be taught. This is a one-semester course in general chemistry. Strongly recommended for students with no prior chemistry experience. Scientific calculator required. Class meets for 6 hours per week for integrated lecture and laboratory.

**Prerequisites:** MAT\* 095 or math placement test. Students who have passed a higher level chemistry class will not receive credit for this course.**Offered:** Fall, Spring, Summer**Fulfills General Education - Knowledge of Physical & Natural Sciences****CHE\* 121: General Chemistry I**

4 Credits

*(Formerly CHEM 111)*

The principles of chemistry, including atomic structure, periodicity, stoichiometry, reactions in solution, thermo-chemistry, chemical bonding, molecular structure and geometry, and properties of gases, will be taught. Students with no prior chemistry experience should strongly consider enrolling in CHE\* 111 first. Scientific calculator required. Class: 3 hours per week.

Laboratory: 3 hours per week.

**Prerequisites:** MAT\* 137 or MAT\* 138 or higher with a C- or better, eligibility for ENG\* 101, and either high school chemistry or CHE\* 111**Offered:** Fall, Spring, Summer**Fulfills General Education - Knowledge of Physical & Natural Sciences**

**CHE\* 122: General Chemistry II**

4 Credits

*(Formerly CHEM 112)*

A continuation of the principles of chemistry, including intermolecular forces, properties of liquids and solids, physical properties of solutions, chemical kinetics, general chemical equilibria, acid-base theory and equilibria, solubility equilibria, electrochemistry and coordination compounds. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** CHE\* 121 with a C- or better and MAT\* 172. (MAT\*172 may be taken concurrently.)

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

**CHE\* 210: Introduction to Organic Chemistry**

4 Credits

*(Formerly CHEM 201)*

The principles of organic chemistry, emphasizing functional groups, molecular structure, nomenclature, and organic reactions; synthetic logic and basic methods of organic analysis will be included. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** CHE\* 122 with a C- or better

**Offered:** Spring

**CHE\* 211: Organic Chemistry I**

4 Credits

*(Formerly CHEM 211)*

A study of the structure, properties, reactions, and nomenclature of aliphatic hydrocarbons and their derivatives, including alkyl halides, alcohols and ethers. Emphasis will be given to mechanisms, stereochemistry, and synthetic considerations. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** CHE\* 122 with a C- or better

**Offered:** Fall

**CHE\* 212: Organic Chemistry II**

4 Credits

*(Formerly CHEM 212)*

A study of the structure, properties, reactions, and nomenclature of aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, amines, addition and condensation polymers, and biochemical molecules. Additional topics will include the role and use of spectroscopy, reactions involving carbanions, and alpha-beta unsaturated compounds. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** CHE\* 211 with a C- or better

**Offered:** Spring

**CHE\* 220: Biochemistry**

4 Credits

This intermediate level course focuses on the chemistry and metabolism of carbohydrates, lipids, and amino acids. The structure and function of proteins and enzymes will also be discussed. Concepts are discussed in the context of diseases to further understand how biochemical processes are relevant to human life.

**Prerequisites:** Completion of BIO\* 121 and CHE\* 122 with grade of C or higher

**Offered:** Occasionally

**Communication****COM\* 100: Introduction to Communication**

3 Credits

Communication is fundamental to human social life. In this introductory course to the discipline, students will learn about a broad range of theories and processes of communication, examining communication as a cultural practice that shapes meaning of

peoples' beliefs, attitudes, values, and practices across situations.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Humanities**

### **COM\* 101: Introduction to Mass Communication**

3 Credits

*(Formerly COMM 208)*

This course is a survey of the American mass media and communication. Lectures and discussions will focus on the various print and electronic mass media industries, and the impact of mass communication on our society. The course is designed as an introductory course for those students who plan to major in communication and for those who want to be informed about the development of the influence of modern mass media.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Humanities**

### **COM\* 108: Contemporary Issues in Media**

3 Credits

The purpose of this course is to enable students to develop their media literacy as news consumers. Through examination of the significant issues in the American media, students will learn how to "read" the news beyond simply digesting the words. For the informed citizen as well as the future journalist, the course will provide an ethical framework for understanding and gathering the news.

**Prerequisites:** None

**Offered:** Occasionally

### **COM\* 113: Social Media in Contemporary Society**

3 Credits

Interpersonal relationships and community have traditionally been conceptualized as created through face-to-face interaction. However, with the advent and proliferation of new communication technologies, interpersonal relationships and communities have taken on a new face and form, transcending space and time, challenging our definitions and perceptions of what "relationships" and "community" are and can be. In this course, we will examine theories and concepts pertaining to interpersonal relationships and community, literature that applies these to new technologies, as well as literature that offers new findings and theories on the interfaces between them. We will also critically examine the role that new technologies are having on our thought processes, education, civic and social life.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **COM\* 121: Journalism I**

3 Credits

*(Formerly COMM 222)*

This course covers news gathering and reporting within the context of news criteria. Interviewing, ethics and law are introduced.

**Prerequisites:** ENG\* 101 with a grade of C+ or better.

**Offered:** Fall, Spring

### **COM\* 131: Audio Production**

3 Credits

This course is an introduction to the art, practice, theory, and best practices of audio production. Students will apply audio production theories to hands-on production techniques and digital editing. Copywriting, mic usage, vocal performance, and digital audio production software will be covered.

**Offered:** Fall, Spring

### **COM\* 141: Television Production**



3 Credits

The fundamentals of television production are presented in this lab course in the College's TV studio. Scripting, camera set-ups, how to work with talent, and the control room side of TV production are topics that will be covered.

**Prerequisites:** None

**Offered:** Fall

### **COM\* 145: Sports on Television**

3 Credits

Sports on Television will look at the role, scope and current status of sports on American television. It will cover the processes and people involved in the decisions that affect the programming and production of sports television. The economic and cultural impact of sports on television will also be studied.

**Prerequisites:** None

**Offered:** Fall, Spring

### **COM\* 154: Film Study and Appreciation**

3 Credits

*(Formerly COMM 171)*

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Cross listed as:** ART\* 206

**Fulfills General Education - Knowledge of The Arts**

### **COM\* 166: Video Filmmaking**

3 Credits

*(Formerly COMM 176)*

A creative workshop in which students will work in groups and make their own movies. Students work with video camcorders and editors. Students will learn scripting, shooting, editing and audio production techniques.

**Prerequisites:** None

**Offered:** Fall, Spring

### **COM\* 172: Interpersonal Communication**

3 Credits

*(Formerly COMM 220)*

The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships.

**Prerequisites:** ENG\* 101

**Offered:** Spring

**Fulfills General Education - Knowledge of Humanities**

### **COM\* 173: Public Speaking**

3 Credits

*(Formerly COMM 213)*

This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Humanities**

**COM\* 173H: Honors Public Speaking**

3 Credits

This course in public speaking will involve the development of individual oral communication skills through persuasive, informative and epideictic (ceremonial) speeches, and will also emphasize the importance of public speaking in a democratic society. Since ancient Greek and Roman times, public speaking has been taught both as the foundation of a liberal education and as an essential skill of democratic leadership. While standard sections of COM\* 173 focus on general public speaking skills, in this Honors section of COM\* 173 students will be asked to also analyze the speeches of historical and contemporary speakers in order to develop a greater appreciation of the importance of public speaking in professional, personal and civic life. Students taking this course should have at least some familiarity with public speaking, but extensive experience is not required. Students who are eligible for ENG\* 101 and who welcome an increased level of challenge should sign up for this Honors section.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Fall, Spring**COM\* 177: Broadcast Performance**

3 Credits

*(Formerly COMM 206)*

The rudiments of broadcast announcing in a studio setting: clear speech, presence, projection and intimacy will be discussed. This course will cover radio announcing. Proper commercial/PSA preparation and broadcast delivery of the commercial/PSA are stressed through classroom and on-microphone exercises, including development, enunciation, pronunciation, interpretation, integration, and pacing. Students are critiqued on an individual basis, following the evaluation of laboratory projects.

**Prerequisites:** None**Offered:** Fall, Spring**COM\* 201: Introduction to Public Relations**

3 Credits

*(Formerly COMM 201)*

A comprehensive survey of public relations principles and practices: fact-finding, planning and programming, action and communication, evaluation. This course covers relationships between organizations and their publics, and the effective use of media. Students will plan a complete public relations program.

**Prerequisites:** ENG\* 101**Offered:** Fall**COM\* 202: Intercultural Communication**

3 Credits

An introduction to the field of intercultural communication. This course studies how culture and communication interact. This course is designed to increase awareness of the cultural self and to help develop greater competence in communicating across cultural lines. Cultural privilege and power will be explored, as well as processes for mediating intercultural conflict. Finally, the course will examine models of how people learn cultural identity and develop intercultural sensitivity. Throughout the course, examples will be drawn from cultures of Europe, Asia, Africa, the Middle East and the Americas to help the student gain a global understanding of the issues involved in intercultural communication.

**Prerequisites:** Eligibility for ENG\* 101**COM\* 206: Family Communication I**

3 Credits

Communication as it functions in family systems. Students will focus on identifying, describing and analyzing patterns of communication, the development of communication norms, the role the family system plays in the organization of society.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**COM\* 209: Gender and Communication**

3 Credits

*(Formerly COMM 222)*

Gender and Communication is a course dealing with issues of language, speech and perception as they relate to gender. Students become familiar with the various theoretical approaches to gender and their implications for the study of communication. They explore how women and men approach same and opposite sex interactions and relationships in personal, social and professional contexts.

**Prerequisites:** ENG\* 101

**Offered:** Occasionally

### **COM\* 210: Environmental Communication**

3 Credits

While many of us think of the "environment" as something physical in the world around us, and somehow related to "nature", our understanding of the environment is to some extent mediated by the way we communicate about it. In this course we will explore questions like, "how does the way we communicate about the environment influence the way we act in that environment? What is the role of communication in creating a better place to live? How is communication involved in our sense of place, our sense of home, and the wilderness 'out there'?" We'll look at pop culture representations of the environment and ask about the consequences of those messages. We'll also explore some big ideas like communicating about climate change, and look at some more local issues like how groups make decisions about the use of local environmental resources.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **COM\* 211: Screenwriting**

3 Credits

An introduction to the basics of scriptwriting for television and film. The course covers the formatting of scripts for both television and film as well as market considerations. Elements of storytelling including characterization and plotting will be emphasized.

**Prerequisites:** C or higher in ENG\* 101

**Offered:** Fall, Spring

### **COM\* 229: Creative Writing, Non Fiction.**

3 Credits

*(Formerly COMM 282)*

This course covers: Types of features considered most in demand such as profile, travel, health and consumer issues. It also introduces students to the freelance market.

**Prerequisites:** Completion of ENG\* 101 with a grade of C or better, or permission of the instructor.

**Offered:** Spring

**Cross listed as:** ENG\* 280

### **COM\* 255: Topics in Film**

3 Credits

This course will examine a specific topic in film and film making from an historical and artistic perspective. Topics that may be covered include examining the work of an influential director or a specific film genre or artistic movement.

**Prerequisites:** Completion of ENG\* 101

**Offered:** Fall, Spring

### **COM\* 278: Group Communication**

3 Credits

Students will learn about the theory and process of small group communication. The course will examine the creation, development, and functions of small groups. Students will gain experience leading group discussions and analyzing patterns of communication in community-based small group settings.

**Prerequisites:** ENG\* 093 or eligibility for ENG\* 093

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Humanities**

**COM\* 295: Internship I**

3 Credits

*(Formerly COMM 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including TV, radio, and newspaper.

**Prerequisites:** Completed 12 credit hours in any Communication courses.

**Offered:** Fall, Spring, Summer

**COM\* 296: Internship II**

3 Credits

*(Formerly COMM 271)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including TV, radio, and newspaper.

**Prerequisites:** Completed 12 credit hours in Communications program.

**Offered:** Fall, Spring, Summer

**COM\* 298: Independent Study in Advanced Video Filmmaking.**

3 Credits

This course allows students who have taken Video/Filmmaking to pursue an advanced project with a faculty mentor. The student will develop the concept, write the script, and shoot and edit the final video project. Completed projects are generally in the 15-20 minute range.

**Prerequisites:** None

**Offered:** Fall, Spring

## Computer Science

**CSC\* 101: Introduction to Computers**

3 Credits

This transferable course is designed for the learner who wants to strengthen their current computer knowledge and become more proficient with technology. An overview of today's technologies, their importance and how they converge will be discussed. Students will gain an understanding of information literacy along with specific topics including the infrastructure of the Internet, web technologies, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology.

**Prerequisites:** Eligibility for MAT\* 095 and ENG\* 101.

**Offered:** Fall, Winter, Spring, Summer

**Fulfills General Education - Knowledge of Interdisciplinary Studies**

**CSC\* 114: Client-Side Web Development**

3 Credits

This course covers the design, development, and implementation of basic web applications. Topics include HTML, CSS, JavaScript and jQuery. There is a substantial project component for out-of-class work.

**Prerequisites:** CSC\* 127 or CSC\* 124 or EGR\* 230 or CSC\* 125

**Offered:** Fall, Spring

**CSC\* 121: Introduction to Database Design**

3 Credits

An in-depth introduction to information management techniques with emphasis on data modeling and relational database design. Topics include conceptual data modeling, relational database design and normalization, database query languages, schema integration and integrity constraints, physical database design, and database usability issues. Students will design and implement a database application, working from the E-R modeling stage through to the actual implementation.

**Prerequisites:** CSC\* 127 or CSC\* 124 or EGR\* 230 or CSC\* 125

**Offered:** Fall, Spring

**CSC\* 124: Programming Logic and Design with Python**

3 Credits

This is an introductory course in structured programming concepts using Python and assumes no prior programming experience (in any language). Topics include data types, input/output from both the console and data files, arithmetic, comparison and logical operators, selection statements, looping, functions and arrays. This course assumes students are comfortable working with simple algebraic equations. Students should also have basic file and folder management skills on a personal computer.

**Prerequisites:** Eligibility for MAT\* 172.**Offered:** Fall, Spring**CSC\* 127: Java I**

3 Credits

This is a first Computer Programming course. The course emphasizes problem solving and sound programming practices. It introduces simple numerical algorithms, foundations of computer graphics and animation. It uses a modern high-level programming language such as Java. No previous programming experience is necessary. During this course students will learn how to construct algorithms and convert them into computer programs using typical flow control statements and data types, will learn basic object oriented techniques and contrast them with function-oriented techniques, will work with primitive, compound and user-defined data types, will learn how to define functions and pass parameters to them, will use simple console input and output and simple file input and output, and will learn fundamental software engineering testing techniques. The coursework includes a significant amount of homework assignments. 3 credits. Prerequisites: Eligibility for MAT\*186 Precalculus.

**Prerequisites:** Eligibility for MAT\* 186**Offered:** Fall, Spring**CSC\* 128: Java II**

3 Credits

This is a second course in Computer Programming. It emphasizes object-oriented techniques: using and creating classes and objects, inheritance, polymorphism, and Java interfaces. Other topics included models as abstractions of situations, simple simulation techniques, file input and output, introduction to event-driven programming, recursion, elementary searching and sorting techniques. The course uses the programming language Java. A substantial project component is included. Students must plan for sufficient time for out-of-class individual independent work.

**Prerequisites:** CSC\* 127**Offered:** Fall, Spring**CSC\* 295: Cooperative Education/Work Experience**

3 Credits

*(Formerly CIS 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study. For students in the computer programs, this may include positions as system analysts, or staff specialists within a variety of settings.

**Prerequisites:** 15 completed credit hours in a computer program**Offered:** Fall, Spring

## Computer Systems Applications

**CSA\* 105: Introduction to Software Applications**

3 Credits

This hands-on introductory course is designed for students to develop practical software application skills necessary for personal productivity at home, on the job, or in the classroom. Topics will include an overview of the Windows operating system, including file management skills, in addition to word processing, spreadsheet, database and presentation tools. On-line students must have access to Office 2016 or Office 365.

**Prerequisites:** Eligibility for ENG\* 093**Offered:** Fall, Spring, Summer

**CSA\* 135: Spreadsheet Applications**

3 Credits

This course is designed for anyone who wants to learn more about the power of data through spreadsheets and enhance problem solving to prepare you for your business courses, job interviews and for your professional life. Students will be introduced to the features and functionality of the Excel spreadsheet application on every level; from worksheets and workbooks, to quantitative relations, formulas, visual tables and graphs and powerful collaborative tools. This course prepares students for the Microsoft Office Specialist (MOS) Certification core-level Microsoft Excel exam.

**Prerequisites:** Eligibility for MAT\* 109 or higher**Offered:** Spring**CSA\* 145: Database Management**

3 Credits

This course in relational database management covers database concepts and terminology, and hands-on work with tables, queries, forms, and reports. Customization of the queries, forms, subforms, and reports is also included. Students will work with multiple tables and the design of databases.

**Prerequisites:** CSA\* 105 or CSC\* 101**Offered:** Occasionally**CSA\* 205: Advanced Applications**

3 Credits

This hands-on course provides students with the skills and training needed to create and manage complex office documents, spreadsheets, presentations and databases. Upon successful completion students will have mastery skills in computer application tasks that align to the 21st century workplace.

**Prerequisites:** Completion of CSA\* 105 with a C- or higher**Offered:** Spring**CSA\* 246: Introduction to Geographic Information Systems (GIS)**

3 Credits

*(Formerly CIS 246)*

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. We will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments.

**Prerequisites:** GEO\* 101 or GEO\* 111 and proficiency with the Windows operating system.**Offered:** Spring**Cross listed as:** GEO\* 246

## Computer Systems Technology

**CST\* 114: Web Essentials**

3 Credits

This course provides students of all disciplines with the skills needed to become proficient and informed users of the digital and social media tools used in today's dynamic workplace. Students will learn how to navigate through current web applications encompassing emerging social media tools, digital analytics, content management, investigative practices, and security risks and safeguards.

**Prerequisites:** None**Offered:** Spring**CST\* 131: Networking Theory & Application**

4 Credits

This course provides both a theoretical and experimental exploration of the OSI model, focusing on layers 1 - 4 and 7. The physics of copper, wireless and optical transmission media is covered. Connectivity devices covered include NICs, hubs,

switches and routers. Protocols covered include Ethernet, ARP, ICMP, IP, DHCP, TCP/UDP, NetBIOS, DNS, HTTP. Binary math, complex subnetting and supernetting are covered. The lab component consists of using VMware and Wireshark to build and study basic local area networks.

**Prerequisites:** Eligibility for MAT\* 138

**Offered:** Fall, Spring

### **CST\* 132: Networking Infrastructure**

3 Credits

This course will cover advanced infrastructure concepts. Advanced topics in network design, network and routing protocols, security, and troubleshooting as they apply to switch and router configuration will be covered. Students will work with high-end HP and CISCO switches and routers in a hands-on laboratory setting.

**Prerequisites:** CST\* 237 or CST\* 238

**Offered:** Spring

### **CST\* 141: Computer Hardware**

4 Credits

This course will cover the principles of maintaining and troubleshooting personal computer hardware. The course will cover computer hardware, associated peripherals, configuration, optimization, and repair. Students will develop critical thinking and troubleshooting skills through an emphasis on hands-on experience in installing, maintaining and troubleshooting computer hardware.

**Prerequisites:** Successful completion of CST\* 131 Networking Theory & Application.

**Offered:** Spring

### **CST\* 150: Web Design & Development I**

3 Credits

This course is designed to deliver the fundamentals for designing and building web pages. The core technologies of the HTML5 markup language along with an introduction to Cascading Style Sheets (CSS), User Experience, and web multimedia are introduced to help students build navigable, responsive and dynamic web sites. Various stages of effective web page planning and analysis can also be expected. Various browsers are used for this class. Strong file management skills and some knowledge of HTML are helpful.

**Prerequisites:** Any CSC\*, CSA\*, CST\*, or DGA\* 111 course or permission of instructor.

**Offered:** Fall, Spring

### **CST\* 201: Introduction to MIS**

3 Credits

This course provides the background necessary for understanding the importance of information systems in organizations and for using computer tools and technology to solve business problems. Topics include organizational and technical foundations of information systems, business processes and information systems relationships to organizational strategy and competitive advantage, information systems design, fundamental database principles, network systems, business intelligence, information network security management, database, and network systems, e-commerce and business intelligence, and information network security management. Microsoft Applications including; Excel, Access, Visio are used to demonstrate selected topical concepts.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

### **CST\* 205: Project Management**

4 Credits

This course will help the student understand the role of project management, and how to manage client expectations, develop a list of key tasks, assign responsibilities, track progress and prepare progress updates. Additionally, the student will be introduced to PMBOK the Project Life Cycle Methodology process groups; initiating, planning, executing, monitoring and controlling, and closing. Project sponsorship, stakeholders, scope, time, cost, quality and risk management are topics examined during the course. A project management software tool is introduced and utilized within the scope of the class project. Each student, as part of a team, will be responsible for taking an assigned project through its entire life cycle. This course will begin to preparing the student for the Project Management Institute CAPM® Exam and for those with project management experience, the PMP

®Exam.

**Prerequisites:** Completion of ENG\* 101 with a C- or higher

**Offered:** Spring, Summer

### **CST\* 237: SysAdmin I - Client/Server**

4 Credits

This course introduces students to system administration concepts for Microsoft Windows Server and Workstation operating systems, emphasizing hands-on configuration and troubleshooting of multiple networked systems in a VMware based virtual laboratory environment. Wireshark is used to monitor the interaction between systems. Topics include a review of basic networking concepts, OS deployment, OS virtualization, IP configuration, MMC, registry, RAID and disk management, user accounts, IIS, RRAS, Browser Service, terminal services, system security and optimization, and third-party tools.

**Prerequisites:** CST\* 131

**Offered:** Spring

### **CST\* 238: SysAdmin II - Client/Server**

4 Credits

This course continues the study of Microsoft Windows Server and Workstation operating systems, emphasizing hands-on configuration and troubleshooting of multiple networked systems in a VMware based virtual laboratory environment. Wireshark is used to monitor the interaction between systems. Topics include DHCP, NetBIOS, WINS, DNS, Active Directory and Group Policy.

**Prerequisites:** CST\* 237

**Offered:** Fall

### **CST\* 250: Web Design and Development II**

3 Credits

This course is for students who have a solid background in XHTML/HTML5 and CSS, and who want to learn more about the intricacies of creating dynamic websites using advanced stylesheet design concepts (CSS) and client-side programming with Javascript. Building and maintaining an interactive, commercial website on various browser platforms will be covered.

**Prerequisites:** CST\* 150 and CSC\* 124 or CSC\* 125 or CSC\* 205 or EGR\* 230 or permission of instructor.

**Offered:** Fall

## **Criminal Justice**

### **CJS\* 100: Perspectives of Criminal Justice**

3 Credits

This course is designed to provide academic skill development while focusing on topics specific to the criminal justice system. Students will explore learning styles, enhance their reading skills, and continue to develop college writing abilities through the study of various components of the criminal justice system.

**Prerequisites:** Currently eligible for or enrolled in ENG\* 096 , or by permission of the instructor.

**Offered:** Fall, Spring

### **CJS\* 101: Introduction to Criminal Justice**

3 Credits

This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system.

**Prerequisites:** Eligibility for ENG\* 093.

**Offered:** Fall, Spring

### **CJS\* 102: Introduction to Corrections**

3 Credits

*(Formerly CJ 114)*

This course introduces the field of corrections within the Criminal Justice system. Students will examine correctional processes,



operational techniques for managing and changing criminal behavior, correctional programs and alternatives to confinement. History of punishment, confinement, and treatment for adult and juvenile offenders will also be examined.

**Prerequisites:** Eligibility for ENG\* 093.

**Offered:** Fall, Spring

### **CJS\* 103: Introduction to Security**

3 Credits

This course is a review and study of the organizations that require security such as retail operations, medical institutions, educational institutions, financial operations, and others, and of the legal and economic aspects that must be considered in security operations.

**Prerequisites:** Eligibility for ENG\* 093.

**Offered:** Occasionally

### **CJS\* 104: Introduction to Security Methods**

3 Credits

This course is a concise study of the procedures and operations that affect security and guarantee the rights of those involved in any security system.

**Prerequisites:** CJS\* 103

**Offered:** Occasionally

### **CJS\* 105: Introduction to Law Enforcement**

3 Credits

This course examines the history of law enforcement, the work of police officers, and how police organizations operate. The topics of discretion, police sub culture, corruption and the use of force will also be examined. The course will look at law enforcement as a career with various local, state and federal law enforcement agencies.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Occasionally

### **CJS\* 106: Introduction to Homeland Security**

3 Credits

Students will come to understand the history of homeland security as it evolved from the fields of civil defense, emergency preparedness, and traditional intelligence studies. How to provide security against various hazards such as chemical, biological, and cyber attacks will also be covered. The principles and practices of emergency planning and management are emphasized in this course, and the instruction focuses on recent and ongoing efforts at government reorganization and restructuring.

**Prerequisites:** CJS\* 101 and ENG\* 093.

**Offered:** Occasionally

### **CJS\* 120: Police and the Community**

3 Credits

This course is a study of the role of law enforcement in modern society and its relationship with the community. The course examines police-community relations, use of force, crime prevention, risk assessment, community oriented policing, evidence based policing and problem oriented policing. Students will utilize empirical research and scientific analysis in assessing community based problems and making recommendations for reducing points of tension between the police and the public.

**Prerequisites:** Eligibility for ENG\* 093.

**Offered:** Fall, Spring

### **CJS\* 123: Police Patrol Procedures**

3 Credits

*(Formerly CJ 112)*

The history and growth of traffic problems and the development of specialized traffic control methods.

**Prerequisites:** CJS\* 105.

**Offered:** Spring

**CJS\* 125: Motor Vehicle Stops**

1 Credits

*(Formerly CJ 140)*

The academic aspect of this course will provide an in-depth look and discussion of Connecticut motor vehicle laws. The practical aspect of the course will concentrate on suggested police procedures for the stopping and extrication of individuals from their vehicles. Several practicals will focus on the safe extrication of felony suspects as well as investigation of the suspected DWI offender.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 126: Gangs and "Families"**

1 Credits

*(Formerly CJ 141)*

The course will provide the student with an overview of the psychology and sociology behind various gangs around the country. In depth coverage will be given to local gangs' symbolism including their graffiti, styles, tattoo, patches and other markings. Additionally, this course will cover assorted proactive strategies for the police and the community in their attempt to control gang violence/crime.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 127: Identifying and Coping with Domestic Violence and Child Abuse**

1 Credits

This course presents a multidisciplinary approach to the study of intimate partner violence and child abuse. At the conclusion of this course, students will have a basic knowledge of the dynamics and consequences of child abuse and intimate partner violence and the community, social service, criminal justice, and current policy responses.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 128: Survey of Drugs of Abuse**

1 Credits

*(Formerly CJ 143)*

The course will consist of an overview of drugs of abuse with regards to identification, effects on the body, mind and behavior. Class will include didactic presentation, video presentation discussion and interactive class presentations.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 129: Management Preservation of the Crime Scene**

1 Credits

In this course students will gain a basic understanding and knowledge of crime scene investigation including the theory and history of crime scene investigation, responsibilities of a crime scene investigator, methods and techniques in the collection and preservation of evidence.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 130: Profiles of the Serial Offender**

1 Credits

*(Formerly CJ 151)*

This course introduces the student to the fundamental principles of violence in American society, namely the nature, existence and causation of violent crime, and the problems and procedures involved in the investigation and apprehension of violent criminals.

**Prerequisites:** None**Offered:** Occasionally

**CJS\* 131: Traumatic Incident Stress Management**

1 Credits

*(Formerly CJ 152)*

The focus of this seminar is the identification, origin and management of personal stress as it relates to public service fields. These sessions will draw upon the day-to-day life experiences and coping mechanisms of individuals working in law enforcement and other public service fields.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 132: Serial Sex Offenders**

1 Credits

*(Formerly CJ 153)*

This course will provide an in-depth look at the psychology, sociology and characteristics of the habitual sex offender. In-depth coverage will be given to the modus operandi of these offenders as well as a discussion concerning the profile of individuals who become their victims.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 133: Police Response to Tactical/Hostile Situations**

1 Credits

This course will provide an overview of law enforcement's role in response to a tactical/hostile situation. Areas covered will include initial response by patrol officers, function of tactical teams, hostage negotiators, and responsibilities of command personnel.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 134: Advanced Studies in Gangs & Cults**

1 Credits

*(Formerly CJ 156)*

The course will provide the student with an overview of the psychology and sociology behind various gangs around the country. In this advanced course the student will be exposed to West Coast gangs' symbolism including their graffiti, styles, tattoo(s), patches and other markings. Additionally this course will cover assorted cult groups identified throughout the country and some of the proactive strategies police and family members use to extricate individuals caught up in cults.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 135: The Death Penalty**

1 Credits

*(Formerly CJ 160)*

This course will introduce students to the death penalty laws of the State of Connecticut, other states, and other countries. This will be accomplished through lecture, group discussion, reading material, video presentation and an expert guest lecturer. There will also be an in-depth discussion concerning present day death penalty cases.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 136: Crime, Criminals and the Media**

1 Credits

*(Formerly CJ 161)*

In this one credit course, the student will look at various aspects of the effect of the media in the criminal realm. This course will also explore the historical events that have led to the contemporary relationship that now exists between the police and the media.

**Prerequisites:** None**Offered:** Occasionally

**CJS\* 137: Test Preparation for Police Candidates**

1 Credits

*(Formerly CJ 162)*

The goals and objectives of this two-day program are to prepare the student to successfully pass the written and oral board phases of police testing. In addition the student will learn about orientation and the human resource component of law enforcement provisions.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 138: Shooting Reconstruction**

1 Credits

Reconstruction of shooting incidents is a critical investigative area for all law enforcement agencies. This course will cover topics such as gunshot residue and distance determination, scene investigation and the search of physical evidence, determination of bullet trajectory, bloodspatter patterns, DRUGFIRE, and glass examination. Hands-on techniques will be emphasized.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 144: Policing Techniques**

1 Credits

*(Formerly CJ 144)*

This course will help to identify the social science, theoretical and historical roots of community policing and will clarify the concept in both organizational and philosophical terms. Research relative to the successes and failures of community policing will be studied as well as various programs that fall under the community policing rubric.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 145: Interviewing and Interrogation**

1 Credits

*(Formerly CJ 157)*

This course will present the determination of when interviewing or interrogation should be used. The use of interviewing methods including the how, what and why of each will be discussed.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 148: Trace Evidence**

1 Credits

This course will discuss through lecture and multimedia the subject of forensic trace evidence. Trace evidence encompasses numerous topics such as; gunshot residue, fibers, hairs, glass, soil, paint and how these materials may play a vital role in criminal investigation. The recognition, collection, identification, and instrumental analysis of trace evidence are critical to law enforcement personnel, forensic scientists and the legal community. These areas will be discussed and explored through this class.

**Prerequisites:** None**Offered:** Occasionally**CJS\* 157: Homeland Security and Domestic Preparedness**

1 Credits

This course is designed to provide the students with the understanding and background in the field of terrorism and homeland security. Students will identify different terror organizations both domestic and international and focus on prevention of future terrorist incidents.

**Prerequisites:** None**Offered:** Occasionally

**CJS\* 160: Introduction to Emergency Management**

3 Credits

This course is designed to provide the students with a comprehensive foundation on the background, components, and systems involved in the management of disasters and other emergencies that are handled by Emergency Managers, Police, Fire, and EMS.

**Prerequisites:** CJS\* 101 or CJS\* 105

**Offered:** Occasionally

**CJS\* 171: Safety and Fire protection Management**

3 Credits

*(Formerly CJ 131)*

The management of safety and fire prevention services and accident prevention programs will be covered.

**Prerequisites:** None

**Offered:** Occasionally

**CJS\* 211: Criminal Law I**

3 Credits

A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This course will enable students to recognize and correctly classify criminal actions as they happen every day in our society.

**Prerequisites:** Completion of ENG\* 101 with a C- or higher and completion of either CJS\* 101 or CJS\* 105

**Offered:** Fall

**CJS\* 212: Criminal Law II**

3 Credits

A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This is not a course specifically addressing Connecticut laws, although they will be discussed in comparison with other state and federal court decisions.

**Prerequisites:** Successful completion of ENG\* 101 with a C- or better and successful completion of CJS\* 211 with a C- or better.

**Offered:** Spring

**CJS\* 213: Evidence & Courtroom Procedure**

3 Credits

The study of the major rules of evidence and the steps necessary to compile a comprehensive and complete courtroom record. Emphasis will be placed on the hearsay rule, confessions, and evidence obtained through search and seizure.

**Prerequisites:** Successful completion of ENG\* 101 with a grade of C- or better and successful completion of CJS\* 101 or CJS\* 105.

**Offered:** Spring

**CJS\* 215: Trial Research and Presentation**

3 Credits

Provides in-depth involvement, academically as well as practically, in various aspects of courtroom experience. The rules of evidence are examined through the study of various legal problems. Ability to analyze facts and legal issues and to develop logical legal arguments is emphasized. Concentration is given to proper courtroom demeanor and advocacy skills.

**Prerequisites:** CJS\* 211

**Offered:** Fall

**Cross listed as:** LGL\*225

**CJS\* 216: Advanced Trial Techniques**

3 Credits

Students in this advanced trial techniques and litigation class will further develop and perfect their skills in the presentation of a legal case in front of a courtroom (judge or jury). The student will learn to go beyond the basic aspects of the courtroom rules and

procedures and will develop a theme of how a case should be presented differently at different times and in front of different audiences. This class is set forth to fine tune the litigation skills of the prospective law student in a legal debate atmosphere. Furthermore, this course will perfect the technique and ability of the student to research, analyze, and use legal case law and evidence to their fullest capacity in order to present the most effective and persuasive case possible in a court of law.

**Prerequisites:** CJS\* 215

**Offered:** Spring

### **CJS\* 220: Criminal Investigation**

3 Credits

This course will address the basic aspects of criminal investigation; present an overview of crimes and their elements; identify the major goals of a criminal investigation; and, discuss various investigative techniques and the criminal investigator's relationship with individuals and other agencies. Instruction topics include: conduct at crime scenes; collection and preservation of evidence; interviews and interrogations; crime scene photography; crime scene sketching; and report writing. Students will also participate in the investigation and analysis of a mock crime scene.

**Prerequisites:** Completion of or concurrent enrollment in ENG\* 101 , and completion of CJS\* 101 or CJS\* 105

**Offered:** Fall

### **CJS\* 221: Arson Investigation**

3 Credits

This course covers a wide range of topics in various disciplines and professions related to fire investigation. The nature and behavior of fire, ignition sources, fire related deaths and arson investigation will be explored. Other investigative topics such as fire modeling, courtroom testimony and report writing will be included.

**Prerequisites:** CJS\* 220

**Offered:** Occasionally

### **CJS\* 222: Computer Investigation Techniques**

3 Credits

This course will provide an overview of computer crime and law enforcement response. This course will discuss electronic evidence, the detection of computer crime, securing, seizing, and examining computer systems. Highly recommended that students have a working knowledge of computers.

**Prerequisites:** None

**Offered:** Occasionally

### **CJS\* 225: Forensic Science I**

3 Credits

This course involves the detailed discussion of types of physical evidence and the analytical processes that are utilized in a forensic science laboratory. In addition this course will enable students to study how forensic scientists along with law enforcement are able to obtain investigative leads in criminal cases. Some travel will be required.

**Prerequisites:** CJS\* 101 or CJS\* 105

**Offered:** Fall

### **CJS\* 226: Forensic Science II**

3 Credits

This course will be devoted to advanced topics within the area of forensic science. Students will discuss advanced methods of crime scene reconstruction and conduct hands on applications of scientific techniques available to law enforcement personnel and forensic scientists. Some travel will be required.

**Prerequisites:** CJS\* 101 or CJS\* 105 and successful completion of CJS\* 225 with a C- or better.

**Offered:** Spring

### **CJS\* 227: Forensic Photography**

3 Credits

Focuses on the practical application of photography to problems of investigation, court identification, proof identification, and

court exhibits. Explores scientific areas of photography as related to crime scene and evidence applications and examines new uses of computer image enhancement. Techniques of locating and identifying evidence also included.

**Prerequisites:** CJS\* 101 or permission of instructor.

**Offered:** Occasionally

### **CJS\* 230: Security Management**

3 Credits

*(Formerly CJ 133)*

The principles of organization, management, budgeting, personnel, records and public relations of a security agency will be covered.

**Prerequisites:** CJS\* 104

**Offered:** Occasionally

### **CJS\* 240: Correctional Administration**

3 Credits

This course examines prison administration, including theories of leadership and management, institutional mission and strategic planning. Students will apply organizational concepts, leadership, and effective administrative approaches to the management of correctional facilities and offender populations. Emphasis will be placed on staff organization and functions, managing security and programs in prison.

**Prerequisites:** CJS\* 101 and successful completion of CJS\* 102 with a C- or better.

**Offered:** Occasionally

### **CJS\* 243: Institutional Treatment of the Offender**

3 Credits

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

**Prerequisites:** CJS\* 101

**Offered:** Occasionally

### **CJS\* 244: Community-Based Corrections**

3 Credits

*(Formerly CJ 202)*

This course introduces students to historical, theoretical and judicial processes in the development of community correctional programs and how they compare with traditional forms of correctional intervention. The emphasis will be on pre-trial diversion, halfway houses, probation, parole, drug, alcohol and self-help programs, recidivism, re-entry and the integration of evidence-based practices.

**Prerequisites:** CJS\* 102 and ENG\* 101

**Offered:** Spring

### **CJS\* 250: Police Organization and Administration**

3 Credits

This course introduces the student to the various aspects of police administration that include, but are not limited to, administrative functions, human resources, public relations, manager-subordinate relations, community interactions, and the theories that reflect management strategies.

**Prerequisites:** CJS\* 101 or CJS\* 105

**Offered:** Spring

### **CJS\* 255: Ethical Issues In Criminal Justice**

3 Credits

This course is designed to provide students with an understanding of the necessity of high standards of ethical and moral behavior

in our justice process. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy and philosophical issues.

**Prerequisites:** Completion of or concurrent enrollment in ENG\* 101

**Offered:** Occasionally

### **CJS\* 272: Social Psychology of Criminal Behavior**

3 Credits

This course will focus on an understanding of the variation of the occurrence of criminal acts and, in particular, an understanding of individual difference in criminal activity and victimology. Topics for exploration include; the demographics of crimes (nationally), theories behind the perpetrators and various theories that may assist in profiling of offenders and their victims (these theories include the biological, psychological, and sociological perspective of what constitutes crime and the criminals).

**Prerequisites:** PSY\* 111 or SOC\* 101 and CJS\* 101

**Offered:** Occasionally

**Cross listed as:** PSY\* 217

### **CJS\* 289: Careers in Criminal Justice**

3 Credits

This course is designed to provide students with an understanding of the various employment opportunities within the criminal justice field, as well as the requirements associated with obtaining different types of criminal justice employment. Topics covered include: how to complete a job search, resume writing, interview skills, ethical decision-making and stress management. Students will learn how to maximize their performances in written, physical agility, oral interview, and background investigations and will also be provided with an overview of the polygraph, psychological, and medical screening phases common to many criminal justice professions. Students will complete mock interview exercises and will be exposed to current professions in the field through guest lectures and job shadow opportunities.

**Prerequisites:** CJS\* 101 or CJS\* 105 (or concurrently taking CJS\* 101 or CJS\* 105)

**Offered:** Fall, Spring

### **CJS\* 293: CJ Cooperative Education/Work Experience**

3 Credits

This course is an academic program that assists students with placement into work experiences that are related to criminal justice. Under the supervision of the college and the employer students work 150 hours in unpaid placements or 300 hours in paid placements to combine virtual classroom learning with work experience. In addition to the work placement, students are required to participate and complete all requirements of the virtual online classroom.

**Prerequisites:** CJS\* 101 and the consent of the program coordinator.

**Offered:** Occasionally

### **CJS\* 294: Contemporary Issues in Criminal Justice**

3 Credits

Contemporary Issues in Criminal Justice is a dynamic course meant to help students think about alternative policing methods. There will be an emphasis on non-traditional practices, organizational methods and policies. Students will examine how to make police systems more effective and how to improve service to communities in a rapidly changing society.

**Prerequisites:** None

**Offered:** Occasionally

## **Deaf Studies**

### **DFS\* 111: Introduction to the Deaf Community**

3 Credits

*(Formerly DS 111)*

This introductory course examines various aspects of the deaf community. It addresses culture, controversies, activities and events in the deaf community. In addition, the course explores the hearing mechanism, hearing disorders and the role of audiological assessment in the deaf community.



**Prerequisites:** None

**Offered:** Fall, Spring

## Dental Assistant

### **DAS\* 123: Chairside Dental Assisting**

4 Credits

This course provides instruction on development of the student as a dental health care professional as well as basic theory related to general and specialty dental procedures. Students will learn the principles of four-handed dentistry and, during lab, develop chairside assisting skills.

**Prerequisites:** Acceptance into the Dental Assistant Program

**Offered:** Fall

### **DAS\* 131: Oral Anatomy and Pathophysiology**

3 Credits

This course combines basic oral anatomy with oral pathology. Students will learn the basic anatomy of the oral cavity and the bones of head and face. Additionally, students will be introduced to oral pathology including developmental anomalies and pathological lesions.

**Prerequisites:** Acceptance into the Dental Assistant Program

**Offered:** Fall

### **DAS\* 132: Dental Materials**

4 Credits

This course will provide students with the knowledge and skills necessary to safely manipulate dental materials in the clinical and laboratory settings. Skills necessary for the manipulation of dental materials will be developed during lab sessions.

**Prerequisites:** DAS\* 123, DAS\* 131, and DAS\* 136 all with a "C" or better

**Offered:** Spring

### **DAS\* 133: Dental Radiography I**

4 Credits

This course will prepare students for the Dental Assisting National Board Radiation Health and Safety Exam through exposure to the topics of radiation production, hazards and safety, radiation control factors, exposure and processing techniques, exposure and processing errors, and extraoral radiographs. All exposure skills will be developed to the level of clinical competency during lab sessions.

**Prerequisites:** Completion of DAS\* 123, DAS\* 131, and DAS\* 136 with a "C" or better

**Offered:** Spring

### **DAS\* 134: Oral Health Promotion**

1 Credits

This course will provide students with the theory of preventive dentistry including preventive procedures, oral hygiene instruction, and nutrition as it relates to oral health.

**Prerequisites:** DAS\* 123, DAS\* 131, and DAS\* 136 with a "C" or better

**Offered:** Spring

### **DAS\* 135: Dental Practice Management**

2 Credits

This course will introduce students to dental office front desk duties such as scheduling appointments, answering the telephone, accounts receivable/payable, processing dental insurance claims, records management and inventory control.

**Prerequisites:** DAS\* 132, DAS\* 133, and DAS\* 134 all with a "C" or better

**Offered:** Summer

**DAS\* 136: Infection Control in Dentistry**

1 Credits

This course will familiarize students with their role as a preventer of disease transmission in the clinical setting. Theory will involve diseases of concern in dentistry, modes of disease transmission, and prevention of disease transmission through personal protection, disinfection and sterilization. Focus will be on standards/ guidelines as established by OSHA, CDC, and the ADA. Application of infection control skills will take place during labs for Chairside Dental Assisting, Dental Materials, and Dental Radiography.

**Prerequisites:** Acceptance into the Dental Assistant Program**Offered:** Fall**DAS\* 143: Dental Radiography II**

2 Credits

This course will prepare students for the Dental Assisting National Board Radiation Health and Safety Exam. Students will develop competencies in radiation exposure techniques using digital dental radiography in compliance with federal and state regulations.

**Prerequisites:** Completion of DAS\* 131 , DAS\* 133 and DAS\* 136 with grade of C or higher**Offered:** Spring**DAS\* 200: Dental Assistant Clinical Practicum I**

2 Credits

This clinical practicum allows the students to apply and improve upon the dental assisting skills learned in Chairside Dental Assisting, Dental Materials, and Dental Radiography.

**Prerequisites:** DAS\* 132, DAS\* 133, and DAS\* 134 all with a "C" or better**Offered:** Spring**DAS\* 201: Dental Assistant Practicum II**

1 Credits

This clinical practicum allows the students to apply and improve upon the dental assisting skills learned in Chairside Dental Assisting, Dental Materials, and Dental Radiography.

**Prerequisites:** Completion of DAS\* 132 , DAS\* 133 and DAS\* 134 with grade C or higher**Offered:** Summer

## Digital Arts

**DGA\* 109: Introduction to Games**

3 Credits

An introduction to the history of games, terminology, and principles of game design and development. Students will learn to analyze, design, prototype and document a variety of games.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Fall, Spring**Fulfills General Education - Knowledge of The Arts****DGA\* 111: Introduction to Computer Graphics**

3 Credits

*(Formerly FA 210)*

This foundation course is an introduction to creating digital art using industry standard software and hardware tools. Students are introduced to image manipulation, vector design, and 3D visualization.

**Prerequisites:** None**Offered:** Fall, Spring**Fulfills General Education - Knowledge of The Arts****DGA\* 113: Drawing for Animation & Games**

3 Credits

This course will introduce students to basic drawing concepts, tools and techniques with a focus on drawing/drafting for animated characters and scenes for use in animated presentations and computer-based gaming. Techniques in line work, linear perspective, volumetric shading and color theory will combine with basic anatomy and caricature styles. The course will include traditional drawing and digital technology. Studio: 6 hours per week.

**Prerequisites:** None

**Offered:** Fall, Spring

### **DGA\* 212: Advanced Computer Graphics**

3 Credits

*(Formerly FA 211)*

This course is a continuation of computer imaging skills developed in DGA\* 111 but with an emphasis on creating and executing design projects on the computer. The course includes instruction in advanced software such as Adobe Illustrator and Adobe Photoshop as well as such topics as image scanning, memory management and color outputting. Studio: 6 hours per week.

**Prerequisites:** DGA\* 111 or COM\* 213 or permission of instructor.

**Offered:** Fall, Spring

### **DGA\* 220: Visual Storytelling & Sequential Art**

3 Credits

This course explores visual narrative theories and techniques. Students become familiar with the discipline of sequential art and the various standard tools and techniques involved for composition, panel design and working with scripts to develop for film, games, comics, television and interactive design. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 113 or ART\* 111

**Offered:** Fall, Spring

### **DGA\* 224: Digital Painting**

3 Credits

This course will focus on the utilization of digital software and hardware to design and develop original creative illustrations for films, games, literature, and artistic expression. Students will learn lighting and form rendering, advanced color theory, various techniques in composition, and the design and development process for professional output and presentation. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 113 or ART\* 111

**Offered:** Fall, Spring

### **DGA\* 240: Web Page Design: UX**

3 Credits

*(Formerly MM 245)*

This course will introduce students to the fundamentals of planning, designing, producing and posting web pages and sites for the Internet. Students will take the basics of HTML, Cascading Style Sheets (CSS) learned in the prerequisite and incorporate digital image creation skills and manipulation to create aesthetically pleasing sites. Emphasis will be on site design and management, aesthetics, page development and construction. The use of the User Experience (UX) design process for the planning and development of sites for mobile devices are also covered. Class: 6 hours per week.

**Prerequisites:** CST\* 150

**Offered:** Fall, Spring

### **DGA\* 258: User Experience Design**

3 Credits

This course will explore user needs in relation to designed interfaces. Students will be introduced to the world of user-centered design. Various usability aspects of interaction will be examined to give a broad overview of critical topics within cultural requirements of interfaces and interface design and content management systems. Students will collaborate to develop an

interaction model using the foundations of usability and interaction within the context of social media. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 111

**Offered:** Fall

### **DGA\* 259: Interface Design**

3 Credits

Students will develop an understanding of interaction design principles and how those principles are embodied in prototypes. The first half of the course will cover the history of interaction design, universal design principles, patterns, design constraints, metaphor, affordances, aesthetics that affect interaction, visual design considerations, human-computer dialog, and time-based design. Through lecture and hands on exercises, students will be introduced to the processes, technologies, and environment of mobile applications. Students will learn a structured approach to creating interface designs. In this course, students will gain hands-on experience in creating prototypes for software and web sites using both paper prototyping techniques and software tools. This course focuses on mobile media and interactivity. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 111

**Offered:** Spring

### **DGA\* 263: Animation Foundation**

3 Credits

This foundation course is an introduction to the classic 12 principles of animation focusing on traditional production techniques in a digital format. Students learn how to apply core animation principles through classic animation exercises. Principles of timing, arcs, silhouette, anticipation and follow through are manipulated to visually convey weight, force and emotion to bring otherwise inanimate objects to life. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 111

**Offered:** Fall, Spring

### **DGA\* 267: 2D Animation**

3 Credits

*(Formerly DGA 261)*

An introduction to 2D animation and 2D rigging techniques using digital tools. Techniques include key framing, timing, walk cycles, 2d animation rigs/skeletons, forward and inverse kinematics. These concepts will be taught using industry standard 2D software that will enable students to effectively create appealing objects, scenes and characters.

**Prerequisites:** DGA\* 263

**Offered:** Fall, Spring

### **DGA\* 271: 3-D Computer Modeling**

3 Credits

*(Formerly MM 201)*

This course is an introduction to designing and developing three-dimensional objects in a virtual space. Students learn how to create polygonal 3D models using industry standard modeling tools as they explore the basics of materials, lighting, texture mapping and rendering. Class: 6 hours per week.

**Prerequisites:** DGA\* 111

**Offered:** Fall, Spring

### **DGA\* 273: 3D Materials, Textures & Lighting**

3 Credits

This course is an introduction to various lighting setups, texturing techniques, and rendering. Students will learn what types of lights to use in CG, how and when to use dramatic lighting and shadow for mood and atmosphere, and techniques to achieve realistic lighting. They will learn to create effective bump maps and normal maps to simulate surface detail on 3D objects. They will learn to use ambient occlusion, Final Gathering, raytracing for rendering using industry standard 3D applications. The content developed will be for utilization in films, games, and broadcast media. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 111

**Offered:** Fall

**DGA\* 275: 2D Game Level Design**

3 Credits

This course will introduce students to designing and producing computer games in a two-dimensional environment. Students will learn general game theory and level design through analysis of existing games, how to navigate the interface and manipulate basic tools to create interactive levels in the editor of the game engine, and how to manipulate dynamic systems via basic scripting. Studio Course: 6 hours per week.

**Prerequisites:** DGA\* 109: Introduction to Games**Offered:** Fall**DGA\* 276: 3D Animation and Rigging**

3 Credits

An introduction to 3D animation and rigging techniques including key framing, curve editing, timing, squash and stretch, walk cycle, creating bone systems, constraints, skeletons, skinning, Forward Kinematics (FK), Inverse Kinematics (IK) and weight painting. Students will also learn to explore dynamics and particle systems. Students will learn and understand the connection between animation and rigging and specifically how rigging increases quality and productivity in animation production. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 263**Offered:** Fall**DGA\* 277: 3D Game Level Design**

3 Credits

This course will introduce students to designing and producing computer games in a three-dimensional environment. The course will involve working with a 3D game engine and will include essential instruction in working in 3D virtual space, working with the game engine programming language, and producing games that are set in 3D space. Studio: 6 hours per week

**Prerequisites:** DGA\* 109**Offered:** Spring**DGA\* 278: 3D Hard Surface Modeling**

3 Credits

This course is a concentration of the design and development of man-made objects in an industry standard 3D application. Students will explore production techniques for developing non-organic objects such as weapons, vehicles, architecture for film, games, and architectural pre-visualization. Advanced UVW Unwrapping and texture mapping for hard surface models will also be covered in this class. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 271**Offered:** Spring**DGA\* 279: 3D Organic Surface Modeling**

3 Credits

This course is a concentration of the design and development of organic objects in an industry standard 3D application. Students will explore production techniques for developing objects such as vegetation, animals, humans, and natural or unnatural creations for film and games. Advanced techniques in UVW unwrapping for organic models, high poly sculpting techniques for fine detail work and texture painting will also be covered in this class. Studio course: 6 hours per week.

**Prerequisites:** DGA\* 271**Offered:** Fall**DGA\* 289: Motion Graphics & Effects**

3 Credits

This course provides an introduction to creating visual effects for video and animated graphics. Using several production methods students will design and develop 2D and 3D graphics for use in interactive and time-based media such as television, film, game animation, interactive design and web design. Studio: 6 hours per week

**Prerequisites:** COM\* 166 or DGA\* 111**Offered:** Spring

## Drug/Alcohol Recovery Counselor

### DAR\* 101: Public Health Issues Abuse and Addiction

3 Credits

This course is designed to introduce students to various topics and issues important to understanding addictions. These topics include: history of legislation and regulation, the brain and its relationship to addictions, self help and evidence-based approaches to recovery, the client-counselor relationship, levels of treatment approaches, current medication assisted therapies, assessment and treatment approaches, current medication assisted therapies, assessment and treatment planning, the continuum of care, family systems as they relate to addictions, cultural considerations, ethics and confidentiality, public health issues such as prevention, HIV/AIDS and other related diseases, and co-occurring (substance use & mental health) disorders. The student will also be introduced to the eight performance domains of an addiction counselor. Class: 3 hours per week.

**Prerequisites:** Eligibility for ENG\* 096 . DARC majors must pass this course with a C or better.

**Offered:** Fall, Spring and sometimes Summer

### DAR\* 111: Addiction Counseling

3 Credits

*(Formerly DARC 111)*

Provides an overview of the major historical counseling theories such as Psychoanalytic, Adlerian, Person Centered and Gestalt as well as more current and evidenced-based theories such as CBT, MET, Solution Focused and Brief therapies as they pertain to addiction counseling. This course will also examine various recovery theories/methods such as 12 step and medication assisted therapies. Students will be introduced to various counselor/counseling skill and techniques through classroom experience and explore culturally sensitive issues in the client/counselor relationship. Issues pertaining to substance use and mental health disorders (co-occurring disorders) will also be examined. Addiction counselor codes of ethics will also be reviewed.

**Prerequisites:** Eligibility for ENG\* 101. DARC majors must pass this course with a "C" or better.

**Offered:** Fall

### DAR\* 112: Group Counseling Theory and Techniques

3 Credits

This course will introduce the student to the concepts and theories of group counseling and will present an overview of the different modalities of group counseling, from psychoeducational groups to process groups. This course will also explore the use of group counseling as an effective modality for treating addictions and the implications for use in a multicultural environment. Students will have an opportunity to examine their own performance as a group leader and a group member through experiential groups. Ethics and confidentiality, as it pertains to groups, will be addressed. This course combines didactic and experiential learning situations.

**Prerequisites:** Eligibility for ENG\* 101. DARC majors must pass this course with a "C" or better.

**Offered:** Spring

### DAR\* 158: Biology of Addiction

3 Credits

Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body including the brain. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the brain and body. Students will also be introduced to the central nervous system and the process of neurotransmission and its role in addiction.

**Prerequisites:** Eligibility for ENG\* 101. DARC majors must pass this course with a "C" or better.

**Offered:** Spring

### DAR\* 213: Addiction Counseling II

3 Credits

This course builds on the fundamental theories of counseling learned in DAR\* 111 and shows the relationship between theory and skills. This course will also examine the DSM and will discuss and explore co-occurring disorders. Students will develop their roles as entry level counselors and define the qualities, knowledge, and skills essential to become a competent, ethical, and culturally aware counselor and will research and develop a comprehensive clinical evaluation and treatment plan.

**Prerequisites:** DAR\* 111 and eligibility for ENG\* 101. DARC majors must pass this course with a "C" or better.

**Offered:** Spring

### **DAR\* 251: Counseling Internship I**

6 Credits

This course provides students with the experience of spending 15 hours per week in a substance abuse treatment facility under the joint supervision of the DARC Program and an appropriately credentialed supervisor at the facility. Students will observe the treatment process from intake to discharge. Students will observe, practice, and develop increased competence, they will progress from active observers to co-counselors, and then to counselors. To enhance the field experience, students will also attend a weekly seminar/group supervision on campus. Students will be expected to reflect on their fieldwork, participate in clinical supervision as well as group interaction.

**Prerequisites:** DAR\* 101, DAR\* 111, DAR\* 112, DAR\* 158, DAR\* 213 and HSE\* 281 with a grade of C or better and eligibility for ENG\* 101. It is also recommended that students complete their other General Education course requirements prior to entering the internship. (This internship has a selective admission component and if accepted/approved for the internship the student will begin in the following semester.)

**Offered:** Fall, Spring

## **Early Childhood Education**

### **ECE\* 101: Introduction to Early Childhood Education**

3 Credits

*(Formerly ED 111)*

This course is designed to acquaint students with the profession of early childhood education. Foundations of early childhood education, the content of the curriculum and significant aspects of child growth and development will be discussed.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall, Spring

### **ECE\* 103: Creative Experiences/Children**

3 Credits

*(Formerly ED 212)*

This course examines the role of music, movement, art, language and literacy, dramatic play, blocks, table toys, sand and water in the curriculum. The relationship of creative experiences to the total educational program of the young child is explored. Students create and present developmentally appropriate activities.

**Prerequisites:** None

**Offered:** Fall, Spring

### **ECE\* 109: Science & Math for Children**

3 Credits

*(Formerly ED 237)*

This course will focus on the teacher's role in supporting and expanding young children's interests in math, science, nature and the environment. Students will share and explore ideas, materials and activities both indoors and outdoors. Topics will include the importance of sand and water play, fostering observation skills and encouraging trial and error experiences. Identifying quality math and science literature for young children will also be addressed.

**Prerequisites:** ECE\* 101.

**Offered:** Fall, Spring

### **ECE\* 131: Children's Literature**

3 Credits

*(Formerly ED 118/ENG 118)*

This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. The selection and critical study of books for children, including folklore, poetry, fiction and nonfiction will be addressed. Issues related to children's literature and literature extension activities will also be explored.

**Prerequisites:** ENG\* 101.

**Offered:** Fall, Spring, Summer

**Cross listed as:** ENG\* 114

### **ECE\* 176: Nutrition, Health and Safety for Young Children**

3 Credits

The relationship between health, safety and nutrition and child development will be examined. Emphasis will be on the strategies needed to implement a safe, healthy and nutritionally sound program. Community agencies and resources that benefit children and families will be explored.

**Prerequisites:** None

**Offered:** Fall, Spring

### **ECE\* 214: Observation Assessment and Participant Seminar**

4 Credits

*(Formerly ED 117)*

This course will focus on the role of the learning environment and teacher/child interaction in the early childhood program. Students will visit programs and use observation forms to assess the quality of the early childhood experience for the young child. Six 4-hour observation visits are required. Class: 3 hours per week and the required program visits.

**Prerequisites:** ECE\* 101.

**Offered:** Fall, Spring

### **ECE\* 222: Methods and Techniques in Early Childhood Education**

3 Credits

*(Formerly ED 211)*

This course studies the role of the teacher as she/he plans, implements, and evaluates a curriculum that focuses on the design of the learning environment; the interaction between teacher, child, and family; and the development of activities that foster children's social, emotional, physical, and intellectual development.

**Prerequisites:** None

**Offered:** Fall, Spring

### **ECE\* 224: Advanced Early Childhood Curriculum**

3 Credits

*(Formerly ED 217)*

This course focuses on the teaching strategies necessary to design and implement a high quality early childhood program and will address topics of previous curriculum courses in greater depth. Study topics will include observation and planning for individual and groups of children, working with families, and ethics.

**Prerequisites:** ECE\* 101.

**Offered:** Spring

### **ECE\* 231: Early Language and Literacy Development**

3 Credits

*(Formerly ED 123)*

This course is an introduction to the language and literacy development of children from birth through age eight. It explores ways that adults can promote growth in the areas of reading, writing, listening and speaking.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

### **ECE\* 241: Methods and Techniques for Infants and Toddlers**

3 Credits

This course is a study of the growth and development of infants and toddlers across all domains. Specific attention will be placed on the critical importance of purposeful learning environments, language development, communication and supporting infants' and toddlers' social and emotional development. There will be discussion and exploration of significant research to support our



understanding of the importance of healthy development. We will also explore the importance of establishing warm, responsive, nurturing relationships with young children.

**Prerequisites:** None

**Offered:** Fall

### **ECE\* 295: Student Teaching Practicum**

6 Credits

*(Formerly ED 295)*

This course is designed to support students as they complete 225 hours of student teaching in a NAEYC accredited child development center. The purpose of this practicum is to enable students to put theory into practice as they apply what they have learned throughout their educational journey in an early childhood setting under the supervision of experienced professionals.

**Prerequisites:** Completion of ECE\* 214: Observation Assessment and Participant Seminar and ECE\* 222: Methods and Techniques in ECE with grades of C- or higher, and permission of the instructor.

**Offered:** Fall, Spring

### **ENG\* 114: Children's Literature**

3 Credits

*(Formerly ENG 118)*

This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. The selection and critical study of books for children, including folklore, poetry, fiction and nonfiction will be addressed. Issues related to children's literature and literature extension activities will also be explored.

**Prerequisites:** ENG\* 101.

**Offered:** Spring, Summer

## **Earth Science**

### **EAS\* 102: Earth Science**

3 Credits

*(Formerly ERSC 110)*

This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **EAS\* 106: Natural Disasters**

3 Credits

This course provides an introduction to the causes, occurrence and consequences of natural disasters. Students will analyze the physical causes as well as the distribution and frequency of disasters such as earthquakes, volcanoes, hurricanes, floods and extraterrestrial impacts. Case studies will include local and regional examples of historical and recent disasters. The course will focus on naturally-occurring disasters, but will also consider the role of human activities in both contributing to and mitigating natural disasters.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

## **Economics**

### **ECN\* 101: Principles of Macroeconomics**

3 Credits

*(Formerly ECON 101)*

This course focuses on the structure and functioning of the national economy. Students will learn to apply basic elements of economic analysis to macroeconomic problems. Topics covered will include the determinants of supply and demand, fiscal and monetary policy, national income accounting and Gross Domestic Product, inflation, deflation, and unemployment, taxation, economic growth, and government regulation. Students will become acquainted with the major approaches to macroeconomic theory: classical, neo-classical, Keynesian, and monetarist.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **ECN\* 102: Principles of Microeconomics**

3 Credits

*(Formerly ECON 102)*

Microeconomics focuses on how the free market system allocates scarce resources and serves to coordinate the activities of producers and consumers. This course will examine how firms and consumers make decisions under conditions of change and uncertainty. Students will learn economic tools and methods used to analyze decision-making. Topics covered will include scarcity and trade-offs, supply and demand analysis, elasticity of demand and supply, opportunity costs, externalities and market failure, marginal analysis, the cost structure of firms, perfect competition, monopolistic competition, oligopoly, monopoly, and comparative advantage in international trade.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

## **Electrical Engineering Technology**

### **EET\* 108: AC/DC Circuit Analysis**

4 Credits

*(Formerly ELT 120)*

An introductory course in DC and AC circuit fundamentals with emphasis on circuit analysis, measurements, and test equipment operation. Topics include: DC/AC circuit principles, circuit analysis laws and theorems, components, test equipment fundamentals, circuit simulation software, and other related topics. Upon completion of the course, students will be able to interpret circuit schematics, design, construct, verify, and analyze DC/AC circuits and use electrical test equipment. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** Co-requisite MAT\* 185 or MAT\* 186.

**Offered:** Fall

### **EET\* 252: Digital Electronics**

4 Credits

*(Formerly ELT 220)*

This course covers combinational and sequential logic circuits. Topics include: number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion of the course, students will be able to construct, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** MAT\* 186 and CSC\* 127 or CSC\* 124 or EGR\* 230 or CSC\* 125

**Offered:** Spring

## **Engineering Science (General)**

### **EGR\* 111: Introduction to Engineering**

3 Credits

*(Formerly ENGR 111)*

Students will be introduced to the fields of engineering through design and graphics and comprehensive engineering projects. Topics include: sketching, charts, graphs, forces, energy, electrical circuits, mechanisms, robotics, manufacturing technologies, and fundamentals of engineering economics.

**Prerequisites:** Eligibility for MAT\* 186

**Offered:** Fall, Spring

### **EGR\* 112: Engineering Drawing Interpretations**

3 Credits

*(Formerly ENGR 101)*

An introduction to the interpretation of engineering drawings beginning with the basics of orthographic projection. Topics include: working drawings, lines, linear and angular dimensioning, sectional views, tolerances and allowances, thread representation, arrowless and tabular dimensioning, steel specifications, auxiliary views, point-to-point and datum dimensioning conforming to ANSI Y14.5M and ISO standards.

**Prerequisites:** None

**Offered:** Fall, Spring

### **EGR\* 211: Engineering Statics**

3 Credits

*(Formerly ENGR 211)*

Students will be introduced to engineering mechanics via vector approach to static forces and their resolution. Topics include: properties of force systems, free-body analysis, first and second moments of areas and mass, and static friction. Applications to trusses, frames, beams and cables included.

**Prerequisites:** MAT\* 256 (which may be taken concurrently) and EGR\* 111.

**Offered:** Fall, Spring

### **EGR\* 212: Engineering Dynamics**

3 Credits

*(Formerly ENGR 212)*

Engineering applications of Newtonian mechanics to dynamic forces, translational motion, work, impulse and momentum will be taught. Topics included: kinematics, kinetics of particles and rigid bodies, vibrations, energy and momentum conservation.

**Prerequisites:** EGR\* 211 and MAT\* 256.

**Offered:** Fall, Spring

### **EGR\* 214: Engineering Thermodynamics**

3 Credits

This course covers energy concepts and balances; basic definitions including the first and second laws of thermodynamics; ideal and real gases; thermodynamic properties; and introductory cycle analysis.

**Prerequisites:** PHY\* 221 and MAT\* 254 (formerly MAT\* 250) or MAT\* 186 grade C or better, or permission of instructor.

**Offered:** Fall, Spring

### **EGR\* 221: Introduction to Electrical Circuit Analysis**

4 Credits

*(Formerly ENGR 221)*

Linear electric circuit analysis using Ohm's and Kirchhoff's laws: includes loop and nodal analysis; transients in electric circuits; behavior of operational amplifiers and nonlinear devices; design, operation and use of electric instruments; basic meter movements; and simple filter circuits. TI-85 graphing calculator required. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** PHY\* 222 and MAT\* 256. Co-requisite: MAT\* 286.

**Offered:** Fall

### **EGR\* 230: C++ For Engineers**

3 Credits

This course approaches the C++ programming language using structured and object-oriented programming methods to examine and solve a variety of engineering problems. The course will include the use of abstract data types in solving classical engineering problems.

**Prerequisites:** Eligibility for MAT\* 186

**Offered:** Fall, Spring

## English

### **ENG\* 093: Introduction to College Reading and Writing**

(3 Contact Hours) 0 Credits

*(Formerly ENG 098)*

This course prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.

**Prerequisites:** Students will place into ENG 093 via the placement process, or by recommendation of the instructor.

**Offered:** Fall, Spring, Summer

### **ENG\* 096: Introduction to College English**

(6 Contact Hours) 0 Credits

ENG096 prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation.

**Prerequisites:** Students will place into ENG\* 096 via the placement process.

**Offered:** Fall, Spring

### **ENG\* 101: Composition**

3 Credits

*(Formerly ENG 111)*

Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Note: A grade of C or better in ENG\* 101 is required to take ENG\* 110 or ENG\* 200.

**Prerequisites:** Students will place into ENG\* 101 by the placement process or by successful completion of ENG\* 093 or ENG\* 096 with a grade of C or better.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of English**

### **ENG\* 101H: Honors Composition**

3 Credits

*(Formerly ENG 111H)*

The honors section of ENG\* 101, while meeting the requirements of the standard course, provides an opportunity for highly motivated students who welcome an increased level of challenge. The instructor's expectations for student motivation and preparedness for class discussion and completion of assignments are significant. Students will read a number of demanding texts typically focused on a single, semester-long question.

**Prerequisites:** There is no formal prerequisite for the Honors section of ENG\* 101. Students who are eligible for ENG\* 101 and who welcome an increased level of challenge should sign up for the Honors section.

**Offered:** Occasionally

**Fulfills General Education - Knowledge of English**

### **ENG\* 101M: Composition with Embedded Support**

(4.5 Contact Hours) 3 Credits

Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Composition with Embedded Support meets the same outcomes as ENG\*101, but offers students additional support through supplemental instruction, increased time on task, focused workshops, and/or tutoring.

Note: A grade of a C or better in ENG\* 101M is required to take ENG\* 110 or ENG\* 200

**Prerequisites:** Students will place into ENG\*101M by the placement process.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of English**

### **ENG\* 110: Introduction to Literature**

3 Credits

*(Formerly ENG 120)*

This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills.

**Prerequisites:** ENG\* 101 with a grade of C or better.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Humanities**

### **ENG\* 110H: Honors Introduction to Literature**

3 Credits

The honors section of ENG\* 110, while meeting the requirements of the standard course, provides an opportunity for highly motivated students who welcome an increased level of challenge. The instructor's expectations for student motivation and preparedness for class discussion and completion of assignments are significant. Students will read a number of texts focused on a single, semester-long question.

**Prerequisites:** Successful completion of ENG\* 101 with a grade of C or better, plus 12 semester hours with a cumulative GPA of 3.4 OR a grade of B+ or higher in ENG\* 101.

**Offered:** Occasionally

### **ENG\* 190: Basic Study Skills**

1 Credits

*(Formerly ENG 100)*

This course is designed for and required of all students enrolled in the Adults in Transition program. Taken just before their first semester, this course introduces students to fundamental study skills. It presents these skills as processes and shows how they relate to and reinforce one another. Class: 15 hours. Open only to students in the Adults in Transition Program.

**Prerequisites:** Open only to students in the Adults in Transition Program.

**Offered:** Occasionally

### **ENG\* 200: Advanced Composition**

3 Credits

*(Formerly ENG 112)*

This course is designed to develop and refine the advanced skills learned in ENG\* 101 that are essential for both academic and professional writing. Emphasis will be on research and writing from data (outside sources). The main areas covered will be exposition, argumentation, and the research paper.

**Prerequisites:** ENG\* 101 with a grade of C or better.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Humanities**

**ENG\* 202: Technical Writing**

3 Credits

*(Formerly ENG 114)*

This course focuses on the researching, writing, and editing of documents commonly found in the fields of science, technology, and business. Major topics covered include memo reports, instructions, proposals, progress reports, abstracts, document design, and documentation styles for technical reports.

**Prerequisites:** ENG\* 101 with a grade of C or better.**Offered:** Fall, Spring**ENG\* 221: American Literature I**

3 Credits

*(Formerly ENG 245)*

This course examines writings from the era spanning the arrival of Columbus to the Civil War. Topics covered include Native American tales and oratories, slave folklore, and both the popular and "classic" works of writers from the Puritan period, the eighteenth century, and the American Renaissance.

**Prerequisites:** ENG\* 110 or permission of the instructor.**Offered:** Fall**ENG\* 222: American Literature II**

3 Credits

*(Formerly ENG 246)*

This course examines major American writers from the late 19th century to the present day, with a focus on their contributions to the rapid and unique changes in style, form, and content that mark the literary tradition of 20th century America

**Prerequisites:** ENG\* 110 or permission of the instructor.**Offered:** Spring**ENG\* 232: British Literature II**

3 Credits

*(Formerly ENG 202)*

This course examines representative figures and concerns in British literature from 1799 to the Modern Period.

**Prerequisites:** ENG\* 110 or permission of the instructor.**Offered:** Fall, Summer**ENG\* 245: Early Western Literature**

3 Credits

*(Formerly ENG 251)*

This course introduces students to Western World literature from the Classical age to the Renaissance. Students will read works by authors such as Homer, Sophocles, the Biblical writers, Virgil, St. Augustine, Chaucer, Dante, and Shakespeare. Students will examine narrative and poetic strategies and discuss such lasting issues as the nature of good and evil, love and war, heroism and cowardice, salvation and damnation.

**Prerequisites:** ENG\* 110 or permission of the instructor.**Offered:** Occasionally**ENG\* 246: Modern Western Literature**

3 Credits

*(Formerly ENG 252)*

This course introduces students to Western literature from the Age of Reason through the Modern Period and (for purposes of comparison) to a variety of so-called "non-canonical" texts from writers who until very recently were not studied in college classrooms. Students will examine the poetic and narrative strategies of writers from a variety of classes and cultures.

**Prerequisites:** ENG\* 110 or permission of the instructor.**Offered:** Fall

**ENG\* 250: Studies in Ethnic Literature**

3 Credits

This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism.

**Prerequisites:** ENG\* 110 or permission of instructor.

**Offered:** Spring, Summer

**ENG\* 251: African American Literature**

3 Credits

This course considers a wide range of literature, examining slave narratives, novels, short stories, plays, poetry, essays, and lyrics. Students will explore aspects of the African American experience from its origin in folklore through contemporary cultural expressions such as rap and hip hop.

**Prerequisites:** A grade of C or better in ENG\* 101 or permission of instructor

**Offered:** Occasionally

**ENG\* 262: Women in Literature**

3 Credits

*(Formerly ENG 271)*

This course explores the nature, roles, relationships, and feelings of women as expressed by women writers in various literary genres (essays, short stories, personal reflections, poems, plays and novels). Students will read the works of women writers of the 17th, 18th, 19th, and 20th centuries who share their ideas and understanding of what it is to be human and, particularly, to be female.

**Prerequisites:** ENG\* 110 or permission of the instructor.

**Offered:** Fall

**ENG\* 263: Women in Poetry**

3 Credits

*(Formerly ENG 220)*

This course is a seminar on the lives and work of women poets from 1950 to the present. Students will read, discuss, and analyze poems and explore how they reflect the life and times of the author. Students will demonstrate their understanding of poetry through weekly writing assignments and a longer research paper.

**Prerequisites:** ENG\* 101 or permission of the instructor.

**Offered:** Fall

**ENG\* 280: Creative Writing: Nonfiction**

3 Credits

This course is intended for students interested in reading, analyzing and writing longer nonfiction pieces suitable for magazine and journal audiences. Students will read and discuss a variety of creative nonfiction works, which may include personal and expository essays, memoir, biography or travel writing, and will practice writing techniques to produce their own nonfiction works, which they will share with their fellow students. The semester will culminate in a final project of at least 2,000 words in length.

**Prerequisites:** Completion of ENG\* 101 with a grade of C or better, or permission of the instructor.

**Offered:** Spring

**Cross listed as:** COM\* 229

**ENG\* 282: Creative Writing: Poetry**

3 Credits

*(Formerly ENG 222)*

This course is a workshop experience in which students engage in the creative process of drafting and revising to create polished poems and study the poetry of published writers and fellow students.

**Prerequisites:** Completion of ENG\* 101 with a grade of C or better, or permission of the instructor.

**Offered:** Spring

### **ENG\* 283: Creative Writing: Fiction**

3 Credits

*(Formerly ENG 221)*

This course is a workshop experience in which students engage in the creative process of drafting and revising to create a polished story (or stories) and study the short stories of published writers and fellow students to better understand the craft of short story writing.

**Prerequisites:** Completion of ENG\* 101 with a grade of C or better, or permission of the instructor.

**Offered:** Fall

### **ENG\* 294: English Practicum**

3 Credits

*(Formerly ENG 294)*

This course is designed to offer motivated students a practicum experience in the college English classroom based on the assumption that “the best way to learn a subject is to teach it.” There are four Practicum options for students: Writing Practicum; Literature Practicum; Tutoring Practicum; Research Practicum. Class: 3 semester hours, to be arranged.

**Prerequisites:** Students will need the permission of the instructor of record to register. To be eligible, students should have completed 24 credits at MCC, should have completed ENG\* 101 and either ENG\* 110 or ENG\* 200, and should have a GPA of at least 3.0. Interested students should submit one letter of recommendation from an MCC faculty member, a 250-word application essay detailing why they are interested in pursuing this Practicum, and a writing sample (which must be a paper they have submitted for a class at MCC) to the instructor of record who is chairing the selection committee. The deadline for submission of application portfolios is two weeks before the start of each semester. Contact professor of note for more information.

**Offered:** Fall, Spring

## **English as a Second Language**

### **ESL\* 149: ESL Pronunciation Workshop**

3 Credits

The focus of this course is American English pronunciation and its application in oral discourse. Topics of study include the following: consonant and vowel sounds; stress, rhythm and intonation patterns of words, phrases and sentences, articulation patterns of assimilation, deletion, and insertion. Students will also learn about the differences in spelling and speech. Through intensive listening and pronunciation practice, students will add linguistic patterns reflective of American English and will learn how to monitor their own speech in order to communicate effectively in academic and informal settings.

**Prerequisites:** Eligibility for ESL\* 163. ESL\* 149 may be taken concurrently with ESL\* 157, ESL\* 160, ESL\* 163, ESL\* 164, ESL\* 165, or ESL\* 166 .

**Offered:** Spring

### **ESL\* 157: Oral Communications V**

3 Credits

This is an advanced ESL course which focuses on building proficiency in the listening and speaking skills that English as a Second Language students need to be successful in academic settings. The course will provide practice for listening comprehension, note taking, asking questions, and interpreting common modes of agreement and disagreement in academic discourse. Students will be able to improve their speaking skills through oral presentations, group discussions and through the practice of pronunciation and intonation.

**Prerequisites:** "C" or better in ESL\* 164 or appropriate assessment test score, or permission of the instructor is required.

**Offered:** Fall

### **ESL\* 160: Combined Skills VI**



6 Credits

This is an advanced ESL course that focuses on the academic use of the core language skills of reading, writing, listening, and speaking while exploring the content area. Students read non-fiction and fiction related to North-American culture and other subjects, summarize and respond to readings, write essays, listen to taped academic lectures and present oral reports and debates on selected topics. The emphasis is on developing fluency and clarity of expression.

**Prerequisites:** Completion of ESL\* 165 with a grade of C or better, or appropriate test score, or permission of instructor.

**Offered:** Fall

### **ESL\* 163: ESL Structure I**

4 Credits

*(Formerly ENG106)*

ESL\* 163 is a content based grammar course for intermediate ESL students. Intensive grammar practice will include various reading selections, as well as listening, speaking and writing activities.

**Prerequisites:** Placement via assessment test.

**Offered:** Fall, Spring

### **ESL\* 164: ESL Structure II**

4 Credits

*(Formerly ENG 107)*

ESL\* 164 offers a high intermediate level of content-based grammar for ESL students. It further develops listening, speaking, reading, and writing skills through various and more complex syntactic functions.

**Prerequisites:** "C" or better in ESL\* 163 or appropriate assessment test score or permission of instructor. ESL\* 164 may be taken concurrently with ESL\* 165; however, permission of the instructor is required.

**Offered:** Fall, Spring

### **ESL\* 165: ESL Writing & Reading I**

4 Credits

*(Formerly ENG 116)*

ESL\* 165 is a content based academic writing and reading course for low advanced ESL students. It focuses on academic writing and critical reading skills integrated with advanced grammar. Intensive writing of paragraphs will correspond to the in-depth exploration of various paragraph styles.

**Prerequisites:** "C" or better in ESL\* 164 or appropriate assessment test score. ESL\*165 may be taken concurrently with ESL\* 164; however, permission of the instructor is required.

**Offered:** Fall, Spring

### **ESL\* 166: ESL Writing & Reading VI**

4 Credits

*(Formerly ENG 117)*

ESL\*166 is an advanced writing and reading course that emphasizes essay development and writing, critical response to readings, and reading comprehension skills. Throughout the course, students create multiple writing portfolios based on authentic texts read in class. A typical portfolio consists of written answers to comprehension questions, summaries and critical responses, error logs, and essays. The course also provides an overview of higher-level syntactic structures to ensure readiness for Composition and other mainstream courses. Students enhance their academic writing, reading and critical thinking skills through peer editing, class and group discussions, presentations, and writing/reading workshops. Successful completion of this course with an "A" or "A-" will promote students to ENG\* 101.

**Prerequisites:** "C" or better in ESL\* 165 or appropriate assessment test score or permission of the instructor.

**Offered:** Fall, Spring

## **Environmental Science**

### **EVS\* 100: Introduction to Environmental Science**

3 Credits

*(Formerly EVSC 100)*

An introduction to the problems of resource management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, climate changes, land use planning, and waste management. Alternate sources of energy are explored.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### **EVS\* 130: Sustainable Energy and the Environment**

3 Credits

An introduction to the study of energy for electrical power generation and transportation, including sustainable and non-sustainable energy sources. This course investigates the relationship between population and consequences of increased energy demand, reliance on fossil fuels, global warming and other impacts. Work in this class includes an examination of energy types including fossil fuels and nuclear power, as well as sustainable and renewable energy sources such as wind, solar, hydropower, geothermal, biofuels, fuel cells, and others. Electrical conservation and efficiency will be investigated. The social, economic and environmental impacts and effectiveness of these alternatives will be evaluated.

**Prerequisites:** MAT\* 095 or placement by mathematics assessment test.

**Offered:** Fall

### **EVS\* 131: Sustainable Energy for Your Community**

3 Credits

An investigation of sustainable energy for residences and businesses through the use of energy conservation and renewable energy options. LEED Building standards and certification will be investigated. Energy options including hydroelectric, wind power, biofuels, passive solar, solar thermal, photovoltaics, hydrogen fuel cells and others will be studied. Energy conservation and efficiency in the use of window, insulation, electrical equipment, lighting, heating and cooling will be investigated. Research and evaluation of renewable energy's economic and social feasibilities, environmental benefits and impacts, as well as state and national energy policies, will be addressed. Cost-benefit analyses will be completed for the implementation of various systems.

**Prerequisites:** MAT\* 095 or placement by mathematics assessment test.

**Offered:** Fall, Spring, Summer

## **French**

### **FRE\* 111: Elementary French I**

4 Credits

*(Formerly FREN 101)*

An introduction to spoken and written French and Francophone culture. Emphasis is on communication through development of skills in conversation, reading and writing based upon the principles of French grammar and pronunciation. No previous knowledge of French is required.

**Prerequisites:** None

**Offered:** Occasionally

### **FRE\* 112: Elementary French II**

4 Credits

*(Formerly FREN 102)*

French 112 is the second half of Elementary French. The course includes practice in conversation, reading and writing, and the study of French grammar and Francophone culture as an aid to communication.

**Prerequisites:** FRE\* 111 or one year of high school French, and eligibility for ENG\* 101, or permission of instructor.

**Offered:** Occasionally

**Fulfills General Education - Knowledge of Humanities**

### **FRE\* 211: Intermediate French I**

4 Credits

*(Formerly FREN 201)*

An intermediate level study of the principles of French grammar and basic vocabulary as a means of developing skills of conversation, reading and writing. The course includes the study of Francophone culture. Students may choose the honors option for this course.

**Prerequisites:** FRE\* 111 and FRE\* 112 or two years of high school French; and eligibility for ENG\* 101, or permission of instructor.

**Offered:** Occasionally

**Fulfills General Education - Knowledge of Humanities**

### **FRE\* 212: Intermediate French II**

4 Credits

*(Formerly FREN 202)*

This course is the second half of Intermediate French. The course will work to continue to develop skills in listening, speaking, reading and writing, including reading from selections on Francophone culture. Students may choose the honors option for this course.

**Prerequisites:** FRE\* 211: Intermediate French I or three years of high school French, and eligibility for ENG\* 101, or permission of instructor.

**Offered:** Occasionally

**Fulfills General Education - Knowledge of Humanities**

## **Geography**

### **GEO\* 101: Introduction to Geography**

3 Credits

*(Formerly GEOG 101)*

This course introduces some of the many topics geographers examine to explain the relationship between people and place. Topics include the physical earth, i.e. how mountains and lakes form, cultural patterns such as how languages in neighboring countries are related, population analysis, like human migration trends, and economic analysis including growth and decline of regions. Geographic factors that underlie current political, social and economic problems will also be explored.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **GEO\* 111: World Regional Geography**

3 Credits

*(Formerly GEOG 111)*

This course provides the student with a survey of the lands, peoples, and places in the world's major culture regions. Students explore the interaction between the physical environment, cultural, political and economic conditions. The varying patterns of human activity which emerge from this interplay are examined. Examples of regions under study include South and Middle America, South and East Asia, Africa and the Middle East.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **GEO\* 201: Urban Geography**

3 Credits

*(Formerly GEOG 201)*

Introduction to the history, nature and function of urban settlements will be considered. Particular stress on those problems pertinent to the dynamics of the central city and surrounding suburbs will be examined using census data, aerial photos, satellite imagery and GIS (Geographic Information Systems). Study of the development patterns and associated problems within the state will be included.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Spring

### **GEO\* 203: This Fragile Planet: Toward an Environmentally Responsible World**

3 Credits

This course introduces the student to the global environmental dilemma facing the world today. Its aim is to enhance awareness and understanding of the state of our natural environment, the rise of environmental consciousness in this country and abroad, and some of the major initiatives underway to secure a path toward a sustainable accommodation and development of the world's growing population. This course draws upon the disciplines of geography, history, political science, and economics, stressing their interrelatedness when dealing with ecological issues. Alternative pathways to remedial action will be discussed, and important policy documents analyzed. Case studies of environmental action will be introduced.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall

### **GEO\* 204: Geography and Tourism Development**

3 Credits

The course introduces the tourism field, enumerates the goals of the profession and provides a guideline for building individual and collective successes within it. Need/want satisfiers and motivators associated with travel, intrinsic and extrinsic influences of the buying process, geography, travel modes, accommodations, support industries, resorts, tourism planning, regulation, development, and marketing will be covered. The comprehensive view outline in this course brings to the forefront the immense proportions of world tourism

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Spring

### **GEO\* 246: Introduction to Geographic Information Systems (GIS)**

3 Credits

*(Formerly GEOG 246)*

Students will learn the basic principles of Geographic Information Systems and explore and evaluate the various data models and structures used in the input management, analysis and output of geographic data. We will develop hands-on experience through use of a microcomputer based vector system (ArcView GIS), and examine how the nature and character of spatial data can be used in studies of natural and socio-economic environments.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Spring

**Cross listed as:** CSA\* 246

## **Geology**

### **GLG\* 121: Introduction to Physical Geology**

4 Credits

*(Formerly GEOL 110)*

An introduction to the composition and structure of the Earth's crust, and the study of land forms and dynamic geological processes. Topics include minerals, rocks, fossils, glaciers and climate change, earthquakes, volcanoes, plate tectonics and mountain building. Students will investigate the geologic history of Connecticut. Field trips will be included as a component of the laboratory. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

## **Gerontology**

### **GERN 161: Aging America: Issues and Dilemmas**

3 Credits

This course will introduce a multidisciplinary approach to the study of aging. Students will learn how to separate the facts from the stereotypes about aging and to examine basic sociological, psychological and physiological factors that affect the aging process.

**Prerequisites:** None

**Offered:** Spring

## Graphic Design

### **GRA\* 151: Graphic Design I: Principles & Process**

3 Credits

*(Formerly FA 205)*

This foundation course is an introduction to creating digital art using industry standard software and hardware tools. Students are introduced to image manipulation, vector design, and 3D visualization. Studio: 6 hours per week.

**Prerequisites:** None

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **GRA\* 156: Graphic Design History, Theory and Practice**

3 Credits

Students will study Graphic Design as a component of visual language within historical context. Visual literacy, perception, type design and design practice will be examined within a survey of historical and cultural movements, noting the special relationship of design and art. From Pre-historic cave imagery to the current digital age, the achievements that laid the groundwork for the contemporary practices of graphic design will be looked at. Through online modules, video, discussion, field trips and research, students will be introduced to a historical perspective of visual communication and design.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **GRA\* 221: Illustration I**

3 Credits

*(Formerly FA 201)*

A studio course designed to develop fundamental graphic rendering and hand-building skills by utilizing the design and development process for professional output and presentation. The course explores a variety of materials and media through the creation of images. The emphasis is on the translation of concepts into visuals. Studio: 6 hours per week.

**Offered:** Fall, Spring

### **GRA\* 222: Illustration II**

3 Credits

*(Formerly FA 202)*

These studio courses expand the skills and techniques of translating concepts into visual form that were learned in GRA\* 221, with a greater emphasis on project development and professional presentation. Studio: 6 hours per week.

**Prerequisites:** GRA\* 221.

**Offered:** Fall, Spring

### **GRA\* 252: Graphic Design II: Layout**

3 Credits

*(Formerly FA 206)*

This course builds on fundamentals covered in GRA 151 but places a greater emphasis on professional design presentation through the development of more complex projects. The skillful combining of images and text become the core of this course. It is a working studio class using demonstrations and hands-on work that will teach students to solve visual problems using industry standard page layout software and presentation techniques.

**Prerequisites:** GRA\* 151

**Offered:** Fall, Spring

## Health

### **HLT\* 090: Allied Health Study Skills**

0 Credits

*(Formerly AH 090)*

A pass/fail study skills course for students planning to enroll, or who are currently enrolled, in an allied health program. Learn how to effectively study using various learning strategies. Required prior to beginning Allied Health Program courses. Exception granted for those who have a grade point average of 3.2 or better, or have taken ENG\* 104 or equivalent study skills course.

Class: 15 hours.

**Prerequisites:** None

**Offered:** Fall

### **HLT\* 103: Investigations in Health Careers**

3 Credits

This course is designed to assist students in meeting the expectations of a health care curriculum and career. The students will become familiar with the rigors of higher education and the specific skills needed to maximize their opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized.

**Prerequisites:** Eligibility for ENG\* 101, or placement by assessment test.

**Offered:** Spring

### **HLT\* 151: Health and Wellness Promotion**

3 Credits

*(Formerly SSC 110)*

A survey of contemporary health concepts and concerns that affect life style. Students will learn to apply these concepts by assessing their own level of fitness. Topics include: disease in the United States, health models, fitness, nutrition, stress, drugs, alcohol, tobacco, alternative medicine and the concept of self care.

**Prerequisites:** Completion of ENG\* 096

**Offered:** Fall, Spring

### **HLT\* 175: Introduction to Holistic Health**

3 Credits

This course is an introduction to the theory, philosophy, and applications of complementary and alternative medicine within today's health care system. Students will be given a general survey of holistic health practices and issues, with a focus on the variety of alternative and complementary modalities that are present in integrative health care settings. Students will learn about the many alternatives to traditional Western or allopathic medicine, and how these various models, systems and therapies impact the delivery of healthcare in the United States. Students will become aware of the vast array of resources available and the type of training involved in licensing/certification. This course is meant to serve as a general educational experience for students who wish to become familiar with holism through integrative and naturopathic medicine.

**Prerequisites:** None

**Offered:** Occasionally

### **HLT\* 295: Allied Health Coop Work Experience**

3 Credits

*(Formerly AH 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including hospitals, nursing homes, laboratories.

**Prerequisites:** 15 completed credit hours in Allied Health programs.

**Offered:** Fall, Spring

### **HLT\* 298: Medical Care in the United Kingdom**

3 Credits

The goal of the study abroad course is to have students explore the healthcare system of Great Britain and compare it to the United States. Students will learn first-hand the differences in access, treatment options, and modalities of health care between two distinct health care systems. Students will identify issues arising from comparing and contrasting these health care systems. Students will be immersed into the cultural aspects of the British health care system and identify barriers to health care experienced by the British population. Students will be exposed to public health, acute health, and community health delivery, and will interact with British health care professionals in their health care settings.

**Prerequisites:** Eligibility for ENG\* 101 . Also, students must sign up for the Health Care & Nursing in London Study abroad trip to be eligible for this course.

**Offered:** Occasionally

## **Health Information Management**

### **HIM\* 201: Health Information Management Principles**

3 Credits

This course introduces to students the health information management profession and healthcare delivery systems used. Related topics include health care data systems, the patient record, electronic health record (EHR), data management, retention and destruction of medical records, data collection processes, legal aspects of health information management, quality and risk management, and HIPAA regulations related to the medical record

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall

## **Health, Physical Education**

### **HPE\* 102: Human Performance and Fitness**

3 Credits

*(Formerly HPE\* 102)*

This course is designed to provide the background information concerning exercise prescription, development and follow through. Students will be trained in exercise testing, theory and ethics, and practical exercise programs for the beginning exerciser. They will receive a practical understanding of all aspects of fitness center operations from both a fitness specialist and management point of view.

**Prerequisites:** ENG\* 066

**Offered:** Occasionally

### **HPE\* 104: Adventure Based Dynamics**

1 Credits

*(Formerly HPE 158)*

This course is designed to provide students with the knowledge, skills, and ability to: increase mutual support within diverse groups; develop leadership skills; increase skills in cooperative learning; develop team building skills; improve agility and interactive skills through hands-on experiences. Students will participate in problem solving situations and exercises to assist in the development of these skills.

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 105: Introduction to Exercise Science**

3 Credits

This course is designed to be an introduction to the professional field of exercise science and the five components of physical

fitness. It relates human physiology, exercise, nutrition and body composition change.

**Prerequisites:** None

**Offered:** Fall, Spring

### **HPE\* 107: Functional Fitness**

1 Credits

This course focuses on increasing students' present fitness levels. Participation in this course will lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their cardiovascular conditioning, flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 109: Sport Drills**

1 Credits

This course focuses on increasing students' present fitness levels through Sport Drills. Participation in this course may lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their cardiovascular endurance, flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified exercise instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 110: Aerobics**

1 Credits

*(Formerly HPE 114)*

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 116: Weight Training**

1 Credits

*(Formerly HPE 115)*

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 119: Fitness Walking**

1 Credits

*(Formerly HPE 116)*

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 126: Pilates**

1 Credits

This course focuses on increasing students' present fitness levels through Pilates. Participation in this course may lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified exercise instructor to gain a greater understanding of the role of that individual in successful group exercise.



**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 147: Self Defense**

1 Credits

**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 164: Bowling**

1 Credits

*(Formerly HPE 132)*

**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 175: Kickboxing**

1 Credits

This course focuses on increasing students' present fitness levels through kickboxing. It will teach students to recognize proper form and technique of various kicks, punches and combination drills. This course may also provide opportunities for students to increase their flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise. Students will have an opportunity to observe and critique a certified group exercise instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 191: Basketball**

1 Credits

**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 192: Softball**

1 Credits

*(Formerly HPE 130)*

**Prerequisites:** None  
**Offered:** Occasionally

**HPE\* 193: Soccer**

1 Credits

*(Formerly HPE 131)*

**Prerequisites:** None  
**Offered:** Fall, Spring

**HPE\* 210: Sports Nutrition**

3 Credits

This course explores concepts related to nutrition and conditioning for physically active individuals. The nutrition component of the course will include such topics as: micro and macro nutrients, dietary planning (pre/post competition meals/appropriate caloric intake), body composition and endurance/strength training, as well as designing individualized fitness programs.

**Prerequisites:** BIO\* 111  
**Offered:** Fall, Spring

**HPE\* 211: Fitness Specialist Certification**

1 Credits

This class will prepare students, using a variety of teaching techniques, for the Personal Trainer Certificate through the American

College of Sports Medicine (ACSM). Each student will develop writing proficiency for appropriate exercise recommendations, and demonstrate safe and effective methods of exercise, and motivating individuals to begin and to continue with their healthy behaviors.

**Prerequisites:** Completion of HPE\* 210 , HPE\* 240 and HPE\* 242

**Offered:** Fall, Spring

### **HPE\* 217: Principles & Practices of Coaching**

3 Credits

*(Formerly HPE 141)*

An introduction to the basic principles and practices required in dealing with the arrangement, administration and organization of athletic programs. Emphasis is on coaching athletic teams: legal responsibilities, historical perspectives of sport, ethics of coaching, philosophy of coaching, sport psychology, sport pedagogy, sports medicine and safety. This course meets the State of Connecticut coaching certification requirement.

**Prerequisites:** None

**Offered:** Fall, Spring

### **HPE\* 232: First Aid and Sports Injury**

2 Credits

This course will provide an introduction to basic life support skills and the most prevalent sports related injuries that occur in athletics and exercise. Response to injury, basic assessment, treatment, and exercise rehabilitation protocols will be discussed for each injury. The importance of injury prevention and post rehabilitation maintenance will also be discussed in this course.

**Prerequisites:** None

**Offered:** Fall, Spring

### **HPE\* 240: Principles of Fitness**

3 Credits

*(Formerly HPE 120)*

A survey of sport/exercise/fitness physiology and its application to sport performance and fitness. Emphasis will be placed on the study of physiological changes associated with the human body as you begin training for various sports. This will include the cardiovascular system, respiratory system, endocrine system, neuromuscular physiology, bone health, and essential nutrient intake.

**Prerequisites:** BIO\* 115 and HPE\* 102

**Offered:** Occasionally

### **HPE\* 241: Exercise Physiology**

4 Credits

The purpose of this course is to increase the student's knowledge and understanding about human physiology and the adaptations that occur during exercise. An understanding of how the body responds to acute and chronic exercise is crucial for the fitness expert, strength coach, or personal trainer. Emphasis is placed on bioenergetics as well as the circulatory, respiratory, endocrine, metabolic, and neuromuscular responses to exercise. Also discussed are the effects of environmental factors and body composition on exercise performance.

**Prerequisites:** Completion of HPE\* 105 and BIO\* 212

**Offered:** Fall, Spring

### **HPE\* 242: Introduction to Athletic Training**

3 Credits

*(Formerly HPE 140)*

An introduction to the basic concepts and techniques in the prevention, diagnosis, treatment and rehabilitation of athletic injuries. Practical applications are examined as the basic concepts of training, conditioning, diet and nutritional needs are presented. Extensive experience in taping and on field care is an important aspect of the course.

**Prerequisites:** BIO\* 115 and HPE\* 102

**Offered:** Occasionally

**HPE\* 243: Kinesiology with Lab**

3 Credits

This course is designed to give the student a basic understanding of human movement and its applications to anatomy and biomechanics. Students will explore the anatomical structure of each muscle/joint of the body as well as positioning variables, range of motion, and kinematics. The student will be able to efficiently apply this knowledge for safe and effective exercise prescription.

**Prerequisites:** Completion of HPE\* 105 and BIO\* 212**Offered:** Spring**HPE\* 245: Programming & Prescription I**

4 Credits

Students will be introduced to the general theories and fundamentals of clinical exercise testing and prescription. This course will allow students to administer safe and efficient health risk assessments and test procedures for the health-related components of fitness (aerobic, strength, flexibility, and body composition). Student will also be able to interpret test data and apply it to safe and effective exercise prescription.

**Prerequisites:** Completion of ENG\* 101 and HPE\* 105**Offered:** Fall**HPE\* 246: Programming & Prescription II**

3 Credits

This course is designed to introduce students to theories and techniques of exercise prescription for a variety of special populations (obese, diabetic, pregnant, arthritic, elderly, symptomatic and athletic). Guidelines to appropriate cardiovascular and resistance training protocols for these and other populations will be discussed in detail.

**Prerequisites:** Completion of HPE\* 245**Offered:** Spring**HPE\* 247: Aspects of Strength and Conditioning**

3 Credits

This course will offer the student an understanding of physiological adaptations seen with functional resistance and anaerobic exercise to improve daily function and performance-related health components (power, speed, agility, coordination, and balance). Students will be exposed to a variety of scientific principles associated with resistance training design, periodization and functional training. New training methods and equipment will also be discussed as part of the special topics component of this courses.

**Prerequisites:** HPE\* 245 or permission by instructor**Offered:** Fall, Spring**HPE\* 252: Introduction to Physical Education**

3 Credits

*(Formerly HPE 201)*

An introduction to the professional aspects of physical education. Includes the history, philosophy and foundation of the role of physical education in society today. Topics in the course will involve the philosophical and scientific foundations of physical education and an examination of literature, scientific inquiry, exercise prescription, and career options available.

**Prerequisites:** BIO\* 115 and HPE\* 102**Offered:** Occasionally**HPE\* 257: Adapted Physical Education**

3 Credits

*(Formerly HPE 202)*

An introduction to the instructional adaptations necessary to meet the physical activity needs of students with disabilities. Individual assessments, educational planning, service delivery and advocacy for special needs, are content areas stressed in this course. It draws on the fields of adapted physical education, special education, psychology, medicine, occupational therapy, physical therapy, and therapeutic recreational service to provide a complete, comprehensive resource.

**Prerequisites:** HPE\* 252 or permission of the instructor

**Offered:** Occasionally

### **HPE\* 261: Yoga**

1 Credits

This course focuses on increasing students' present fitness levels. Participation in this course will lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their cardiovascular conditioning, flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None

**Offered:** Fall, Spring

### **HPE\* 269: Dance Concepts**

1 Credits

This course focuses on increasing students' present fitness levels through various forms of dance. It will teach students to recognize proper form and technique of various dance moves, as well as various musical rhythms and styles. This course may also provide opportunities for students to increase their flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise. Students will have an opportunity to observe and critique a certified group exercise instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None

**Offered:** Occasionally

### **HPE\* 274: Zumba**

1 Credits

This course focuses on increasing students' present fitness levels. Participation in this course will lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their cardiovascular conditioning, flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified instructor to gain a greater understanding of the role of that individual in successful group exercise.

**Prerequisites:** None

**Offered:** Fall, Spring

## **History**

### **HIS\* 101: Western Civilization I**

3 Credits

*(Formerly HIST 101)*

An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **HIS\* 102: Western Civilization II**

3 Credits

*(Formerly HIST 102)*

This course examines the history of Western Civilization from the Protestant Reformation to the Cold War. HIS\* 101 and HIS\* 102 need not be taken in sequence.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **HIS\* 121: World Civilization I**

3 Credits

*(Formerly HIST 121)*

Beginning with an examination of the most ancient human societies, as revealed in the archaeological record, the course goes on to study the origin, development and spread of the major civilizations in the world, their contacts, interactions and cross-fertilization down to the point at which the civilization of Western Europe begins its world-wide expansion.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **HIS\* 122: World Civilization II**

3 Credits

*(Formerly HIST 122)*

This course studies the major trends and conflicts throughout the world after 1500 to the present, focusing on the impact of and reaction to the Western world through slavery, imperialism, the two world wars, and the Cold War.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **HIS\* 130: An Introduction to the History of Science**

3 Credits

This course is an introduction to the history of science from antiquity to the present, which will closely examine the historical forces and figures that shaped the creation of scientific knowledge. Since scientists did not work in a vacuum, it will pay particular attention to interaction between their work and the broader historical context in which they lived. In so doing, it will explore scientific ideas that have not survived to the modern era (the theory of phlogiston, for example) and examine the processes by which they were overturned.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Occasionally

### **HIS\* 201: United States History I**

3 Credits

*(Formerly HIST 201)*

The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **HIS\* 202: United States History II**

3 Credits

*(Formerly HIST 202)*

The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women's suffrage, civil rights, and ethnic and minority issues.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

**HIS\* 203: History of Religions in America**

3 Credits

This course covers the role of religion in American history from the sixteenth century up until the present day and enables students to appreciate the complexity of a religiously plural nation. The influence of Native American religions and spiritual traditions, African religions and spiritual traditions, Christianity, Judaism, Islam, Hinduism, and Buddhism as well as other belief systems will be covered along with topics such as struggles for religious freedom, religion and in American political life, religion and the immigrant experience, religion and civil rights movements, and contemporary trends in American religion.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**HIS\* 210: History of Colonial America**

3 Credits

*(Formerly HIST 210)*

A study of the 13 American colonies in the 17th and 18th centuries with emphasis on the Europeans and Africans who settled the colonies. Field trips will be included.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 212: The City in American History**

3 Credits

*(Formerly HIST 204)*

An examination of the impact of the city upon American life, centered around the transformation from the 17th century, pre-industrial town to the post-industrial 20th century city. Field trips are included.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 213: The U.S. Since World War II**

3 Credits

*(Formerly HIST 215)*

America's political, social, intellectual and diplomatic history, with emphasis on the period from 1945 to present. Topics include: the Cold War and Détente, the quest for social justice, the changing face of urban America, race relations, social and political upheavals.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 214: Racial and Ethnic History of the United States**

3 Credits

*(Formerly HIST 220)*

This course will examine immigration to this country from Europe, Africa, Asia and Latin America. It will explore whence we came and why, and how we adapted to life in the United States while retaining emotional attachments to our homelands. Field trips and slide lectures complement class discussions and readings.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 215: The History Of Women in the US**

3 Credits

This course focuses on American women from pre-contact period to the late 20th century. Special emphasis will be given to the effects of race, class and ethnic origins on the history of particular groups of American women including slave society, women's rights movement, labor organizations, and social justice movements.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally

**HIS\* 216: African American History I**

3 Credits

*(Formerly HIST 230)*

n the Americas with an emphasis on British North America and the United States before 1877. Students will explore a variety of issues such as the causes of the African slave trade, the impact of slavery on both whites and blacks, the African influence on American culture, the slaves' contribution to the growth of the American economy and industrialization, the rhetoric and reality of freedom and slavery, and the cause and legacy of the Civil War.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 217: African American History II**

3 Credits

This course focuses on the experience of African Americans since 1877 within the broad context of American history. Students will explore the rise of the Jim Crow laws and sharecropping system in the South and the impact of racial segregation at the national level in late nineteenth century, examine the growth and achievement of the civil rights movement, and assess the evolution in racial relationship in American society in the twentieth century and beyond.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 219: An American Revolution**

3 Credits

Unlike the introductory U.S. history courses that provide a general survey of the settlement, development and growth of the American colonies and subsequent republic, this course focuses specifically on the American Revolution. It explores the events, issues, and players from a fresh perspective during the Independence period. This course's primary focus is on the ideas and actions of the ordinary people and the diverse groups such as the farmers, slaves, women, and Continental soldiers. It will examine how these people reacted to the dominant ideas, what actions they participated in pursuing freedom and liberty and how the rhetoric and reality converged or collided, and ultimately what unifying forces prevailed to create the new republic.

**Prerequisites:** Successful completion of HIS\* 201**Offered:** Occasionally**HIS\* 224: The American Indian**

3 Credits

*(Formerly HIST 224)*

A Survey of the History of American Indians) The course offers students a balanced perspective of Native American people from an ethnohistory point of view. By studying primary sources, including the voices of native people, formal historical texts and the popular press, the course will offer a new look at the complex story of the original residents of the North American territory that we now call the United States.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 227: The Vietnam War**

3 Credits

*(Formerly HIST 227)*

This course will analyze the history of America's role in Vietnam from 1945 to 1975. To understand the Vietnam War, however, broad themes must be assessed such as the history and culture of Vietnam, the rise of the Third World, and the impact of the Cold War on U.S. Vietnam policy. Other important issues that will be discussed include the importance of domestic affairs on the Vietnam War, the U.S. Military's role in the war, and the world-view of U.S. Presidents as diverse as Dwight Eisenhower and Lyndon Johnson. Because the war has produced a long-lasting legacy on American culture, the post Vietnam War years will also be examined in detail. How the last three decades of politics, music, film, and literature have been influenced by the Vietnam War will be subject of in-depth analysis.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally

**HIS\* 228: Colonial New England**

3 Credits

A Survey of colonial New England from the 1500s to the 1770s. Topics will include, but not limited to, an examination of the land and people prior to British settlements, the motivations of English migration to the region, the ecological impacts under the English, the social and economic developments, the role of religion, the church-and-state relations, local governments, the rise of local opposition against British rule, the role of New England in the Revolutionary movement.

**Prerequisites:** Successful completion of HIS\* 201**Offered:** Occasionally**HIS\* 232: A Survey of Russian History**

3 Credits

A Survey of Russian History examines key elements in Russia's history beginning with its origins and concluding with the death of Joseph Stalin. Among the topics included: Mongol influence, the issue of serfdom, the legacy of Peter the Great, industrialization, Russia at war, the Revolution of 1917 and Civil War, creation of the Soviet Union, Stalin and Stalinism.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 242: Modern Ireland**

3 Credits

*(Formerly HIST 222)*

Study focuses on the political, social, cultural and economic development of Ireland after 1600. Major themes discussed include: Ireland's relationship with Britain, the role of the Catholic Church, emigration, and the creation of the divided modern Irish state.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 244: Europe in the 20th Century**

3 Credits

*(Formerly HIST 242)*

An introductory survey of the diplomatic, political, social and intellectual history of Europe from 1914 to present.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Spring**HIS\* 245: The World at War**

3 Credits

This course will examine the aftermath of World War I and the coming of World War II. Special emphasis is given to the role of the Versailles Treaty and its connection to the failure of democracy and the rise of totalitarianism in pre-war Europe. This course also examines the global dimensions of World War II and the emergence of the Soviet Union and United States as superpowers. Students will be asked to study traditional historical texts as well as selections from the literature and art of the period.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 262: Modern Latin America**

3 Credits

This course is a survey of Latin American history from the early-nineteenth century to the present day. It is designed to introduce students to significant issues and trends in the region, broadly defined as lands in the western hemisphere south of the Rio Grande, including the Caribbean islands. The course is organized chronologically and will emphasize three major themes. It will begin with the end of the colonial period by examining the process of state formation as the region emerged from three centuries of European colonialism. It also will examine the impact of U.S. influence on Latin America, particularly from the late-nineteenth century to the present. The third major theme the course will address is the phenomenon and consequences of revolution during the twentieth century.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally



**HIS\* 272: Modern China**

3 Credits

*(Formerly HIST 281)*

The impact of Western encroachment on China in the 19th century, the attempts of China to deal with the West and with problems arising from contact with the West, the Revolution of 1911 and the period of Nationalist control, the conflict with Japan, the growth and victory of the Communist Party, and the internal changes wrought by the People's Republic of China since 1949 will be studied.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 280: Modern Africa**

3 Credits

*(Formerly HIST 280)*

Modern Africa focuses on the history of the continent after 1500 through the study of African states and societies on the eve of European contact, the impact of the Trans-Atlantic slave trade, the Scramble for Africa, de-colonization and the creation of contemporary African states.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**HIS\* 284: South Africa**

3 Credits

*(Formerly HIST 284)*

This course will analyze the history of South Africa from pre-Colonial times through the end of Apartheid and the establishment of majority rule in 1994. South Africa's history offers a unique look at European colonialism in Africa and the implementation of legislative racism from the 1940s on. Analyzing South Africa's mineral revolution of the mid-nineteenth century allows the studying of labor migration and its impact on traditional African societies, their traditions, norms, and mores.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally

## Honors

**HON\* 202: Honors Capstone**

1 Credits

In addition to completing four Honors Options or Honors Courses, students in MCC's Honors College must complete an independent study, 1-credit capstone project conducted with a professor in their major area. This project may be completed as part of an Honors Option in a preexisting class, or it can be designed and completed as an independent study outside of existing curriculum. Important note: Students must earn a grade of B or better in their capstone project in order to graduate with Honors.

**Prerequisites:** Enrollment within the Honors College and completion of at least two Honors Options or Honors Courses with a grade of B or better**Offered:** Fall, Spring, Summer

## Hospitality Management

**HSP\* 100: Introduction to the Hospitality Industry**

3 Credits

A survey course encompassing three major areas of the Hospitality Industry: the foodservice industry including restaurants, institutions, clubs, and schools; the hotel-motel industry, including travel and tourism; and hospitality management theories, styles, and laws. Career opportunities are emphasized in each area.

**Prerequisites:** Eligibility for ENG\* 101 or ENG\* 093 taken concurrently.**Offered:** Fall, Spring

**HSP\* 101: Principles of Food Preparation**

3 Credits

*(Formerly HOSP 101)*

Introduces techniques and procedures required to prepare basic foods in a hands-on kitchen laboratory environment. Emphasis is placed on use of equipment, identification of a standard quality product, and the importance of methods by which to develop sanitary working habits. Class: 1 hour per week. Laboratory: 3 1/2 hours per week.

**Prerequisites:** Eligibility for MAT\* 109 or MAT\* 095 taken concurrently, and HSP\* 109 taken concurrently

**Offered:** Fall, Spring

**HSP\* 103: Principles of Baking I**

3 Credits

The course presents an introduction to baking and pastry with intensive hands-on laboratory training in a quantity food environment. The course competencies concentrate on the production and quality control of baked goods that are used in hotels, restaurants, resorts and institutions. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, folded dough's, batters, basic cakes, pies and creams.

**Prerequisites:** Eligibility for MAT\* 109 or MAT\* 095 taken concurrently, and HSP\* 109 taken concurrently

**Offered:** Fall, Spring

**HSP\* 107: Icing Artistry I**

3 Credits

This class introduces students to the fundamental and necessary skills for commercial cake decorating. Students learn the basic techniques in butter cream frosting, royal icing, borders and decorations. Students will design a multi-tiered cake. Class: 1 hour per week. Laboratory: 3.5 hours per week.

**Prerequisites:** Eligibility for MAT\* 109 or concurrently enrolled in MAT\* 095.

**Offered:** Fall, Spring

**HSP\* 109: Food Safety Certification**

1 Credits

This course introduces public health problems that relate to the hospitality industry. Topics include disease transmission through improper food handling, flow of food through the operation and safety regulations. The final exam for this course includes the National Food Safety Certification by the NRA.

**Prerequisites:** Eligibility for ENG\* 101 , or ENG\* 093 taken concurrently

**Offered:** Fall, Spring

**HSP\* 112: Advanced Food Preparation**

4 Credits

*(Formerly HOSP 102)*

Full-course American style menus are prepared in quantity. Students experience various responsibilities in the dining room and kitchen areas. Emphasis is on preparation of recipes, purchase orders, requisitions and income and expense summaries for each menu and dining room service. Class: 1 hour per week. Laboratory: 5 hours and 30 minutes per week.

**Prerequisites:** Completion HSP\* 101 with a C- or higher and HSP\* 109 with a C- or higher or taken concurrently

**Offered:** Fall, Spring

**HSP\* 135: Service Management**

3 Credits

This course is designed to introduce the students to the basic principles of food and beverage management with focus on front-of-the-house training and development. Topics include dining room/style organization, customer relations, staff challenges, serving beverages, and modern management techniques. Students will gain experiences in basic set-up service skills, dining etiquette training, and include tableside preparation. Sanitary practice and compliance with laws and ordinances of the Department of Health are enforced.

**Prerequisites:** Eligibility for ENG\* 101 or taking ENG\* 093 concurrently

**Offered:** Fall, Spring

**HSP\* 201: International Foods**

4 Credits

*(Formerly HOSP 217)*

Full-course, ethnic menus are planned, prepared and served by student teams. Emphasis is on organization, showmanship and supervision. Students will provide both oral and written reports on the menu presentations including food and labor costs, product and production analysis, and menu presentation and delivery. Class: 1 hour per week. Laboratory: 5 1/2 hours per week.

**Prerequisites:** C- or better in HSP\* 112 and C- or better in HSP\* 135**Offered:** Fall, Spring**HSP\* 207: Icing Artistry II**

3 Credits

An advanced course in methods of cake decorating. Students will learn to work in advanced sugar and decorating mediums, demonstrating molding, embossing and draping. Students will design and create a wedding cake.

**Prerequisites:** HSP\*105 (no longer offered) or C- or better in HSP\* 107**Offered:** Fall**HSP\* 210: Buffet Catering**

4 Credits

Students experience artistic production such as ice carving, platter presentation and garnishing. Emphasis is placed on buffet set-up and a variety of dining room service styles including tableside, French, and Russian service. The management of a successful catering business is studied. Students participate in community service catered functions. Class: 1 hour per week. Laboratory: 5.5 hours per week.

**Prerequisites:** C- or better in HSP\* 112 and C- or better in HSP\* 135**Offered:** Fall, Spring**HSP\* 211: Food and Beverage Cost Control**

3 Credits

*(Formerly HOSP 203)*

A theoretical and practical approach to the various aspects of food and beverage cost control and purchasing. Includes a computer application model for foodservice management programs based on the Costguard Purchasing software system. Note: Successful completion of HSP\* 101 or HSP\* 103.

**Offered:** Fall**HSP\* 215: Principles of Baking II**

3 Credits

This course focuses on the preparation of advanced pastries and classical desserts. Included are the preparation of petit fours, dessert sauces, French dough's, ice cream, sugar work, chocolate work, European tarts, tortes, and plate decoration ice cream. Laboratory classes are complemented with baking and pastry arts related studies that introduce management operations and procedures in the baking profession.

**Prerequisites:** Completion of HSP\* 103 and HSP\* 109 with a C- or higher**Offered:** Fall, Spring**HSP\* 216: Artisan Bread**

3 Credits

This course focuses on the preparation and production of artisan breads. Students in this class will work as a bakery team and commercially produce breads that are found in many specialty bakeries. Students will learn how to make breads using pre-ferments, various types of yeast, enriched dough, and naturally leavened starters, while maintaining a professional work environment. There will be an emphasis on the science of bread production as well as the hand skills necessary for producing classic artisan breads. This class meets for half of the semester. Students should be prepared to work in the kitchen starting on the first day. Class meets 2 hours per week and the laboratory is 7 hours per week.

**Prerequisites:** Completion of HSP\* 103 with a 'C-' or better**Offered:** Spring

**HSP\* 225: Principles of Baking III**

3 Credits

*(Formerly HSP\* 235: Advanced Pastry Arts)*

This is a lecture and laboratory course on the principles, techniques, and materials used in upper level bake shop and competition piece production. Units covered include sculpture of chocolate, sugar, pastillage, marzipan, salt dough, and dessert presentation.

**Prerequisites:** C- or better in HSP\* 215**Offered:** Spring**HSP\* 230: Sustainable Food Service Management**

3 Credits

Food impacts all areas of our lives including the environment, local economies, global economy, social well-being, and human health. This course is designed to help students understand the complex issues surrounding food that ultimately impact sustainability. Topics include understanding sustainable food, local and seasonal production, socially just and unjust means of producing foods, processed foods and food choices.

**Prerequisites:** C- or better in HSP\* 100 .**Offered:** Fall**HSP\* 233: Hospitality Human Resource Management**

3 Credits

*(Formerly HOSP 214)*

A course in managing people, including recruiting, training, motivating and supervising. Forecasting, staff planning and payroll controls are included. Emphasis is on the supervisor from the standpoint of his or her effectiveness in motivation, communication and productivity.

**Prerequisites:** C- or better in HSP\* 100**Offered:** Fall**HSP\* 237: Hospitality Marketing**

3 Credits

*(Formerly HOSP 231)*

A course to familiarize students with hospitality sales practices used in restaurants, hotels and clubs, from market analysis to actual sales activity. The course includes guest lectures, term projects, and voluntary membership in the Hotel Sales Management Association.

**Prerequisites:** C- or better in HSP\* 100.**Offered:** Fall**HSP\* 238: Relationship Marketing**

3 Credits

*(Formerly HOSP 260)*

The purpose of this course is to give the student a solid foundation in customer service systems. Students will learn concepts and skills necessary to perform effectively in a customer driven service economy. This course will focus on the concepts and applications of communications, strategic planning, teamwork, coaching, and vision building, as well as an introduction to Total Quality Management. This course emphasizes the importance of development and retention of repeat customers and business buyers.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Spring**Cross listed as:** BMK\* 260**HSP\* 242: Hotel Management**

3 Credits

*(Formerly HOSP 241)*

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with the check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel

management. Front office procedures and management are placed within the context of the overall operations of hotels.

**Prerequisites:** Completion of HSP\* 100 with a C- or higher.

**Offered:** Spring

### **HSP\* 244: Meeting, Convention and Special Event Management**

3 Credits

*(Formerly HOSP 232)*

This course offers a practical insight into the different kinds of special events, the types of organizations that stage such events, and the people who make them possible. The course will also include how to sell, lead and analyze an event.

**Prerequisites:** HSP\* 100

**Offered:** Occasionally

### **HSP\* 290: Classical Cuisine**

3 Credits

This course provides further techniques in flavor development, fabrication, presentation of hot and cold specialty foods in garde manger and classical French design. Students will prepare classical menus, work with forcemeats, mousses, hot and cold hors d'oeuvres, and learn techniques in cold platter presentations. Emphasis will be placed on necessary skills development for a competitive role for a future culinary competition, if applied.

**Prerequisites:** C- or better in HSP\* 201 or C- or better in HSP\* 210, and C- or better in HSP\* 215

**Offered:** Spring

### **HSP\* 296: Cooperative Education/Work Experience**

3 Credits

*(Formerly HOSP 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, institutions, restaurants, hotel and conference settings.

**Prerequisites:** 12 completed credit hours in a Hospitality Careers program.

**Offered:** Spring, Summer

## **Human Services**

### **HSE\* 101: Introduction to Human Services**

3 Credits

*(Formerly HS 101)*

Course includes history of the human service movement, introduction to current theory and knowledge related to human services, and survey of contemporary helping professions.

**Prerequisites:** None

**Offered:** Fall, Spring and sometimes Summer

### **HSE\* 134: Introduction to the Mental Health System**

3 Credits

This course will review the nature, history and stigma of psychiatric illness and the various treatment modalities over time. The course will also cover classification of psychiatric diagnoses, ethics, co-occurring disorders, psychiatric rehabilitation and criminal justice involvement. Topics can include treatment approaches, case management, psychosocial rehabilitation, public awareness, and a special emphasis on social role valorization and empowerment.

**Prerequisites:** None

**Offered:** Fall, Spring and sometimes Summer

### **HSE\* 210: Group & Interpersonal Relations**

3 Credits

*(Formerly HS 201)*

Current group theory, knowledge, methods and skills are covered that lead to beginning competence in helping people problem solve through group experience.

**Prerequisites:** HSE\* 101 or employment in a human service position.

**Offered:** Fall, Spring

### **HSE\* 241: Human Services Agencies and Organizations**

3 Credits

*(Formerly HS 252)*

An introduction to the study of human service organizations. The skills, methods, and functions of human service providers are explored, developed, analyzed, presented and integrated into the overall learning experience of the students. Through the utilization of group process, students will develop and present a grant proposal.

**Prerequisites:** HSE\* 101, HSE\* 251, and HSE\* 210, and completion of HSE\* 281 concurrent enrollment in HSE\* 282

**Offered:** Spring

### **HSE\* 251: Work with Individuals and Families**

3 Credits

*(Formerly HS 152)*

An introduction to current knowledge and theory related to understanding basic human needs. Classroom practice of the interactional skills needed in the helping professions: assessment, planning, contracting, interventions, interviewing and evaluation is studied. Self-awareness regarding personal values and professional ethics is developed.

**Prerequisites:** HSE\* 101 or 6 credits in psychology.

**Offered:** Fall, Spring

### **HSE\* 281: Human Services Field Work I**

3 Credits

*(Formerly HS 291)*

120 hours of supervised field work in a cooperating human service agency. Attendance is required at weekly pro-seminar meetings.

**Prerequisites:** HSE\* 101, HSE\* 210, and HSE\* 251 and permission of coordinator for Social Service A.S. students. HSE\* 101 and permission of coordinator for CSCU Social Work transfer students, DARC students, and Social Service certificate students.

**Offered:** Fall, Spring

### **HSE\* 282: Human Services Field Work II**

3 Credits

*(Formerly HS 292)*

120 hours of supervised field work in a cooperating human service agency. Attendance is required at weekly pro-seminar meetings.

**Prerequisites:** HSE\* 101, HSE\* 251, HSE\* 210, HSE\* 281 and permission of coordinator.

**Offered:** Fall, Spring

## **Humanities**

### **HUM\* 101: Introduction to the Humanities**

3 Credits

Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall, Spring, Winter, Summer

**Fulfills General Education - Knowledge of Humanities**

**HUM\* 125: Introduction to Peace and Conflict Studies**

3 Credits

This course is an interdisciplinary study of the concepts of peace and conflict as they relate to economic, sociological, psychological, historical, political, technological, cultural, ideological, geographical, and environmental factors since the end of the Cold War. Students will familiarize themselves with the concepts of positive and negative peace, peacemaking, the principles of a culture of peace, and the roots of conflict. Students will also learn to engage in careful and sustained reflection on some of the major problems confronting humankind today, as well as on the issues of conflict management at the international level, and, finally, on their personal roles and responsibilities as world citizens.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**HUM\* 172: Harlem Renaissance**

3 Credits

*(Formerly HUMN 201)*

Students will explore and experience the incredible surge of creative activity in literature, music, the visual and performing arts by African Americans in the 1920s.

**Prerequisites:** ENG\* 101 or permission of the instructor**Offered:** Occasionally**HUM\* 178: Native People: The Art, Film and Literature**

3 Credits

The 12,000 year old art, music, and oral story telling traditions of native/indigenous peoples (commonly called Indians) throughout the western hemisphere from Chile to the Arctic Circle will be explored, experienced, and shared in this class. In addition, the written word about and, now, by Native Peoples will be read and discussed in depth. Finally, the newest media of film, DVDs, and TV will be reviewed with a critical eye to accuracy of content and artistic value.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**Interdisciplinary Studies****IDS\* 101: The First Year Experience**

3 Credits

*Formerly SD 111*

This course provides students with the skills, knowledge and confidence necessary to succeed in college and emphasizes the role that effective choice plays. Students are encouraged to think, read, problem-solve, and write critically. Topics include both academic and organizational skills and aim to empower students through heightened self-awareness. The course fosters an understanding and appreciation for the diversity of the college community while encouraging students to become responsible and enthusiastic participants in their education.

**Prerequisites:** None**Offered:** Fall, Spring, Summer**IDS\* 201: Explore [Theme]**

3 Credits

What is the purpose of liberal education in my life and in society? Why do I have to take general education courses unrelated to my major or program to graduate? How can I integrate the knowledge and skills developed from all of my courses to enrich my understanding of the theme of this course and prepare me for the challenges and opportunities I will face after graduation? In the beginning of this interactive class, students will explore answers to these questions. Throughout the semester students will develop the essential intellectual skills needed to succeed in the 21st century: integrative learning, interdisciplinary inquiry, creative and critical thinking, and collaborative problem solving. Students will learn how to apply these skills through learning projects that will broaden and deepen their understanding of the theme of this course and hone their ability to effectively communicate their ideas.

**Prerequisites:** ENG\* 101 with a grade of "C" or better, plus at least 9 additional college credits with a grade of "C" or better

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Humanities**

## Legal

### **LGL\* 102: Legal Research and Writing**

3 Credits

*(Formerly LEGL 112)*

Provides an understanding of the basic tools of legal research through the use of legal resources, including print and electronic resources. Students will be instructed in the relative value of varied sources of law. Students will examine and work with primary and secondary authorities and law-finding tools. Research procedural methods are advanced through case examples and problem-solving techniques. Students will prepare business letters, case briefs, and legal documents requiring them to synthesize legal authorities and summarize research findings. Students will be taught proper legal citation.

**Prerequisites:** POL\* 120

**Offered:** Fall, Spring

### **LGL\* 103: Legal Ethics and Professional Responsibility**

1 Credits

*(Formerly LEGL 110)*

Introduces students to the paralegal profession and the basic ethical principles which regulate those working in law, placing special emphasis on how the rules affect paralegals. Regulation of attorneys and unauthorized practice of law is discussed with reference to permitted paralegal tasks. Critical issues such as conflicts of interest, confidentiality, competence, and financial matters are emphasized. Students will become familiar with the law affecting lawyers and paralegals, including the American Bar Association Rules of Professional Conduct, and guidelines and codes adopted by bar and paralegal professional organizations.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Fall, Spring

### **LGL\* 104: Real Estate Practice**

3 Credits

*(Formerly LEGL 207)*

Examines basic principles of real property law, with an emphasis on the role of paralegals in residential real estate transactions. Areas studied include acquisition of real property and fixtures, surveys and legal descriptions, co-ownership, easements and other encumbrances, marketable record title and title insurance, brokers, sales contracts, mortgage financing, and closing procedures. Students gain practical experience through document preparation, and familiarity with land records through assignments. Ethical issues related to this practice area are discussed.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Spring

### **LGL\* 208: Litigation**

3 Credits

*(Formerly LEGL 221)*

Provides the student with a basic understanding of the civil litigation process as preparation for employment as a paralegal. The course surveys and reviews the civil litigation process in state and federal courts, including the form and content of documents used in instituting or defending civil lawsuits. Students will be taught legal concepts and skills necessary to work as a litigation paralegal. Emphasis is given to court and office procedures before, during, and after trial, including causes of action and remedies, lawyer and client relationships and ethics, discovery, pleadings, organization of evidence, juries and verdicts; structure of a civil trial; post-trial motions; judgments; appeals, settlements, releases, and dismissals; and arbitration and mediation.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Fall, Spring

### **LGL\* 209: Probate Practice**



3 Credits

(Formerly *LEGL 231*)

Provides a basic understanding of the fundamental principles of law and legal terminology relating to the control and disposition of property before and after death, the probate court system and the probate process. Students will be taught basic concepts concerning wills, trusts, probate administration, estate and gift taxation, and fiduciary accounting. Responsibilities, ethical considerations, and duties of the paralegal in the handling of an estate will be stressed. Students will gain practical experience through exposure to document preparation, file management, and preparation of forms for estate administration. Probate matters such as emancipation, adoption, guardianship and conservatorships will be reviewed.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Fall, Spring

### **LGL\* 210: Family Law**

3 Credits

(Formerly *LEGL 222*)

Provides an introduction to and basic understanding of family law and practice for the paralegal. Students will be taught legal concepts regarding the scope and skills needed in a family law practice. Familiarity with legislation, legal terminology, and legal requirements in the area of family law will be stressed. Topics covered will include family law research, ethics, interaction with the client, premarital agreements, ceremonial and common law marriages, annulment, separation, dissolution of marriage, child custody, child support, tax consequences, legal rights of women and men, legal status of children, adoption, and surrogacy. Practical applications and drafting of documents will be included.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Occasionally

### **LGL\* 211: Business Organization**

3 Credits

(Formerly *LEGL 211*)

Provides an introduction to and understanding of the basic principles of law that apply to the formation of business organizations including sole proprietorship, general partnership, limited partnership, LLC, LLP, and corporation. Students will be taught legal concepts regarding the scope and skills needed by the paralegal in the formation and operation of these business forms. Familiarity with legislation, legal terminology, legal ethics, and legal requirements will be stressed. Practical applications and drafting of necessary documents and forms will be included.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Fall, Spring

### **LGL\* 212: Commercial Law**

3 Credits

Provides a framework for the legal and ethical considerations impacting many basic commercial transactions, and deals with the formation of contracts and the rights and responsibilities of contracting parties. Specific topics included are contract law and the Uniform Commercial Code, including sales and negotiable instruments. Bankruptcy law is also covered.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Occasionally

**Cross listed as:** BBG\* 236

### **LGL\* 216: Administrative Law**

3 Credits

(Formerly *LEGL 205*)

Presents a basic understanding of legal concepts affecting public administrative agencies, including the way in which administrative agencies fit into the United States system of government, delegation of authority and separation of powers, the types and organization of administrative agencies, sources of administrative law, rule making, legislative oversight, agency actions, controls on agencies, appeals, adjudications, judicial review, and legal ethics. Specific areas of agency action are explored, such as environmental law, Social Security, civil rights, immigration law, and Workers' Compensation.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor

**Offered:** Occasionally

**LGL\* 220: Computer Applications in Law**

4 Credits

*(Formerly LEGL 220)*

Provides the paralegal student with a background in computer applications in the law office. The student will employ and examine Microsoft Office Suite applications, as well as specialized legal software, to perform billing and calendar functions, file and case management, and litigation support. The student will learn to access public records and governmental information using the Internet. Procedures for electronic filing and access to court forms, dockets and calendars will be reviewed.

**Prerequisites:** POL\* 120 or eligibility for ENG\* 101 or permission of instructor. Students without a strong foundation in computer applications should take CSA\* 105

**Offered:** Fall, Spring

**LGL\* 240: Legal Studies Capstone Course**

3 Credits

Provides students with an opportunity to engage in advanced analysis, research and writing projects, integrating prior course work and further developing paralegal skills. Students will prepare a portfolio of documents, essays and projects that demonstrate core competencies. Job search strategies and continuing education opportunities will be discussed. Students will prepare for and complete a comprehensive, substantive assessment after review of various content areas.

**Prerequisites:** LGL\* 102, LGL\* 103, LGL\* 208, LGL\* 220 and one of the following: BBG\* 234 or LGL\* 211 or LGL\* 212 or permission of instructor.

**Offered:** Spring Only

**LGL\* 270: Cooperative Education/Work Experience**

3 Credits

*(Formerly LEGL 270)*

Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to the program of study, including private law firms, corporate legal departments, government or other settings in which practical experience may be gained. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placement), students attend seminars focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, new employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced.

**Prerequisites:** 12 completed credit hours in the Paralegal program and permission of instructor.

**Offered:** Fall, Spring, Summer

**Manufacturing Engineering Technology****MFG\* 106: Computer-Aided Manufacturing I**

3 Credits

*(Formerly CAM 101)*

An introductory course in the utilization of computer technology for the planning, implementation and control manufacturing processes. The process of manual and automated preparation of computer-aided manufacturing systems programs and equipment are studied in preparation for implementing these techniques in a computer-integrated manufacturing environment. This will be accomplished through numerical control programming (CNC) and CAD/CAM interface.

**Prerequisites:** MFG\* 111, CAD\* 110.

**Offered:** Fall

**MFG\* 111: Manufacturing Materials and Process I**

3 Credits

*(Formerly MFG 111)*

An introduction to the basic principles on which manufacturing processes are based, and to the basic materials produced by or used in these processes. Topics include: the basic processes in manufacturing metals, testing or engineering materials; ferrous and non-ferrous metals and alloys; fundamental metal-casting, molding and heat treating processes; non-metallic materials; metal cutting, forming, welding and joining; metal machining processes; and quality control measurement and inspection.

**Prerequisites:** MAT\* 138 (may be taken concurrently) or permission of instructor. (No prerequisites for Precision Manufacturing Program)

**Offered:** Occasionally

### **MFG\* 112: Manufacturing Materials and Process II**

3 Credits

*(Formerly MFG 112)*

A continuation of MFG\* 111: Manufacturing Materials and Processes I with emphasis on metal machining and fabrication technologies, numerical control machining, tooling and fixture design and manufacture, and advanced metals machining technologies and concepts.

**Prerequisites:** MFG\* 111.

**Offered:** Occasionally

### **MFG\* 114: Quality Control in Manufacturing**

3 Credits

Students will learn how to utilize a broad array of Quality Control (QC) tools such as: process plans, inspection plans, control charts, sampling plans and run charts to analyze, control and improve manufacturing processes.

**Prerequisites:** Completion of MFG\* 123

**Offered:** Occasionally

### **MFG\* 115: Safety in the Workplace**

1 Credits

This course provides an introduction to the safety and health issues encountered in a manufacturing environment. This course introduces students to the concepts of personal and work environment safety requirements of manufacturers as well as the governmental oversight agencies such as OSHA.

**Prerequisites:** None

**Offered:** Occasionally

### **MFG\* 123: Measurement for Manufacturing**

2 Credits

This course provides students with the basics in measurement for manufacturing, incorporating an introduction to the construction and usage of inspection tools, as well as a comprehensive set of hands-on exercises. These tools will be utilized to discover the dimensional characteristics of a variety of sample parts.

**Prerequisites:** Completion of EGR\* 112. (No prerequisites for Precision Manufacturing Program)

**Offered:** Occasionally

### **MFG\* 167: Conventional Manufacturing Processes Lab**

4 Credits

*(Formerly MFG\* 110)*

Provides theoretical concepts and develops the knowledge and "hands-on" skills in the conventional lathe and milling manufacturing processes. The lab portion introduces common metal cutting tools, lathe and milling machine set-ups and machine operation. In addition, the lab includes the associated use of measuring tools and instruments used in the inspection of class required projects.

One hour of lecture and three hours of laboratory.

**Prerequisites:** Permission of Manufacturing Program Director and Grade of C or better in MFG\* 115 (Safety)

**Offered:** Fall, Spring

### **MFG\* 169: Manufacturing Math**

3 Credits

*(Formerly MFG\* 107)*

This course is a foundation module in manufacturing math. Topics include general arithmetic processes, linear measurement, fundamentals of algebra and plane geometry, trigonometry, and CNC. Concepts are supported by industry-related examples and

industrial applications with an analytical approach to problem solving necessary in actual practice in translating engineering drawing dimensions to machine working dimensions.

**Prerequisites:** A score of 4 or higher on the Key Train placement exam.

**Offered:** Fall, Spring

### **MFG\* 171: Introduction to Lean Manufacturing**

3 Credits

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

**Prerequisites:** None

**Offered:** Fall

### **MFG\* 205: Principles of CNC with Mastercam**

3 Credits

This course is an introduction to computer numerical control (CNC) programming of 2- and 3-axis machine tools by generating 2D and 3D geometries using Mastercam® software. Topics include an introduction to CNC programming coding, set-up, tooling, operation, and troubleshooting based on industry print standards. Students learn the basic principles and applications of numerically controlled software and hardware and experience the set up and operation of CNC milling machines and lathes.

**Prerequisites:** MAT\* 138 and CAD\* 110, or permission of instructor. (No prerequisites for Precision Manufacturing Program)

**Offered:** Spring

### **MFG\* 230: Statistical Process Control**

3 Credits

*(Formerly QA 100)*

An introduction to the concepts of manufacturing statistical process control. Topics include: measures of central tendency, measures of variation, normal distribution theory, process run charts, process control charts for variable and attribute data, normal probability plots, Pareto diagrams and cause and effect diagrams.

**Prerequisites:** MAT\* 165.

**Offered:** Fall

### **MFG\* 239: Geometric Dimension and Tolerancing**

3 Credits

*(Formerly ENGR 102)*

An intermediate course in the interpretation of engineering drawing beginning with the basics of dimensional tolerances and tolerance systems. Topics include: the mathematics of interpreting and specifying tolerances on dimensions, the system of geometric tolerancing, the basic nomenclature and standard symbols conforming to ANSI Y14.5M.

**Prerequisites:** EGR\* 112

**Offered:** Spring

### **MFG\* 244: CNC Machining I**

3 Credits

Students will receive instruction in CNC control commands (M&G code) through the extensive use of in-class CNC control simulators enhanced with hands-on lab experience. Basic G&M code will be utilized to identify and correct programming errors. The benefits of working from a CAD file will also be explained.

**Prerequisites:** Completion of MFG\* 112, MFG\* 115 and MFG\* 123

**Offered:** Occasionally

### **MFG\* 245: CNC Machining II**

4 Credits

Students will be introduced to Computer Numerical Control (CNC) topics including setup and tooling, programming simple parts, and modification of programs to compensate for process variation, utilization of canned drilling cycles, circular interpolation, special milling cycles, looping and special features. Upon completion students will be able to setup CNC 3-axis mills; locate, load and proof the CNC program; execute the program; inspect parts; and modify program instructions via G&M code.

**Prerequisites:** Completion of MFG\* 244

**Offered:** Occasionally

### **MFG\* 260: Introduction to Multiaxis CNC Programming**

3 Credits

This course provides a discussion of the various multiaxis machine tool configurations and introductory 3+1 (4 axis) machining theory into 3+2 (5 axis) machining theory. Topics include workholding, fixturization, tool selection, tombstone programming and more. Students will transition into using Mastercam CAD/CAM software to learn programming techniques and process control.

**Prerequisites:** Completion of MFG\* 205 with a 'B' or better or permission of instructor

**Offered:** Occasionally

### **MFG\* 261: Simultaneous Multiaxis Programming**

3 Credits

Building on the foundations from the introductory multiaxis programming course, this class will advance the student into full simultaneous multiaxis programming. Students will master skills such as understanding Mastercam toolpath patterns, tool axis control strategies, collision avoidance and linking parameters. The course will also cover how to use and build virtual machines to simulate toolpath motion to verify it will be collision free.

**Prerequisites:** MFG\* 260

**Offered:** Occasionally

### **MFG\* 271: Advanced Lean Manufacturing**

3 Credits

The purpose of this course is to provide the student with the knowledge to implement lean improvements within the production environment using a systematic approach. This course will follow an improvement project (from the student's current employer or case study) through the five stages of the DMAIC problem solving methodology. At the completion of the course, the student will be competent to effectively lead a lean implementation project within a company.

**Prerequisites:** MFG\* 171 or permission of instructor.

**Offered:** Spring

## **Mathematics**

### **MAT\* 095: Elementary Algebra Foundations**

0 Credits

*(Formerly MATH 101)*

The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. An e-book and an access code for specialized software is required on the first day of class.

**Prerequisites:** "C" or better in MAT\* 075 or placement by mathematics assessment test, and eligibility for ENG\* 096 .

**Offered:** Fall, Spring, Summer

### **MAT\* 096: Algebraic Concepts, Number Sense & Geometry**

0 Credits

*(Formerly MATH 100)*

This course satisfies the requirements for both MAT\* 075 and MAT\* 095 in a single semester. The course will provide the student with enhanced mathematical literacy in arithmetic, geometric, and algebraic concepts while strengthening and building

problem solving and reasoning skills. Topics include: interpretation and analysis of charts and graphs; geometry and measurements; estimation strategies; ratio and proportion; percents and decimal numbers; properties of the whole numbers, integers, rationals and reals; operations of the real numbers; use of variables, equations and graphs to interpret problems in symbolic form; properties and theorems of the real number systems to solve linear, quadratic, rational, and literal equations; linear systems; and integer exponents. Practical problem applications and graphing calculators will be fully integrated into the course. A TI-83+ or TI-84+ graphing calculator is required for the course. Class: 6 hours per week.

**Prerequisites:** Placement by mathematics assessment test, and eligibility for ENG\* 096 . (It is recommended that students consult with either the Mathematics Department or their advisor.)

**Offered:** Occasionally

### **MAT\* 109: Quantitative Literacy**

3 Credits

(Formerly MATH 110)

Selected topics in mathematics chosen to satisfy the General Studies program requirement in mathematics. A course designed to demonstrate the fundamental nature of mathematics and its applications in modern life through an introduction to the concepts of statistics. Topics include random sampling, design of surveys and experiments, information from samples, confidence intervals, elementary probability, examining numbers and data critically, graphing and data analysis, written discussion of numerical analysis, and simulation. A TI-30 XIIs or TI-83+ or TI-84+ graphing calculator is required. Applications considered throughout.

**Prerequisites:** "C" or better in MAT\* 095 or MAT\* 096 or placement by mathematics assessment test and eligibility for ENG\* 101 . May not be taken for credit if credit already received for MAT\* 165.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 138: Intermediate Algebra: A Modeling Approach**

3 Credits

(Formerly MATH 102)

A second course in mathematical modeling course (whose main themes are function represented by tables, graphs and rules) and problem solving. Polynomial functions with special attention to linear and quadratic functions; power functions; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout the course.

**Prerequisites:** "C" or better in MAT\* 096 or MAT\* 095, or placement by mathematics assessment test and eligibility for ENG\* 101 . No credit if already completed MAT\* 158 or any higher numbered math course.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 139: Elementary and Intermediate Algebra Combined**

3 Credits

A course in mathematical modeling where the main themes are represented using tables, graphs, algebraic rules, and verbal rules. Topics will include problem solving and practical applications. Basic properties and theorems of the real number system will be used to solve linear, exponential, polynomial, piecewise, and absolute value functions. Properties of exponents will be covered using both integer and rational numbers. Use of the graphing calculator will be integrated throughout the course. This course combines the content of MAT\* 095 with MAT\* 138 in one semester.

**Prerequisites:** Placement by mathematics assessment test and eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 146: Math for Liberal Arts**

3 Credits

(Formerly MATH 106)

An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry-growth and symmetry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required.

**Prerequisites:** "C" or better in MAT\* 138 or MAT\* 139 or placement by mathematics assessment test, and eligibility for ENG\* 101 .

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 158: Functions, Graphs & Matrices**

3 Credits

*(Formerly MATH 120)*

A course in selected topics from contemporary mathematics with applications for students in business, economics, and social science. Topics include: the concepts of function and rate of change, a review of algebraic and graphical aspects of polynomial functions, a study of exponential and logarithmic functions, mathematical modeling, systems of linear equations in 2 or more variables with an emphasis on forming, solving and interpretation of matrices. A TI-83+ or TI-84+ graphing calculator is required and used throughout.

**Prerequisites:** "C" or better in MAT\* 138 or MAT\* 139 or placement by mathematics assessment test, and eligibility for ENG\* 101

**Offered:** Fall, Spring, Summer

### **MAT\* 165: Elementary Statistics with Computer Applications**

4 Credits

*(Formerly MATH 111)*

An introduction to statistical theory and its applications. The use of statistics as a decision-making tool will be discussed. Topics include: data collection, organization and summarization, measures of central tendency and variation, counting techniques, introductory probability theory, discrete and continuous probability models, normal distribution theory, sampling distributions, confidence interval estimation and one sample hypothesis testing. A statistical calculator is required and will be used throughout. Applications of statistical techniques in a variety of disciplines will use the Minitab Statistical Software Package.

**Prerequisites:** "C" or better in MAT\* 138 or MAT\* 139 or "C" or better in both MAT\* 095 and MAT\* 109, or "C" or better in MAT\* 096 and MAT\* 109, eligibility for ENG\* 101 .

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 172: College Algebra**

3 Credits

This course is a thorough and rigorous treatment of the algebraic skills needed to be successful in the Calculus sequence. The course will cover sets, functions, simplifying expressions, solving equations, linear functions, linear systems, polynomials, exponential functions, logarithmic functions, complex fractions, radical expressions, complex numbers and quadratic functions. Focus will be on gaining proficiency with algebraic skills. A TI-83 or TI-84 graphing calculator is required and used throughout the course.

**Prerequisites:** "C" or better in MAT\* 138 or MAT\* 139, or placement by mathematics assessment test, and eligibility for ENG\* 101 .

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Mathematics**

### **MAT\* 186: Precalculus**

4 Credits

*(Formerly MATH 150)*

A detailed study of relations and functions, operations on functions, and their graphs. Characteristics of various families of functions, modeling and solving application problems are the main focus of the course. In particular, exponential, logarithmic and circular functions along with polynomial, rational and selected algebraic families will be developed. This course assumes that the student has had some exposure to geometry. A TI-83+ or TI-84+ or 86 graphing calculator is required and will be used throughout.

**Prerequisites:** A grade of "C" or better in MAT\* 172; "C" or better in MAT\* 155, or placement by mathematics assessment test, and eligibility for ENG\* 101 .

**Offered:** Fall, Spring, Summer

**MAT\* 230: Applied Calculus with a Modeling Approach**

3 Credits

*(Formerly MATH 121)*

A course in selected topics from calculus with applications in business, economics, and social science. Students will learn the fundamental concepts of calculus and how to apply them to real-life problems. A major goal is to develop conceptual understanding (rather than algebraic manipulation) through the use of graphing calculators and through the consideration of graphical, numerical and algebraic perspectives. The major conceptual focus is on rates of change and their interpretations within a problem context. The definition of the integral, the Fundamental Theorem of Calculus, some selected applications of integration and some integration techniques are included. A TI-83+ graphing calculator is required and used throughout. Class: 3 hours per week.

**Prerequisites:** "C" or better in MAT\* 158 and eligibility for ENG\* 101 .

**Offered:** Fall, Spring

**MAT\* 254: Calculus I**

4 Credits

*(Formerly MAT\* 250)*

A first course in calculus with analytic geometry for students in mathematics, science, engineering and technology. Topics include families of functions (including exponential and logarithmic) represented by table, graph and equation, modeling of actual data, the concepts of limit and continuity, the derivative and antiderivatives, the definite integral and the Fundamental Theorem of Calculus. Applications from mathematics, engineering, and economics will receive special attention. Solutions to such problems will require the use of a graphing calculator and/or a symbolic algebra system (Maple). A TI-83+ or TI-84+ or TI-86 graphing calculator is required.

**Prerequisites:** "C" or better in MAT\* 186, or placement by mathematics assessment test, and eligibility for ENG\* 101 . Students cannot receive credit for MAT\* 254 if they have already received credit for MAT\* 250.

**Offered:** Fall, Spring

**MAT\* 256: Calculus II**

4 Credits

*(Formerly MATH 192)*

A second course in Calculus and analytic geometry for students in mathematics, science, engineering and technology. Topics include antiderivatives, the definite integral, the Fundamental Theorem of Calculus, techniques of integration, numerical approximation, methods of integration, separable differential equations, improper integrals, sequences and series, polar coordinates and parametric equations. Applications of these topics are used throughout the course and will include problems in area, volume, arc length and exponential growth and decay: (Estimation and approximation techniques are considered throughout the course and include methods for approximating solutions to equations, methods of numerical integrations, and the use of power series to approximate functions.) Solutions of these problems will require the use of graphing calculator and/or Maple software. A TI-83+ or TI-84+ or TI-86 graphing calculator is required.

**Prerequisites:** Eligibility for ENG\* 101 and "C" or better in MAT\* 254 (formerly MAT\* 250).

**Offered:** Fall, Spring

**MAT\* 268: Calculus III: Multivariable**

4 Credits

*(Formerly MATH 293)*

A course in multivariable calculus with analytic geometry for students of mathematics, science and engineering. Topics include: parametric equations, two-and three-dimensional vector algebra, vector differential calculus, differentiation of functions of several variables, multiple integrals, and line and surface integrals. Applications are considered throughout. Computer software and/or graphic calculators will be integrated as appropriate throughout the course.

**Prerequisites:** "C" or better in MAT\* 256 and eligibility for ENG\* 101 .

**Offered:** Fall, Spring

**MAT\* 274: Linear Algebra**

4 Credits

*(Formerly MATH 220 and MAT\*272)*



A first course in linear algebra for students in mathematics, science and engineering. Topics include: systems of linear equations, matrices, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors. Applications from various disciplines will be considered throughout the course. Computers and/or graphing calculators will be integrated as appropriate.

**Prerequisites:** "C" or better in MAT\* 256 and eligibility for ENG\* 101 .

**Offered:** Fall

### **MAT\* 286: Differential Equations**

4 Credits

*(Formerly MATH 201)*

An introductory course in differential equations. Solution methods for differential equations including selected first order equations, nth-order equations, and systems of linear equations using matrix techniques, Laplace transforms, and numerical methods. Series techniques for selected linear differential equations including Bessel's equation will be considered. Computer software and/or graphing calculators will be integrated as appropriate throughout the course. Recommended for science and engineering students.

**Prerequisites:** "C" or better in MAT\* 256 and eligibility for ENG\* 101 .

**Offered:** Fall, Spring

### **MAT\* 287: Discrete Mathematics and Methods of Proof**

4 Credits

*(Formerly MATH 250)*

A formal introduction to the basic concepts of modern abstract mathematics and mathematical topics related to computer science. Topics include: symbolic logic, sets and relations, recursive and inductive procedures, methods of proof, functions, cardinality, counting, graphs and trees, and discrete probability. Prerequisites: "C" or better in MAT\* 256 and eligibility for ENG\* 101.

**Prerequisites:** "C" or better in MAT\* 256 and eligibility for ENG\* 101 .

**Offered:** Spring

## **Meteorology**

### **MET\* 101: Meteorology**

3 Credits

*(Formerly METO 110)*

An introduction to the principles of atmospheric behavior, with emphasis on atmospheric motion, general circulation, air masses and frontal systems, clouds and precipitation, and their relation to climate and weather formations.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Fall

## **Music**

### **MUS\* 101: Music History and Appreciation I**

3 Credits

This course is a survey of western European music from the Medieval Period through Baroque with an emphasis given to stylistic forms (i.e. plainchant, motet, opera fugue), composers (i.e. Palestrina, Corelli, Morley, Vivaldi, Bach, Handel), and the cultural/societal impact on the music. The course will also review the elemental components of music (i.e. pitch, melody, rhythm and harmony).

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of The Arts**

### **MUS\* 102: Music History and Appreciation II**

3 Credits

*(Formerly MUS 112)*

A survey of western music from the classical period to modern times with emphasis given to the major music forms (i.e. symphony, concert, art song, opera) of composition as well as pieces that have literary or other non-musical associations. A review of music concepts such as sound, melody, harmony, rhythm and form.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **MUS\* 107: Today's Music**

3 Credits

*(Formerly MUS 113)*

A music appreciation course that examines the development of American music from its roots in Anglo, African, Native and Latin American traditions to the evolved styles of country, blues, folk, rock "n" roll. Emphasis will be given to the impact of these earlier styles on contemporary practices.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Fall

**Fulfills General Education - Knowledge of The Arts**

### **MUS\* 108: Today's Music Gospel, Ragtime, Blues, Jazz**

3 Credits

An examination of the development of American music from its roots in the secular and sacred traditions of the late 1800's and their impact on the pre-jazz forms of ragtime, brass bands, and blues to the jazz forms of swing, bebop, cool and fusion. Emphasis will be given to the stylistic characteristics of each form and their impact on current music styles.

**Prerequisites:** Eligibility for ENG\* 093

**Offered:** Spring

**Fulfills General Education - Knowledge of The Arts**

### **MUS\* 111: Fundamentals in Music I**

3 Credits

This course is an introduction to the theory of music. Students will be introduced to skills necessary to read, write, and perform music. Topics covered will include, note reading, pitch, rhythm, meter, keyboard, intervals, scales, key signatures, triads, inversions, and sight singing.

**Prerequisites:** None

**Offered:** Occasionally

### **MUS\* 115: Music Theory I**

3 Credits

*(Formerly MUS 111)*

This course offers an exploration of the rudiments of music theory and analysis. Students will strengthen the skills needed to read and write music notation. Topics include: pitch, rhythm, meter, scale, construction, keys, intervals, triads and seventh chords, chord inversions, basic counterpoint, voice leading, choral part writing, and figured bass. The aural component of the material studied in this course is covered in MUS\* 166. Both courses are only offered in the fall semester. Open to any students at the college. Therefore, MUS\* 115 and MUS\* 166 must be taken concurrently.

**Prerequisites:** Corequisite MUS\* 166

**Offered:** Fall

### **MUS\* 116: Music Theory II**

3 Credits

*MUS\*215*

An introduction to the principles of tonal music through listening, analysis, and writing. Topics include melody, diatonic harmonic progression, non-chord tones, advanced voice leading, analysis of small forms, secondary functions, and basic modulatory techniques. The aural component of the material studied in this course covered in MUS\* 168. Therefore, MUS\* 116

and MUS\* 168 must be taken concurrently. Open to any student at the college.

**Prerequisites:** "C" or better in MUS\* 115 and Corequisite: MUS\* 168

**Offered:** Spring

### **MUS\* 124: Music of the Classical Period**

3 Credits

*(Formerly MUS 251)*

A study of Western European music development from the early 18th century to the early 19th century. Topics will include: an overview of the transitional pre-classical period and its impact on the music and composers of the classical period, an analysis of the significant musical styles of the period, a biographical study of the key composers and the impact of the culture on the music development of the period.

**Prerequisites:** Eligibility for ENG\* 101, "C" or better in MUS\* 101. Highly recommended: MUS\* 101.

**Offered:** Occasionally

### **MUS\* 133: Chorale Ensemble I**

1 Credits

*(Formerly MUS 121)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This course is open to all students in the college. No previous experience is necessary but being able to match pitch is a requirement for this course. Brief individual auditions will be conducted at the beginning of the first class. All vocalists are required to take the four-semester sequence of Chorale. Students in the keyboard track are also required to take this course.

**Prerequisites:** None

**Offered:** Fall, Spring

### **MUS\* 134: Chorale Ensemble II**

1 Credits

*(Formerly MUS 122)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This course is open to all students in the college. All vocalists are required to take the four-semester sequence of Chorale. Students in the keyboard track are also required to take this course.

**Prerequisites:** Completion of MUS\* 133 with a 'C' or above

**Offered:** Fall, Spring

### **MUS\* 141: Beginning Guitar**

3 Credits

*MUS\*145*

Guitar techniques for the beginning player. Emphasis on correct tuning (standard), chord construction, scales, rhythm and group performance. Reading general music notation, music notation related to the guitar (tablature notation is not used), and an understanding and application of basic chords. Students will receive a foundation in music theory and appreciation. Students are required to use an acoustic steel or nylon stringed guitar. Electric guitars will not be allowed.

**Prerequisites:** None

**Offered:** Fall and/or Spring

### **MUS\* 148: Beginning Piano**

3 Credits

*(Formerly MUS 190)*

Provides basic beginning piano instruction for **non-music majors** student at the college. Teaches how to read music in treble and bass clef, play intervals up to an octave, chords of all qualities (major, minor, augmented, diminished), exercises using major and

minor scales and five-finger patterns, and simple chord progressions (I-IV-V7-I). Students are required to attend a live concert featuring solo keyboard and write a concert review paper.

**Prerequisites:** None. **This class is for non-music majors only.**

**Offered:** Fall and/or Spring

### **MUS\* 149: Beginning Jazz Concepts**

1 Credits

This course is a preparatory course for students interested in performing jazz. Students will acquire an understanding and skill development in the areas of basic jazz forms, rhythmic concepts and harmonic structures as it applies to the performance of jazz on their respective instruments/voices. Students will gain knowledge of significant jazz artists of diverse styles and acquire skills in performing a jazz solo over harmonic progressions as a soloist or within an ensemble setting.

**Prerequisites:** MUS\* 115: Music Theory I with a C or above or with permission of the instructor.

**Offered:** Occasionally

### **MUS\* 160: Beginning Voice**

1 Credits

*(Formerly MUS 173)*

A performance-based course designed to introduce vocal technique, Italian/English classical and Broadway song repertoire and performance practices to individuals seeking vocal instruction.

**Prerequisites:** None

**Offered:** Fall and/or Spring

### **MUS\* 166: Music Ear Training I**

1 Credits

*(Formerly MUS 217)*

Ear Training I covers the aural component of Music Theory I. It is highly recommended to take MUS\*163 concurrently with Music Theory I (MUS\*115). This course uses Kodály materials. Students are introduced to Solfeggio (movable "do"), Curwen hand signs, stick notation and score reading. Students will also develop their aural skills with rhythm exercises, music dictation, interval singing, scale singing, chordal and ensemble singing.

**Prerequisites:** Co-register MUS\*115

**Offered:** Fall

### **MUS\* 167: Language for Singers**

2 Credits

This course is designed to provide knowledge of International Phonetic Alphabet (IPA) as it applies to singers, teaching them not only IPA but also how to form vowels and consonants (the anatomy of the voice). In addition, students will learn how to transcribe English texts into IPA. Students will also be introduced to basic IPA knowledge for Italian, German, French and Spanish texts.

**Prerequisites:** None

**Offered:** Occasionally

### **MUS\* 168: Music Ear Training II**

1 Credits

Ear Training II is a continuation of Ear Training I. As the aural component of Music Theory II, students are to co-register with Music Theory II (MUS\* 116). This course uses Kodály materials. All Intervals (except the tritone), scales (major, natural and harmonic minor), and triads (Mmd) in all inversions are sung and identified, with an introduction of augmented triads. Practice singing in two and three parts in treble and bass clefs is included as well as "Sing and Play." This course also includes singing and dictation of one-part and two-parts melodies in major and minor (natural and harmonic). Sight-singing in duple compound meter, keyboard harmony and simple chord progressions are introduced (aural identification of diatonic harmonic functions).

**Prerequisites:** Completion of MUS\* 166 with a 'C' or better, or permission of instructor. Co-register with MUS\* 116

**Offered:** Spring

**MUS\* 174: Madrigal/Chamber Singer I**

1 Credits

*(Formerly MUS 127)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of chamber choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This advanced course is open to all students in the college. Previous choral experience, knowledge of music notation and good sight-reading skills are required. Brief individual auditions will be conducted at the beginning of the first class. Students registered for this course must be also registered for MUS\*B161.

**Prerequisites:** Pass an audition and take MUS\* 133 simultaneously**Offered:** Fall, Spring**MUS\* 175: Madrigal/Chamber Singer II**

1 Credits

*(Formerly MUS 128)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of chamber choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This advanced course is open to all students in the college. Previous choral experience, knowledge of music notation and good sight-reading skills are required. Brief individual auditions may be conducted at the beginning of the first class. Students registered for this course must be also registered for MUS\*B162.

**Prerequisites:** Completion of MUS\* 174 with a 'C' or above and take MUS\* 134 simultaneously**Offered:** Fall, Spring**MUS\* 185: Applied Lessons I**

2 Credits

This course is the first in a sequence of required private vocal or instrumental lessons to learn elements of music performance. Students will begin their instruction through one hour per week master class and one hour per week of required private music lesson. Private teachers will be selected and approved by the music department.

**Prerequisites:** By permission of the music program coordinator**Offered:** Fall, Spring**MUS\* 186: Applied Lessons II**

2 Credits

This course is the second in a sequence of required private vocal or instrumental lessons to reinforce and learn elements of music performance. Students will continue their instruction through one hour per week master class and one hour per week of required private music lesson. Private teachers will be selected and approved by the music department.

**Prerequisites:** Completion of MUS\* 185 with a 'C' or above, or permission of instructor**Offered:** Fall, Spring**MUS\* 187: Classical Chamber/Jazz Combo I**

1 Credits

*(Formerly MUS 123)*

Students participating in the Chamber Ensemble course will gain exposure and experience in performing standard classical repertoire as part of a classical chamber ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop ensemble performance skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

Students participating in the Jazz Ensemble course will gain exposure and experience in performing standard jazz repertoire as part of a jazz combo ensemble. During preparation of the musical selections, students will be required to listen to recordings of

works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop jazz improvisation skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

**Prerequisites:** By permission of music program coordinator or instructor

**Offered:** Occasionally

### **MUS\* 188: Introduction to Conducting**

3 Credits

This course is designed to introduce basic conducting techniques, develop independence of hands, and present a comprehensive approach to score preparation of full and reduced scores, with the main goal of communicating music artistically and expressively through conducting.

**Prerequisites:** Completion of MUS\* 190 , and MUS\* 116 , and either MUS\* 133 or MUS\* 187 , all with a grade of 'C' or higher

**Offered:** Occasionally

### **MUS\* 190: Group Piano I**

1 Credits

*MUS\*148*

This class provides level 1 piano instruction to **music majors**. It reinforces how to read music in treble and bass clef; teaches how to play intervals up to an octave, chords of all qualities (major, minor, augmented, diminished), exercises using major and minor scales and five-finger patterns, and simple chord progressions (I-IV-V7-I). Students are required to attend a live concert featuring solo keyboard and write a concert review paper.

**Prerequisites:** Permission of program coordinator

**Offered:** Fall, Spring

### **MUS\* 191: Group Piano II**

1 Credits

This class is the continuation of MUS\*190 (Group Piano Class I) and it concentrates on performance of advanced beginning, well-known selections and piano techniques, as well as sight-reading, transposing and harmonizing simple melodies. Students are required to attend a live concert featuring solo keyboard and write a concert review paper.

**Prerequisites:** "C" or better in MUS\* 190 or permission of instructor.

**Offered:** Spring

### **MUS\* 193: Classical Chamber/Jazz Combo II**

1 Credits

*(Formerly MUS 124)*

Students participating in the Chamber Ensemble course will gain exposure and experience in performing standard classical repertoire as part of a classical chamber ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop ensemble performance skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

Students participating in the Jazz Ensemble course will gain exposure and experience in performing standard jazz repertoire as part of a jazz combo ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop jazz improvisation skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

**Prerequisites:** Completion of MUS\* 187 with a "C" or above

**Offered:** Fall, Spring

**MUS\* 213: Music Theory III**

3 Credits

A continued study of tonal music, including chromatic harmony: altered chords, augmented sixth/Neapolitan chords, mode mixture, modulation, enharmonic reinterpretation, extended chords, and techniques of the late 19th century. Analytical and writing skills are further developed, along with a deeper understanding of musical form and structure. The aural component of the material studied in this course is covered in MUS\* 260, therefore MUS\* 213 and MUS\* 260 should be taken concurrently. Both courses are only offered in the fall semester. Open to any student at the college.

**Prerequisites:** "C" or better in MUS\* 116 and corequisite MUS\* 260, or permission of the instructor.

**Offered:** Fall

**MUS\* 214: Music Theory IV**

3 Credits

An advanced study of musical form and composition. Late Romantic and 20th century techniques are explored, including non-functional harmony, dodecaphony, set theory, and bitonality. Students also further their understanding of large-scale forms through listening and analysis. It is highly recommended to take this course concurrently with MUS\*261 Ear-Training IV.

**Prerequisites:** Completion of MUS\* 213 with a 'C' or better, or permission of instructor

**Offered:** Spring

**MUS\* 216: Contemporary Music Theory and Application**

3 Credits

A continuation of fundamentals. Continued analysis and application of major and minor key harmony. Introduction to modal interchange, sub-dominant minor harmony and chord scale theory. A review of melodic construction and melody and harmony relationship. The course is geared towards the study of contemporary styles such as jazz, pop, rock, R n' B, and Blues.

**Prerequisites:** "C" or better in MUS\* 115 or permission of instructor.

**Offered:** Occasionally

**MUS\* 218: Electronic Music Composition I**

3 Credits

*(Formerly MUS 241)*

The study of contemporary electronic music composition, technique, performance, and recording using synthesis, computer, sequencing and recording technology.

**Prerequisites:** None

**Offered:** Fall or Spring

**MUS\* 219: Electronic Music Composition II**

3 Credits

A continuation of MUS\* 218, Electronic Music Composition I. This course is an exploration of techniques used in electronic music composition. Topics covered include: further exploration in the editing of digital recording using industry standard sequencing software; the mix, mastering and exporting of digital recordings; and the composition of a music score for a video. Students will also be introduced to the various aspects of operating a recording studio which will include the type and function of equipment used and business requirements.

**Prerequisites:** MUS\* 218 or permission of instructor.

**Offered:** Occasionally

**MUS\* 242: Classical Chamber/Jazz Combo III**

1 Credits

*(Formerly MUS 223)*

Students participating in the Chamber Ensemble course will gain exposure and experience in performing standard classical repertoire as part of a classical chamber ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop ensemble performance skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

Students participating in the Jazz Ensemble course will gain exposure and experience in performing standard jazz repertoire as part of a jazz combo ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop jazz improvisation skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble.

Students are required to take the course for four semesters.

**Prerequisites:** Completion of MUS\* 193 with a "C" or better

**Offered:** Fall, Spring

### **MUS\* 247: Classical Chamber/Jazz Combo IV**

1 Credits

*(Formerly MUS 224)*

Students participating in the Chamber Ensemble course will gain exposure and experience in performing standard classical repertoire as part of a classical chamber ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop ensemble performance skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble. Students are required to take the course for four semesters.

Students participating in the Jazz Ensemble course will gain exposure and experience in performing standard jazz repertoire as part of a jazz combo ensemble. During preparation of the musical selections, students will be required to listen to recordings of works by the composers and professional performers to gain an understanding of the historical significance and stylistic approach of selected performance repertoire. Students will develop jazz improvisation skills and ensemble techniques and will be required to practice assigned musical selections outside of class in order to be prepared to perform these pieces with the ensemble.

Students are required to take the course for four semesters.

**Prerequisites:** Completion of MUS\* 242 with a "C" or above

**Offered:** Fall, Spring

### **MUS\* 252: Group Piano III**

1 Credits

This class is the continuation of MUS\*191 Group Piano II and it concentrates on performance of beginning intermediate level, well-known selections and piano techniques, harmonizing and transposing simple melodies, and three-part score reading. Students are required to attend a live concert featuring solo keyboard and write a concert review paper.

**Prerequisites:** Completion of MUS\* 191 with a 'C' or better, or permission of instructor

**Offered:** Fall

### **MUS\* 255: Group Piano IV**

1 Credits

This class is the continuation of MUS\*252 Piano Class III and it concentrates on performance of advanced intermediate level selections, piano techniques, score reading, and harmonizing melodies. Students are required to attend a live concert featuring solo keyboard and write a concert review paper.

**Prerequisites:** Completion of MUS\* 252 with a 'C' or better, or permission of instructor

**Offered:** Spring

### **MUS\* 260: Music Ear Training III**

1 Credits

Ear Training III is a continuation of Ear Training II. As the aural component of Music Theory III, it is highly recommended to take MUS\*260 concurrently with Music Theory III (MUS\*213). This course uses Kodály materials. Intervals, scales, and triads in all inversions are sung and identified, with an introduction of seventh chords. Practice singing in three and four parts is included in treble and bass clefs, with introduction of C clefs and transposition. Melodies for singing and dictation in one-part



and two-parts gradually incorporate chromatic alterations. Keyboard harmony and chord progressions are reinforced (aural identification of diatonic harmonic functions).

**Prerequisites:** Completion of MUS\* 168 with a 'C' or better, or permission of instructor

**Offered:** Fall

### **MUS\* 261: Ear Training IV**

1 Credits

Ear Training IV is a continuation of MUS\*260 (Ear Training III). As the aural component of Music Theory IV, it is highly recommended to take MUS\*264 concurrently with Music Theory IV (MUS\*214). This course uses Kodály methodology. Intervals, scales, and chords in all inversions are sung and identified. Students will practice taking modal and tonal dictation as well as singing in three and four parts in all clefs and reading chorales in open-score. "Sing and play" is part of this class. Keyboard harmony and chord progressions are reinforced through aural identification of harmonic functions incorporating secondary dominants, modulations, Neapolitan and augmented sixth chords. Sight-sing simple atonal melodies will be introduced.

**Prerequisites:** Completion of MUS\* 260 with a 'C' or better, or permission of instructor

**Offered:** Spring

### **MUS\* 270: Chorale III**

1 Credits

*(Formerly MUS 221)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This course is open to all students in the college. All vocalists are required to take the four-semester sequence of Chorale.

**Prerequisites:** Completion of MUS\* 134 with a 'C' or above

**Offered:** Fall, Spring

### **MUS\* 271: Chorale IV**

1 Credits

*(Formerly MUS 222)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This course is open to all students in the college. All vocalists are required to take the four-semester sequence of Chorale.

**Prerequisites:** Completion of MUS\* 270 with a 'C' or better

**Offered:** Fall, Spring

### **MUS\* 275: Madrigal/Chamber Singer III**

1 Credits

*(Formerly MUS 227)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of chamber choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This advanced course is open to all students in the college. Previous choral experience, knowledge of music notation and good sight-reading capability are required. Brief individual auditions may be conducted at the beginning of the first class. Students registered for this course must be also registered for MUS\*B270.

**Prerequisites:** Completion of MUS\* 175 with a 'C' or above and take MUS\* 270 simultaneously

**Offered:** Fall, Spring

### **MUS\* 276: Madrigal/Chamber Singer IV**

1 Credits

*(Formerly MUS 228)*

The primary purposes of this academic course are the development of student musicianship and his vocal technique, as well as the study and performance of a variety of musical styles through the medium of chamber choral ensemble. The course includes regular rhythmic, diction, sight-reading and vocalizing exercises, as well as learning of their own soprano, alto, tenor, baritone or bass part. This advanced course is open to all students in the college. Previous choral experience, knowledge of music notation and good sight-reading skills are required. Brief individual auditions may be conducted at the beginning of the first class. Students registered for this course must be also registered for MUS\*271.

**Prerequisites:** Completion of MUS\* 275 with a 'C' or above, and taking MUS\* 271 simultaneously

**Offered:** Fall, Spring

### **MUS\* 277: Vocal: Opera to Broadway**

1 Credits

A performing ensemble course. Students will research and perform several scenes from musical theater, operetta and operatic repertoire in a live production

**Prerequisites:** MUS\* 160 or MUS\* 133 or MUS\* 174 or permission by instructor.

**Offered:** Occasionally

### **MUS\* 285: Applied Lessons III**

2 Credits

This course is the second in a sequence of required private vocal or instrumental lessons to reinforce and learn elements of music performance. Students will continue their instruction through one hour per week master class and one hour per week of required private music lesson. Private teachers will be selected and approved by the music department.

**Prerequisites:** Completion of MUS\* 186 with a 'C' or above, or permission of instructor

**Offered:** Fall, Spring

### **MUS\* 286: Applied Lessons IV**

2 Credits

This course is the fourth and last in a sequence of required private vocal or instrumental lessons to reinforce and learn elements of performance. Students will continue their instruction through one hour per week master class and one hour per week of required private music lesson. Private teachers will be selected and approved by the music department. Capstone: Students will be required to present a lecture/recital of contrasting periods and styles for music faculty and students. Vocalists will need to perform pieces in at least two different languages.

**Prerequisites:** Completion of MUS\* 285 with a 'C' or above, or permission of instructor

**Offered:** Fall, Spring

## **Occupational Therapy Assistant**

### **OTA\* 102: Foundations of Occupational Therapy**

3 Credits

An overview of occupational therapy that describes the philosophy and theoretical foundation of the profession as well as the role of the occupational therapy assistant. Level I, observational experiences will be required.

**Prerequisites:** Admission to the OTA program.

**Offered:** Fall

### **OTA\* 120: Neurologic Intervention in Occupational Therapy**

4 Credits

A study of the human nervous system with a focus on sensory and motor behavior. The lab is a focus on anatomy and physiology including assessment of function. Prerequisite: concurrently or after OTA\* 102 and the biology requirement. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** Concurrent with OTA\* 102.

**Offered:** Fall

### **OTA\* 206: Level I Advanced Fieldwork**

0 Credits

A pass/fail course providing 20 hours of supervised fieldwork experience where the student applies treatment learned in OTA courses and learns about the roles of other professionals involved in patient treatment.

**Prerequisites:** OTA\* 102 and OTA\* 120. To be taken concurrent with OTA\* 210, OTA\* 216 and OTA\* 218 .

**Offered:** Spring

### **OTA\* 208: Healthcare Management in Occupational Therapy**

3 Credits

Explores the roles of the OTA in healthcare delivery, with an emphasis on ethics, standards of practice, professional behavior, certification/licensure, emerging areas of practice, evidence based practice and the healthcare team role delineation.

**Prerequisites:** OTA\* 102 and OTA\* 120, PSY\* 201 concurrent with OTA\* 206.

**Offered:** Spring

### **OTA\* 210: Occupational Therapy Practice in Pediatrics**

3 Credits

An overview of disabilities and diseases that affect children, and the study of occupational therapy theory and practice as it pertains to the treatment of these disabilities.

**Prerequisites:** OTA\* 102 and OTA\* 120, PSY\* 201 to be taken concurrent with OTA\* 210L

**Offered:** Spring

### **OTA\* 210L: Occupational Therapy Practice in Pediatrics Lab**

1 Credits

A laboratory course in occupational therapy to complement OTA\* 210; must be taken concurrently with OTA\* 210. Laboratory: 2 hours per week.

**Prerequisites:** OTA\* 102, OTA\* 120, and PSY\* 201

**Offered:** Spring

### **OTA\* 216: Occupational Therapy Practice in Physical Dysfunction**

3 Credits

The study of Occupational Therapy theory and practice as it pertains to the treatment of disabilities and diseases commonly treated by occupational therapy practitioners in the physical rehabilitation setting.

**Prerequisites:** OTA\* 102 and OTA\* 120. PSY\* 201 to be taken concurrent with OTA\* 216L

**Offered:** Spring

### **OTA\* 216L: Occupational Therapy Practice in Physical Dysfunction Lab**

1 Credits

Exploration of Occupational Therapy assessments, techniques, interventions and approaches utilized within the practice area of physical disability. Laboratory: 2 hours per week.

**Prerequisites:** OTA\* 102 and OTA\* 120. PSY\* 201 to be taken concurrent with OTA\* 216

**Offered:** Spring

### **OTA\* 218: Occupational Therapy Practice in Mental Health**

3 Credits

The study of Occupational Therapy theory and practice as it pertains to psychiatric diagnoses, and the impact of such upon one's occupational functioning.

**Prerequisites:** OTA\* 102 and OTA\* 120. PSY\* 201 to be taken concurrent with OTA\* 218L

**Offered:** Spring

### **OTA\* 218L: Occupational Therapy Practice in Mental Health Lab**

1 Credits

Exploration of Occupational Therapy assessments, techniques, interventions and approaches utilized within the practice area of Mental Health. Laboratory: 2 hours per week.

**Prerequisites:** OTA\* 102 and OTA\* 120. PSY\* 201 to be taken concurrent with OTA\* 218

**Offered:** Spring

### **OTA\* 234: Documentation in Occupational Therapy**

3 Credits

This course develops an understanding of, and provides opportunities for, the student to become proficient in the various styles and formats of clinical documentation. Students will develop the ability to construct and revise treatment goals and formulate treatment plans employing various styles utilized within the medical profession.

**Prerequisites:** OTA\* 102 and OTA\* 120

**Offered:** Fall

### **OTA\* 242: Level II Fieldwork**

11 Credits

Sixteen weeks of clinical training under the direction of an occupational therapy practitioner in the practice areas of psychosocial dysfunction, physical dysfunction and/or pediatrics.

**Prerequisites:** Completion of all OTA and general education course work, and Level I Advanced Fieldwork.

**Offered:** Fall, Spring

### **OTA\* 244: Clinical Seminar in Occupational Therapy**

1 Credits

*(Formerly OTA 244)*

The study of occupational therapy treatment principles and applications as it pertains to clinical practice; to be taken concurrently with OTA\* 242.

**Prerequisites:** Completion of all OTA and general education course work, and Level I Advanced Fieldwork.

**Offered:** Fall, Spring

## **Oceanography**

### **OCE\* 101: Introduction to Oceanography**

3 Credits

*(Formerly OCEN 110)*

An introduction to the science of the ocean with emphasis on the geological, physical, chemical and biological aspects of oceans. Topics include physical and chemical properties of seawater, circulation, bathymetry, waves, tides, El Niño, and marine plant and animal habitats. A field trip may be included.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

## **Philosophy**

### **PHL\* 101: Introduction to Philosophy**

3 Credits

*(Formerly PHIL 201)*

Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God's existence.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

### **PHL\* 103: Who Are We?: Theories of Human Nature**

3 Credits

An introductory level philosophy course, designed for students who have no experiences in philosophic studies. The course deals with a wide range of philosophic issues organized thematically with particular emphasis placed on the study of major theories of Human Nature: ancient religious traditions, classic philosophical systems, contemporary theories that use scientific method to understand human nature.

**Prerequisites:** None

**Offered:** Fall, Spring

### **PHL\* 106: Great Human Ideas: Truth, Goodness, Beauty, Liberty, Equality, and Justice**

3 Credits

An introductory level philosophy course, exploring some of great philosophic ideas which have had enduring impact on human and human societies. The course is organized in three parts: 1. What is philosophy? ; 2. The Ideas We Judge by; 3. The Ideas We Act on. The first part is a general introduction to philosophy for students who have no experiences in philosophical studies, the second part discusses in depth ideas of Truth, Goodness, and Beauty, and in the third part, Liberty, Equality, and Justice.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

### **PHL\* 111: Ethics**

3 Credits

*(Formerly PHIL 203)*

The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

### **PHL\* 112: Medical Ethics**

3 Credits

*(Formerly PHIL 213)*

This course relates specific health experiences and issues to ethical theories of traditional and contemporary philosophy. It includes a critical examination of current opinions on moral issues in health care and gives a fair consideration of those views.

**Prerequisites:** None

**Offered:** Spring

### **PHL\* 115: Business Ethics**

3 Credits

*(Formerly PHL 115)*

This course will examine the full extent of the relationship between business and ethics: The philosophical foundation for capitalism will be examined as will the application of ethical values and principles to employee/employer interactions.

**Prerequisites:** Students are strongly urged to take PHL\* 101 or the equivalent; or any 100 or 200 level English course to prepare for this course.

**Offered:** Occasionally

**Cross listed as:** BBG\* 240

### **PHL\* 131: Logic**

3 Credits

*(Formerly PHIL 205)*

Logic is the study of sound reasoning, Areas of concern include practical logic, deduction, induction, and symbolic logic. Focus is upon the application of logical distinctions to rational argument, fallacies, definition, and generally to scientific method.

Recommended for all students.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**PHL \* 151: World Religions**

3 Credits

*(Formerly PHIL 207)*

Survey of the major religions of the world: Christianity, Judaism, Islam, Buddhism and Hinduism, with emphasis on essential doctrines and practices. A review of contemporary cults and sects.

**Prerequisites:** None**Offered:** Fall, Spring**PHL \* 153: Buddhist Philosophy**

3 Credits

*(Formerly PHIL 227)*

An examination of the predominant philosophical themes in divergent traditions of Buddhism. Some topics to be covered are metaphysics, ethics, aesthetic concepts, and the Buddhist values for confronting contemporary problems. Recommended for all students.

**Prerequisites:** None**Offered:** Occasionally**PHL \* 163: Chinese Philosophy**

3 Credits

*(Formerly PHIL 211)*

An inquiry into the concept of order and harmony in Chinese philosophy. Readings in English translation will include both primary texts and contemporary analyses of materials from Confucianism, Taoism, and other Chinese philosophic schools. Recommended for all students.

**Prerequisites:** None**Offered:** Occasionally**PHL \* 197: Philosophy of Sports**

3 Credits

This is an advanced philosophy course designed to illustrate the point that philosophical reflection is present in our daily experiences, which we may consider nonintellectual. This course will take up the related themes of sports, athletics, and play, in order to show that an adequate understanding of them requires philosophical understanding. Topics will include the social significance of sports, ethical issues in sports, sports and race, mind and body in sports, sports and aesthetics, gender in sports. Advanced reading and writing skills will help to succeed in this course. Taking a lower level philosophy course or ENG\* 101 would be helpful before taking this course.

**Prerequisites:** Eligibility for ENG\* 101**Offered:** Occasionally**PHL \* 201: Reading Plato's Republic**

3 Credits

This course is an upper level course and designed to help students read original philosophic literature. In this course, students will explore Plato's Republic, which is the first, and arguably the most influential, work in the history of Western political philosophy.

**Prerequisites:** Any 100-level philosophy course or ENG\* 101.**Offered:** Spring**PHL \* 211: Reading Aristotle: The Ethics of Happiness**

3 Credits

This is an advanced philosophy course prepared for students proficient in reading and writing. The course focuses on the study of views of Aristotle about mortality by means of a careful reading of his Nicomachean Ethics. The goal of the course is to present his ideas clearly and to suggest ways in which the thought of a philosopher from so long ago still bears tremendous relevance for our own age.

**Prerequisites:** None**Offered:** Spring

## Physics

### PHY\* 105: Radiologic Physics

3 Credits

Content is designed to establish a basic knowledge of physics pertinent to developing an understanding of radiations used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure and types of radiation are emphasized.

Also presented are the fundamentals of x-ray generating equipment, x-ray production and its interaction with matter.

**Prerequisites:** Acceptance in the Radiologic Science program.

**Offered:** Fall

### PHY\* 110: Introductory Physics

4 Credits

(Formerly PHYS 110)

An introductory course in the physics of motion, heat, sound, electricity, magnetism, light, optics and the theory of the atom. Intended for non-science majors. A process oriented laboratory approach emphasizing exploration and problem solving. This course is intended for students who need only one semester of physics. Students with credit for high school physics should elect PHY\* 121 or PHY\* 221. Scientific calculator required. Class: 3 hours per week. Laboratory: 2 hours per week.

**Prerequisites:** Completion of MAT\* 095 with a C or higher, or math placement test. Students who have taken a higher level physics course will not receive credit for this course.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### PHY\* 121: General Physics I

4 Credits

(Formerly PHYS 121)

Basic concepts of mechanics and heat, including forces, work and energy, conservation laws, physics of fluids, temperature, heat transfer and the laws of thermodynamics. Students who need only one semester of physics should elect PHY\* 110. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory 3 hours per week.

**Prerequisites:** Completion of MAT\* 185 or MAT\* 186 with a C or higher. Students who have taken a higher level physics course will not receive credit for this course.

**Offered:** Fall

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### PHY\* 122: General Physics II

4 Credits

(Formerly PHYS 122)

Basic concepts of electricity, magnetism and wave motion, including electric and magnetic fields, electromagnetic radiation, wave properties of light and optics. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week.

Laboratory 3 hours per week.

**Prerequisites:** Completion of PHY\* 121 with a C or higher. Students who have taken a higher level physics course will not receive credit for this course.

**Offered:** Spring

**Fulfills General Education - Knowledge of Physical & Natural Sciences**

### PHY\* 221: Calculus-Based Physics I

4 Credits

(Formerly PHYS 131)

A study of Newtonian mechanics and thermodynamics intended for physics, chemistry, engineering and math transfer students. Topics include particle and rigid body dynamics, work, momentum and energy conservation, gravitation, fluids, heat, and the laws of thermodynamics. A TI-83+ or TI-84+ or TI-86+ graphing calculator or its equivalent is required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Successful completion of MAT\* 254 with a 'C' or better and PHY\* 110 with a grade of 'C' or better (or successful

completion of one year of high school physics).

**Offered:** Fall, Spring

### **PHY\* 222: Calculus-Based Physics II**

4 Credits

*(Formerly PHYS 132)*

A study of electricity, magnetism, waves, and optics intended for physics, chemistry, engineering and math transfer students. Topics include Coulomb's Law, electric and magnetic fields, Gauss' Law, electric potential, capacitance, Ohm's Law, dc and ac circuits, induced emf; inductance, simple harmonic motion, wave properties for sound and light, and geometrical optics. A TI-83+ or TI-84+ or TI-86+ graphing calculator or its equivalent is required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** Successful completion of PHY\* 221 and MAT\* 256 with a 'C' or better

**Offered:** Fall, Spring

### **PHY\* 223: Calculus-Based Physics III**

4 Credits

*(Formerly PHYS 133)*

Intended for physics, engineering and math transfer majors. Principles of quantum radiation and modern physics, including electromagnetic waves, relativistic mechanics, and quantized radiation are studied. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.

**Prerequisites:** PHY\* 222 with a 'C' or better and MAT\* 268 (may be taken concurrently)

**Offered:** Occasionally

## **Political Science**

### **POL\* 101: Introduction to Political Science**

3 Credits

*(Formerly PLSC 101)*

The study of politics through the identification of great political issues that are analyzed from historical and philosophical viewpoints.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall

**Fulfills General Education - Knowledge of Social Sciences**

### **POL\* 102: Introduction to Comparative Politics**

3 Credits

This course focuses on the governments and peoples of the major regions of the world: Europe, Africa, the Middle East, Asia, and the Americas. It examines global variations in governing structures due to historic, cultural, religious, economic, and other causes. Issues of Third World democratization, economic globalization, Islam and democracy's "clash of civilizations," authoritarian states, and other timely issues will be subjects of class discussions and course papers.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Occasionally

### **POL\* 103: Introduction to International Relations**

3 Credits

*(Formerly PLSC 102)*

An examination of the international community, emphasizing theory and practice in international politics.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Spring

### **POL\* 111: American Government**

3 Credits

*(Formerly PLSC 111)*



A study of the American political system at the national level, with emphasis on political dynamics and public policy.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **POL\* 112: State and Local Government**

3 Credits

*(Formerly PLSC 112)*

The forms, functions, processes and problems of state and local government in the United States, with special emphasis on Connecticut state government.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Science**

### **POL\* 120: Introduction to Law**

3 Credits

*(Formerly PLSC 120)*

This course serves as an introduction to the study of law with an overview of fundamental concepts and principles of our legal system. A variety of legal topics, terminology, and areas of law are discussed in order to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Students are introduced to the roles of legal professionals, including paralegals. Legal reasoning, legal ethics, and legal research methods are also presented.

**Prerequisites:** Eligibility for ENG\* 101 or permission of instructor.

**Offered:** Fall, Spring

**Cross listed as:** LGL\* 101

### **POL\* 212: Constitutional Law and Civil Rights**

3 Credits

*(Formerly PLSC 212)*

An examination of the United States Constitution as it applies to police power and landmark decisions of the United States Supreme Court interpreting and defining police power.

**Prerequisites:** POL\* 111 or POL\* 112.

**Offered:** Fall, Spring

### **POL\* 293: Connecticut Legislative Internship**

6 Credits

*(Formerly PLSC 280)*

Spring semester only. Students must apply in October. Selected students will spend two days per week interning at the State Capitol. Interns will be prepared to perform the following services for legislators: bill analysis and tracking, spot research, drafting news releases, and constituent casework.

**Prerequisites:** POL\* 111 or POL\* 112.

**Offered:** Spring

## **Psychology**

### **PSY\* 107: Pathways to Personal Growth**

3 Credits

The purpose of this course is twofold: it is to help students develop a deeper understanding of themselves, of others, and of human life in general and to promote change and personal growth. Students will be introduced to a number of psychological tools and principles and will learn how to apply them to their own lives in such a way as to promote understanding, insight, and change. In addition to this, students will have the opportunity to develop a deeper understanding of others and of their perspectives and ways of being.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

### **PSY\* 111: General Psychology I**

3 Credits

The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. The course surveys basic topic areas within psychology including psychology's history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring, Summer

**Fulfills General Education - Knowledge of Social Sciences**

### **PSY\* 112: General Psychology II**

3 Credits

*(Formerly PSYC 112)*

The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge produced by this discipline. This course continues the exploration of the basic areas of study within the field of psychology begun in General Psychology I. Topics include sensation, perception, consciousness, motivation, emotion, language, cognition, social psychology, stress and health, psychological disorders, and treatment of psychological disorders.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **PSY\* 118: Psychology Today: The profession and science of psychology**

3 Credits

What do psychologists do and how do they do it? This course explores academic, professional, research, and ethical aspects of the field of psychology. The course will help students to develop critical thinking, information literacy, and writing skills as they learn to apply the scientific method to the study of human behavior and thought.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

**Fulfills General Education - Knowledge of Social Science**

### **PSY\* 125: Psychology of Aging and Mental Health**

3 Credits

*(Formerly PSYC 125)*

The course will offer a realistic portrait of the personal experiences of late life and highlight the mental health issues that confront human beings as they age.

**Prerequisites:** Eligibility for ENG\* 101

**Offered:** Occasionally

### **PSY\* 163: Children with Disabilities**

3 Credits

This course is a general introduction to exceptional learners, their families, and their education. The course includes discussion of the psychological, medical, and sociological aspects of exceptional learners and their relationship to family, community, and especially the educational system. The course emphasis is on the inclusion of exceptional learners within family, community, and school. This course focuses on all exceptional learners, including gifted and/or talented students.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

### **PSY\* 164: Assistive Technology for Students with Disabilities (K-12)**

1 Credits

The goal of this course is to promote an understanding of the use of Assistive Technology for learners with disabilities. Assistive Technology can be utilized to promote participation in the least restrictive educational environment and provide students with access to and maximum participation in the mainstream educational curriculum.

**Prerequisites:** None

**Offered:** Fall

### **PSY\* 173: Adults with Disabilities**

3 Credits

*(Formerly PSYC 173)*

This course is a general introduction to adults with disabilities and the issues faced by them in current American society. The emphasis is on issues relating to full inclusion in neighborhoods, community associations, workplaces and leisure-recreation experiences. The Americans with Disabilities Act (ADA) and its powerful implications for full community inclusion by men and women with disabilities will be examined.

**Prerequisites:** Eligibility for ENG\* 093 or concurrently enrolled in ENG\* 096 .

**Offered:** Spring

### **PSY\* 174: Assistive Technology for Adults in the Workplace, Home and Community.**

1 Credits

The goal of this course is to promote an understanding of the use of Assistive Technology by adults in the workplace, at home and in the community. Activities in which assistive technology can be used to facilitate independence will be addressed. Finding the resources necessary to acquire needed assistive technology will also be a focus of this course.

**Prerequisites:** None

**Offered:** Fall

### **PSY\* 183: Learning Process and Disabilities**

3 Credits

*(Formerly PSYC 183)*

This course explores various learning theories, especially behavior modification, as they relate to children and adults with disabilities. Included will be an introduction to the biological aspects of the brain and learning. Ethical questions regarding the application of certain learning theories will be examined.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall

### **PSY\* 184: Assistive Technology Across the Lifespan**

3 Credits

The goal of this course is to promote an understanding of the use of assistive technology for people with disabilities. This course will further address assistive technology for people with physical, sensory, mental health, intellectual, learning and developmental disabilities and how assistive technology can promote independence and empowerment. In addition, this course will focus on the evolution of assistive technology and how it is utilized across the lifespan in a variety of settings. Settings include: the classroom, the community, the workplace, at home and in social and community environments.

**Prerequisites:** None

**Offered:** Occasionally

### **PSY\* 193: Issues/Trends in Disabilities**

3 Credits

*(Formerly PSYC 193)*

This course will examine current legal, ethical, community, family and personal support issues affecting children and adults with disabilities and their families. Through the study of literature, newsletters and media accounts and by listening to the leaders and advocates of today, students will more fully understand the challenges and opportunities of people with disabilities.

**Prerequisites:** Eligibility for ENG\* 093 or concurrently enrolled in ENG\* 096 .

**Offered:** Spring

**PSY\* 201: Life Span Development**

3 Credits

*(Formerly PSYC 124)*

A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Class: 3 hours per week

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.**Offered:** Fall, Spring, Summer**PSY\* 203: Child Development**

3 Credits

*(Formerly PSYC 234)*

An evaluation of current issues, theories, and research in the area of child development. This study of physical, cognitive and socioemotional development includes: genetics, development of self, language, play, learning, intelligence, personality, and social interactions from conception through age twelve.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.**Offered:** Fall, Spring**PSY\* 206: Adolescent & Adult Development**

3 Credits

*(Formerly PSYC 244)*

An exploration of current problems, theories and research in adolescent and adult development. A basic exploration of physical, cognitive, and socioemotional changes and the psychological dynamics which accompany them including adjustments, changing roles, and social relationships.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.**Offered:** Occasionally**PSY\* 210: Death and Dying**

3 Credits

*(Formerly PSYC 117)*

Examines the processes of death, dying and grieving. Death and loss as they relate to major developmental life tasks are also studied, including the effect of death and loss upon survivors. Both Eastern and Western perspectives are considered.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**PSY\* 211: Psychology of Women**

3 Credits

This course studies a variety of psychological issues and theories as they apply to women. Traditional psychological overviews give insufficient attention to or emphasis on topics critical to a psychological depiction of women. This course attempts to correct this imbalance. Topics include how women develop psychologically; how they form values and direct their behavior, including sexual behaviors; women's anatomy; women and work and their reaction to stress; and women and substance abuse.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**PSY\* 212: Health Psychology**

3 Credits

*(Formerly PSYC 200)*

The psychological factors that promote health and enhance resistance to disease or place people at risk for disease are explored. Emphasis is placed upon those psychological factors which can prevent or reverse illness and sustain or recapture health.

**Prerequisites:** Eligibility for ENG\* 093 or concurrently taking ENG\* 096 .**Offered:** Occasionally**PSY\* 217: Psychology of Criminal Behavior**

3 Credits

*(Formerly PSYC 232)*

An overview on the psychological understanding of crime and the criminal. It will provide an analysis of individual differences in various criminal activities with a focus on a conceptual and practical understanding of the predictors of individual behavior.

**Prerequisites:** None

**Offered:** Occasionally

**Cross listed as:** CJS\* 272

### **PSY\* 220: Educational Psychology**

3 Credits

Educational psychology encompasses the nature of learning, development, motivation, diversity and assessment. The major areas of emphasis for this course include the development of educational research as a science; developmental psychology's impact on education; effective teaching techniques and strategies; behavior management and discipline; tests and measurements.

Intelligence, achievement, exceptionality, and diversity will be discussed.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.

**Offered:** Occasionally

### **PSY\* 221: Data Analysis in Psychology**

4 Credits

Psychological research enables psychologists to describe, predict, and explain human behavior and thought. Such research often relies on the analysis of quantitative data. In this course, you will learn how to describe, analyze, interpret, and report psychological data. Course content includes coverage of both descriptive and inferential analytic procedures. Specific topics include graphical representations of data, measures of central tendency and variability, sampling, hypothesis testing, effect size estimates, confidence intervals, correlation and regression, t-tests, analysis of variance, and non-parametric tests. Students will gain practical experience in writing reports of research according to the standard conventions of the American Psychological Association and in the use of data analysis software commonly employed by research psychologists.

**Prerequisites:** PSY\* 111, and C- or better in MAT\* 109 or MAT\* 138 or MAT\* 139 or eligibility for class higher than MAT\*138

**Offered:** Occasionally

### **PSY\* 222: Quantitative Research Methods in Psychology**

3 Credits

This course provides an introduction to psychological research, with a focus on developing the skills required to conduct responsible and valid research. Topics include conducting library research, developing hypotheses, measuring variables, research ethics, research design, data collection and analysis, interpretation of results, evaluating research, and writing research reports. Students will gain practical experience in the design and implementation of research by planning and conducting independent research projects, analyzing data using software commonly employed by research psychologists, and writing reports of research according to the standard conventions of the American Psychological Association.

**Prerequisites:** C- or better in PSY\* 221

**Offered:** Occasionally

### **PSY\* 240: Social Psychology**

3 Credits

A survey of theory and research in social psychology, including the topics of conformity, obedience, attitudes and persuasion, group dynamics, the self, forming impressions and explaining behavior, altruism, aggression, romantic attraction, prejudice, and social conflict.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.

**Offered:** Occasionally

### **PSY\* 243: Theories of Personality**

3 Credits

What did Freud really say about human personality? How is your personality influenced by your genes, your experiences, and the fear of your own mortality? Can personality change? This course will survey personality theory, research and assessment within

both historical and current perspectives, including psychodynamic, humanistic, trait, biological, and social-cognitive approaches to personality.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.

**Offered:** Occasionally

### **PSY\* 245: Abnormal Psychology**

3 Credits

The purpose of this course is to introduce students to the phenomenon of psychopathology and to the field of abnormal psychology which attempts to understand and treat it in its many forms. The course will provide students with a basic understanding of this field and survey a number of the more common psychological disorders that have been explored within it such as clinical depression, bipolar disorder, schizophrenia, eating disorders, anxiety disorders, and personality disorders. Assessment, diagnosis, and treatment will also be addressed.

**Prerequisites:** PSY\* 111 with a grade of "C-" or better.

**Offered:** Fall, Spring, Summer

### **PSY\* 247: Industrial and Organizational Psychology**

3 Credits

*(Formerly PSYC 240)*

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others.

**Prerequisites:** Completion of ENG\* 101 with C- or better

**Offered:** Fall, Spring, Summer

**Cross listed as:** BMG\* 210

**Fulfills General Education - Knowledge of Interdisciplinary Studies**

### **PSY\* 255: The Psychology of Prejudice**

3 Credits

This course explores stereotypes, prejudice, and discrimination from a psychological perspective. We will examine the various ways in which psychologists study stereotypes, prejudice, and discrimination as well as the psychological causes, correlates, and consequences of these phenomena.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Occasionally

### **PSY\* 273: Introduction to Neuropsychology**

3 Credits

Introduction to Neuropsychology is an introduction to the neural foundations for behavior. Topics include how a Neuroscientist studies the brain and nervous system, the organization of the brain and nervous system, the major brain circuits and brain functions, and some major brain diseases and disorders. This course will also discuss how these disorders are related to behaviors and mental health disorders.

**Prerequisites:** Completion of PSY\* 111 with a C- or better.

**Offered:** Occasionally

### **PSY\* 280: The Psychology of Social Influence**

3 Credits

Social influence refers to the processes by which a person or group changes or attempts to change the opinions, beliefs, and/or behaviors of another person or group. This course will explore selected topics related to social influence from a social psychological perspective. Topics to be addressed include attitude measurement, conformity, compliance, obedience, propaganda, cults, subliminal persuasion, and the use and abuse of persuasion. Designed as a seminar, the emphasis of the course is on reading, discussion, critical thinking, and the application of course material to real world phenomena.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Occasionally

**PSY\* 285: Positive Psychology**

3 Credits

Positive psychology is the scientific study of the strengths and virtues that enable individuals and communities to thrive. This course will explore psychological strengths and optimal functioning, including (1) positive subjective states such as happiness; (2) positive individual traits such as wisdom and resilience; and (3) positive institutions such as healthy families, work environments, and communities.

**Prerequisites:** PSY\* 111 with C- or better.**Offered:** Occasionally**PSY\* 288: Psychology of Creativity**

3 Credits

Drawing in part on the book *The Artist's Way*, this course will introduce students to a number of principles and practices that will serve to deepen their understanding of and appreciation for the creative process. In addition, it will assist them in identifying and developing creative goals and ambitions as well as healthy and productive creative practices, practices that will allow them to move past obstacles to creative expression and toward more creative lives.

**Prerequisites:** PSY\* 107 or PSY\* 111 with a grade of "C-" or better.**Offered:** Occasionally**Quality Assurance****QUA\* 110: Measurement and Measurement Systems**

3 Credits

*(Formerly QA 110)*

An introductory course in the techniques of making successful measurements for dimensions, pressures, temperatures and other manufacturing process variables. The design and use of automated measuring and test equipment will be discussed. Methods for establishing controls for preparation and use of inspection gaging will be discussed.

**Prerequisites:** EGR\* 112.**Offered:** Occasionally**QUA\* 200: Coordinate Measuring Machine Programming**

3 Credits

A comprehensive course in programming a Hexagon Metrology Coordinate Measuring Machine (CMM) using the PC-DMIS software. Students will be using their previously gained knowledge of blueprints and inspection and apply them to the PC-DIMS-based programming of CMM. Upon successful completion of the course, the student will receive a MCC Certificate in CMM Programming.

**Prerequisites:** Graduate of CAM program (with grades of B or better in MFG\* 205 and MFG\* 239) or Permission of Instructor (i.e. Incumbent workers; prior experience, etc.)**Offered:** Spring, Fall**QUA\* 233: Statistical Process Improvement**

3 Credits

*(Formerly QA 150)*

A course in various statistical methods and their applications in industry. Course concentration will deal with the use of statistical logic and methods to aid in the solution of quality, production and engineering type problems.

**Prerequisites:** MFG\* 230**Offered:** Occasionally**Radiation Therapy****RDT\* 103: Foundations of Radiation Therapy**

1 Credits

Content is designed to provide student with an overview of the foundations in radiation therapy and the practitioner's role in the health care delivery system. Principles, practices and policies of the educational program, principles of radiation and health safety and professional responsibilities of the radiation therapist will be discussed and examined.

**Prerequisites:** Admission to the Radiologic Science Program/Radiation Therapy

**Offered:** Fall, Spring

### **RDT\* 114: Principles and Practices of Radiation Therapy I**

4 Credits

Content is designed to provide an overview of radiation therapy. The roles and responsibilities of the radiation therapist will be discussed. Instruction in treatment prescription, techniques and delivery will be provided.

**Prerequisites:** Acceptance into Radiology Program

**Offered:** Fall

### **RDT\* 115: Principles and Practices of Radiation Therapy II**

4 Credits

Content is designed to provide the student with the techniques to deliver Radiation Therapy treatments. Course will include psychological and physical needs and factors affecting treatment outcome, theories and principles of tolerance dose, time-dose relationships, fractionation schemes. Also included is a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology.

**Prerequisites:** RDT\* 114

**Offered:** Spring

### **RDT\* 116: Treatment Planning I**

3 Credits

Content is designed to establish factors that influence and govern clinical planning of patient treatment. This encompasses isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams. Stereotactic and emerging technologies are presented.

**Prerequisites:** RDT\* 103

**Offered:** Spring

### **RDT\* 117: Treatment Planning II**

3 Credits

Content is designed to establish factors that influence and govern clinical planning of patient treatment as a continuation of those topics in Treatment Planning I. This encompasses a review of treatment beams, evaluation of dose distributions, optimal treatment planning considerations, evaluation and assessment, including adaptive treatment planning.

**Prerequisites:** RDT\* 116

**Offered:** Summer

### **RDT\* 133: Clinical Practice I**

1 Credits

Supervised clinical experience involving introduction of the student to radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Prerequisites: Admission into the program.

**Prerequisites:** Admission to the Radiologic Science Program/Radiation Therapy

**Offered:** Fall

### **RDT\* 134: Clinical Practice II**

1 Credits

Supervised clinical experience involving the continued development of student skills for general radiation therapy



practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will begin to demonstrate proficiency on ARRT competencies.

**Prerequisites:** RDT\* 133

**Offered:** Spring

### **RDT\* 140: CT Imaging and Sectional Anatomy**

3 Credits

Content will introduce students to computed tomography imaging methods. Students will identify normal anatomical structures via a variety of imaging formats.

**Prerequisites:** Completion of RDT\* 103 and RDT\* 133

**Offered:** Spring

### **RDT\* 145: Radiation Therapy Equipment**

2 Credits

Content is designed to present treatment units used in external radiation therapy. The history of equipment development will be presented and well as an in-depth training on console operation.

**Prerequisites:** Completion of RDT\* 115 and RDT\* 116

**Offered:** Summer

### **RDT\* 201: Radiation Oncology I**

2 Credits

Content is designed to examine and evaluate the management of neoplastic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The breast, central nervous system, genitourinary tract, gastrointestinal tract, pediatric neoplasms, musculoskeletal, reproductive and respiratory tumors will be discussed.

**Prerequisites:** "C" or better in BIO\* 212 , RDT\* 115 , and RAD\* 222

**Offered:** Fall

### **RDT\* 203: Radiation Oncology II**

2 Credits

This is a continuation of Clinical Radiation Oncology I. Content is designed to examine and evaluate the management of neoplastic disease. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The lymphoreticular system, skin, hematopoietic system, bone and soft tissue, endocrine system, ocular, head and neck cancer, eye and orbit, and benign tumors will be discussed.

**Prerequisites:** "C" or better in RDT\* 201

**Offered:** Spring

### **RDT\* 210: Clinical Practice III**

1 Credits

Supervised clinical experience involving the continued development of student skills for general radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.

**Prerequisites:** RDT\* 134

**Offered:** Fall

### **RDT\* 213: Radiation Therapy Physics I**

2 Credits

This course provides a broad introduction to the physics involved with the medical application of ionizing radiation in the field of Radiation Therapy.

**Prerequisites:** RDT\* 145

**Offered:** Fall

### **RDT\* 216: Principles and Practice of Radiation Therapy III**

4 Credits

This course revisits anatomy specifically from an imaging perspective related to each specific disease site. Specific radiation therapy techniques and treatment borders will be discussed. Students will learn to identify structures on X-rays, CT and MRI scans and locate landmarks on simulation films. The radiation therapist's responsibility in the management of neoplastic disease will be presented and discussed. This course covers cancers of the breast, central nervous system, thorax, as well as pediatric and gynecologic and cancers. In addition, lymphomas and leukemia are discussed.

**Prerequisites:** RDT\* 115

**Offered:** Fall

### **RDT\* 217: Principles and Practice of Radiation Therapy IV**

3 Credits

This course is a continuation of The Principles and Practices of Radiation Therapy III and revisits anatomy specifically from an imaging perspective related to each specific disease site. Specific radiation therapy techniques and treatment borders will be discussed. Students will learn to identify structures on X-rays, CT and MRI scans and locate landmarks on simulation films. The radiation therapist's responsibility in the management of neoplastic disease will be presented and discussed. Cancers of the skin, bone and soft tissue, the gastrointestinal tract, the endocrine system, as well as cancers of the head, neck eye and orbit will be discussed.

**Prerequisites:** RDT\* 216

**Offered:** Spring

### **RDT\* 220: Clinical Practice IV**

2 Credits

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, advanced clinical procedures, and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.

**Prerequisites:** RDT\* 210

**Offered:** Spring

### **RDT\* 221: Clinical Capstone**

2 Credits

Supervised clinical experience involving the continued development of student skills for radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, advanced clinical procedures, and radiation protection. Students must complete proficiency of the ARRT competencies.

**Prerequisites:** RDT\* 220

**Offered:** Occasionally

### **RDT\* 233: Radiation Therapy Physics II**

2 Credits

This course provides is a continuation of the study of the physics involved with the medical application of ionizing radiation in the field of Radiation Therapy.

**Prerequisites:** RDT\* 213

**Offered:** Spring

### **RDT\* 240: Operational & Quality Management in Radiation Therapy**

2 Credits

Content is designed to focus on the components of quality improvement (QI) programs in radiation oncology. Topics will include quality control and assurance checks for the clinical aspects of patient care, medical records, treatment delivery and localization equipment and treatment planning equipment. The role of the various radiation therapy team members in continuous quality

improvement will be discussed as well as the legal and regulatory implications for maintaining appropriate quality care.

**Prerequisites:** RDT\* 213

**Offered:** Spring

### **RDT\* 295: Radiologic Science Seminar**

3 Credits

This course will contribute to the body of knowledge and allow the student to effectively analyze resources to promote growth in the profession. The attitude of professional development enables the radiologic science professional to stay in step with the current health care environment and be prepared to help foster the future and increase awareness of the profession in the global community. This content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods. This course also includes a comprehensive review of the curriculum with testing in preparation for the ARRT examination.

**Prerequisites:** Completion of RAD\* 136 or RDT\* 240

**Offered:** Occasionally

## **Radiography**

### **RAD\* 117: Introduction to Radiologic Sciences**

3 Credits

This course will serve as an introduction to the radiography program and hospital clinical environment. Through classroom presentation and laboratory simulation, students will learn to manipulate radiographic equipment, transport, position and communicate with patients for basic radiographic procedures, and gain an understanding of the role of the Radiographer in the diagnosis and treatment of disease. Students will also receive an orientation to the clinical facilities and program and hospital policies as part of this course.

**Prerequisites:** Acceptance in the Radiologic Science program

**Offered:** Fall

### **RAD\* 120: Radiographic Procedures I**

3 Credits

Instruction on how to accurately position patients for diagnostic Radiologic procedures and to prepare the necessary equipment and supplies for each procedure will be covered. The anatomy, physiology and pathology related to each positioning section, as well as image critique and improvement is included. The chest, abdomen, upper and lower extremities, and the upper gastrointestinal tract procedures are covered. Classroom and laboratory practice enhance learning during this course.

**Prerequisites:** Acceptance in the Radiologic Science program

**Offered:** Fall

### **RAD\* 121: Radiologic Science Patient Care**

3 Credits

Introduction to the field of Radiologic Sciences to include specialties in the field, professional organizations, other professionals comprising the health care team, communication skills, critical thinking and problem solving, body mechanics, vital signs and infection control procedures. As part of this course, students will participate in a minimum of one community service project. Students will learn medical terminology in a body systems approach.

**Prerequisites:** Acceptance in the Radiologic Science program

**Offered:** Fall

### **RAD\* 125: Radiographic Imaging I**

3 Credits

An introduction to the fundamentals of exposure factor selection and imaging parameters, this course will introduce the student to the equipment and techniques utilized for radiographic imaging. Material covered includes image receptors, the x-ray tube and circuitry, x-ray production, prime factors, exposure factor selection and technique charts. Supervised laboratory sessions utilizing energized radiographic equipment will reinforce concepts and allow for hands-on learning.

**Prerequisites:** RAD\* 117

**Offered:** Spring

### **RAD\* 126: Radiographic Imaging II**

2 Credits

A continuation of RAD 125, this course builds on the foundation of basic equipment and imaging methods to include specifics of image production and image quality evaluation. Topics covered include image quality factors, beam restriction and filtration, image intensification and fluoroscopy, tomographic principles, and control of scatter radiation.

**Prerequisites:** RAD\* 125

**Offered:** Summer

### **RAD\* 130: Radiologic Procedures II**

3 Credits

A continuation of RAD\* 120, this course covers patient anatomy, pathology, positioning and procedures for contrast imaging of the lower gastrointestinal system, reproductive system and the anatomy, positioning and radiographic imaging of the shoulder, cervical spine, pelvis and non-routine orthopedic imaging. Classroom, laboratory and clinical practice are held in conjunction with this course.

**Prerequisites:** RAD\* 120

**Offered:** Spring

### **RAD\* 136: Radiographic Imaging III**

3 Credits

The principles and use of automatic exposure control devices, image processing, digital image acquisition, display, and archiving will be discussed. Increased emphasis will be placed on the clinical situation, with image evaluation and problem solving in the clinical environment included in each unit.

**Prerequisites:** RAD\* 130

**Offered:** Fall

### **RAD\* 197: Clinical Practices I**

2 Credits

Supervised clinical experience involving student introduction to general radiography practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will begin to demonstrate proficiency on ARRT Radiography competencies.

**Prerequisites:** Acceptance into Radiologic Science Program - Radiography Track

**Offered:** Fall

### **RAD\* 198: Clinical Practices II**

2 Credits

Supervised clinical experience involving continued student participation in general radiography practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will continue to demonstrate proficiency on ARRT Radiography competencies.

**Prerequisites:** RAD\* 197

**Offered:** Spring

### **RAD\* 199: Clinical Practice III**

2 Credits

Supervised clinical experience involving the continued development of student skills for general radiography. Students will apply principles learned in the classroom for further development of skills in patient care, communication, clinical procedures and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.

**Prerequisites:** RAD\* 198

**Offered:** Summer

**RAD\* 222: Radiobiology & Protection**

3 Credits

Basic principles of radiation protection and safety for the radiologic technologist and basic concepts and principles of radiation biology will be presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. The interactions of radiation with cells, tissues and the body as a whole, and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiography will be included.

**Prerequisites:** PHY\* 105**Offered:** Spring**RAD\* 225: Radiologic Procedures III**

3 Credits

A continuation of RAD\* 130, this course covers anatomy and imaging of the urinary system, paranasal sinuses, mandible, orbits, facial bones, and thoracic and lumbar spine. Classroom, laboratory and clinical practice enhance learning in conjunction with the completed units of this course.

**Prerequisites:** RAD\* 130**Offered:** Fall**RAD\* 233: Advanced Imaging Procedures**

4 Credits

Students will gain knowledge of the anatomy, physiology, specialized equipment and procedures involved in interventional radiology of the vascular and hepatobiliary systems. Students will also gain knowledge of sectional anatomy as it relates to computer generated imaging modalities, CT and MRI, and the equipment and procedures utilized for bone densitometry, diagnostic medical sonography and mammography.

**Prerequisites:** Completion of RAD\* 225**Offered:** Spring**RAD\* 255: Medical Radiation Physics**

4 Credits

This course provides content for medical physics as related to diagnostic imaging equipment operation. Digital imaging system characteristics of operation are discussed. Topics covered are: image quality indicators, beam geometry, and quality management processes. Students are familiarized with equipment used for QC testing and how to evaluate the results.

**Prerequisites:** RAD\* 222 and PHY\* 105**Offered:** Spring**RAD\* 260: Radiographic Pathology**

3 Credits

This course introduces theories of disease processes involving systems of the body commonly evaluated with diagnostic imaging. An overview of diseases and medical terms involving the respiratory system, gastrointestinal, genitourinary, central nervous, skeletal and reproductive systems will be provided along with etiology, symptoms, diagnosis and radiographic appearance.

**Prerequisites:** Completion of RAD\* 126 and RAD\* 130**Offered:** Fall**RAD\* 287: Clinical Capstone**

3 Credits

Supervised clinical experience involving the final development of student skills for general radiography practices. Students will apply principles learned in the classroom to refine skills in patient care, communication, standard and advanced clinical procedures and radiation protection. Students must complete the ARRT competencies for radiography.

**Prerequisites:** Completion of RAD\* 297**Offered:** Spring

**RAD\* 297: Clinical Practice IV**

3 Credits

Supervised clinical experience involving general duties of the radiology professional. Students will apply principles learned in the classroom to further development of skills in patient care, communication, patient positioning, image production and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.

**Prerequisites:** RAD\* 199**Offered:** Fall**Recreation and Leisure****RLS\* 101: Introduction to Recreation and Leisure Services**

3 Credits

*(Formerly REC 101)*

This course serves as an introduction to the field of recreation and leisure service. The student will understand the development of the recreation movement from early ages to the present with emphasis on future perspectives. Cultural, economic, and social factors in reference to leisure participation will be explored. Career opportunities in a variety of settings will be highlighted. Philosophies of recreation will be discussed. Students will develop a personal philosophy of recreation and leisure.

**Prerequisites:** None**Offered:** Fall, Spring**RLS\* 121: Introduction to Therapeutic Recreation Services**

3 Credits

*(Formerly THRC 115)*

This course provides a background of study for the field of therapeutic recreation. It encompasses the history and development of the profession with an emphasis on understanding the persons who are served, their disabilities, and the environments in which they live. An experiential approach offers understanding and empathy.

**Prerequisites:** None**Offered:** Fall**RLS\* 122: Processes and Techniques in Therapeutic Recreation**

3 Credits

*(Formerly THRC 116)*

This course is designed to provide an overview of the process and techniques used in treatment oriented programs. The course explores leadership skills of the helping professional through an in-depth look at facilitation techniques used in therapeutic recreation, including, but not limited to: creative arts, physical/body movement, mental stimulation, and social interaction in relation to the needs of special population groups. Emphasis is placed on meeting clients' needs through proper activity selection, including activity analysis and program adaptation/modification.

**Prerequisites:** None**Offered:** Spring**RLS\* 221: Therapeutic Recreation Programming**

3 Credits

*(Formerly THRC 215)*

Programs: Planning and Implementation) This course involves the student in the study of the therapeutic recreation process with emphasis on program planning. The needs of the client will be met through a well planned process that includes assessing functional abilities and needs, planning program goals and objectives, implementing the program, and evaluating both the program and the client.

**Prerequisites:** RLS\* 121 and eligibility for ENG\* 101**Offered:** Spring**RLS\* 223: Leisure and Aging**

3 Credits

*(Formerly THRC 230)*

This course serves as an overview to the delivery of therapeutic recreation services to older adults. The course will assist the student in developing an understanding of the elderly and how activity intervention may be used to reach treatment and rehabilitation goals. The course will focus on issues such as the physiological, psychological, and socio-economic factors of the aging process, leisure resources, community and institutional services, and recreation in assisted living facilities and in long term care settings.

**Prerequisites:** None

**Offered:** Fall

### **RLS\* 295: Professional Practicum in Therapeutic Recreation**

4 Credits

*(Formerly THRC 280)*

This course provides the student with practical experience in a therapeutic recreation setting. The student is required to work a minimum of 200 hours in a community based or medical setting that provides therapeutic recreation services. During this period, the student will apply the knowledge, methods, and leadership techniques which have been learned in academic courses. Students will also participate in 15 hours of classroom discussion during the semester.

**Prerequisites:** Completion of all Therapeutic Recreation course work. Students planning to take this course must notify the Program Coordinator three months prior to the start of the semester for which they plan to register.

**Offered:** Fall, Spring

## **Respiratory Care**

### **RSP\* 121: Cardiopulmonary Anatomy & Physiology**

3 Credits

*(Formerly RC 221)*

The student is given an in-depth study of the anatomy and physiology of the cardiopulmonary system. Topics will include but are not limited to: structure, function, and assessment of the cardiopulmonary system.

**Prerequisites:** To be taken concurrently with RSP\* 141.

**Offered:** Fall

### **RSP\* 131: Applied Pharmacology**

3 Credits

*(Formerly RC 211)*

This course includes the study of the composition, indication and effects of medication administered to patients treated in the field of respiratory care. Emphasis is placed on drugs prescribed for the cardiopulmonary system and those delivered by aerosol.

**Prerequisites:** To be taken concurrently with RSP\* 160 and RSP\* 180.

**Offered:** Spring

### **RSP\* 140: Principles of Respiratory Care**

3 Credits

This course will introduce the student to the theory, function, and maintenance of respiratory care equipment. Medical gases, gas laws, and the delivery of respiratory care using various pieces of equipment will be included. The emphasis of the course will be on the mechanics and function of respiratory care devices.

**Prerequisites:** Must be taken concurrently with RSP\* 121

**Offered:** Fall

### **RSP\* 140L: Principles of Respiratory Care Lab**

1 Credits

This course will introduce the student to the theory, function, and maintenance of respiratory care equipment in a laboratory setting. Medical gases, gas laws, and the delivery of respiratory care using various pieces of equipment will be included. The emphasis of the course will be on the mechanics and function of respiratory care devices.

**Prerequisites:** Must be taken concurrently with RSP\* 121 and RSP\* 140

**Offered:** Fall

### **RSP\* 160: Diagnostic & Therapy Principles**

3 Credits

*(Formerly RC 222)*

The theory and administration of respiratory care procedures, airway management, monitoring devices, and clinical assessment of the respiratory patient will be taught.

**Prerequisites:** RSP\* 121. To be taken concurrently with RSP\* 131 and RSP\* 180.

**Offered:** Spring

### **RSP\* 180: Clinical Practicum**

1 Credits

*(Formerly RC 202)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities.

**Prerequisites:** RSP\* 121 and RSP\* 141. To be taken concurrently with RSP\* 131 and RSP\* 160.

**Offered:** Spring

### **RSP\* 181: Clinical Practicum II**

1 Credits

*(Formerly RC 203)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities.

**Prerequisites:** RSP\* 131, RSP\* 160, RSP\* 180 and BIO\* 212.

**Offered:** Summer

### **RSP\* 251: Respiratory Pathophysiology**

3 Credits

*(Formerly RC 282)*

The study of cardiopulmonary abnormalities and diseases of the adult patient. Major emphasis will be placed on the diagnosis and treatment of patients using case study analysis.

**Prerequisites:** To be taken concurrently with RSP\* 274 and RSP\* 281.

**Offered:** Fall

### **RSP\* 252: Respiratory Pathophysiology II**

2 Credits

*(Formerly RC 283)*

The study of cardiopulmonary abnormalities and diseases of the adult, pediatric and newborn patient. Major emphasis will be placed on the diagnosis, treatment, and management of patients using case study analysis.

**Prerequisites:** To be taken concurrently with RSP\* 261 and RSP\* 282.

**Offered:** Spring

### **RSP\* 260: Advanced Principles of Ventilator Therapy**

3 Credits

*(Formerly RC 242)*

A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards and complications of mechanical ventilation will be emphasized.

**Prerequisites:** RSP\* 160 and RSP\* 131.

**Offered:** Summer

### **RSP\* 261: Advanced Respiratory Care II**



3 Credits

*(Formerly RC 261)*

A study of the respiratory care modalities used in the care of neonates and pulmonary rehabilitation patients. Each population will be discussed in separate units.

**Prerequisites:** To be taken concurrently with RSP\* 252 and RSP\* 282.

**Offered:** Spring

### **RSP\* 274: Diagnostic Respiratory Care**

3 Credits

*(Formerly RC 251)*

A study of the pulmonary and cardiac assessment, critical care monitoring, and fluid and electrolyte balance as it relates to cardiopulmonary medicine.

**Prerequisites:** BIO\* 212. To be taken concurrently with RSP\* 251 and RSP\* 281.

**Offered:** Fall

### **RSP\* 281: Advanced Clinical Practicum**

2 Credits

*(Formerly RC 204)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities.

**Prerequisites:** RSP\* 260 and RSP\* 181. To be taken concurrently with RSP\* 261 and RSP\* 251.

**Offered:** Spring

### **RSP\* 282: Advanced Clinical Practicum II**

2 Credits

*(Formerly RC 205)*

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities.

**Prerequisites:** RSP\* 251, RSP\* 274, RSP\* 281. To be taken concurrently with RSP\* 261 and RSP\* 252.

**Offered:** Spring

## **Sign Language**

### **SGN\* 101: Sign Language I**

3 Credits

*(Formerly ASL 101)*

American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing.

**Prerequisites:** None

**Offered:** Fall, Summer

### **SGN\* 102: Sign Language II**

3 Credits

*(Formerly ASL 102)*

This course is a continuation of American Sign Language I. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing.

**Prerequisites:** SGN\* 101

**Offered:** Spring, Summer

**SGN\* 103: Sign Language III**

3 Credits

This course is a continuation of Sign Language I and II. Emphasis is placed on improving speed and fluency when communicating in ASL. In addition, students will learn basic storytelling features.

**Offered:** Fall**SGN\* 104: Sign Language IV**

3 Credits

This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other sign language systems. Emphasis is placed on advanced fingerspelling, ASL structure and vocabulary. Instruction utilizes a natural approach to teaching a second language by engaging students in authentic conversations within the classroom environment and through out-of-class interactions with members of the Deaf community.

**Prerequisites:** SGN\* 101 , SGN\* 102 and SGN\* 103**Offered:** Spring**Social Science****SSC\* 150: Transition Development**

2 Credits

*(Formerly SOSC 150)*

This course is designed for adult students who are resuming their education. Topics include goal setting, academic and career choices, math anxiety, family and work stresses, problem solving, and skill building. Open only to students in the Adults in Transition program.

**Prerequisites:** None**Offered:** Fall, Spring**SSC\* 155: Women's Issues and the Law**

3 Credits

*(Formerly SOSC 155)*

An examination of legal responses to gender-based treatment in society. Legal materials will be studied to provide both a historical and current perspective on issues affecting women and men. Readings will be used as the basis for public policy discussions and greater understanding of the law of sex discrimination.

**Prerequisites:** None**Offered:** Fall**SSC\* 201: Introduction to African American Studies**

3 Credits

*(Formerly SOSC 201)*

An interdisciplinary survey course of the historical, social, economical, political, philosophical and cultural experience of the African American. This course serves as the introductory course to give students an Afrocentric perspective to evaluating information in society; other philosophical perspectives may be introduced. Recommended for potential U.S. History and American Studies majors.

**Prerequisites:** None**Offered:** Occasionally**SSC\* 220: Computers' Impact on Society**

3 Credits

*(Formerly SOSC 220)*

After studying the fundamentals of how computers work in order to understand their capabilities and limitations, the course explores the kinds of purposes to which computers are being put in our world: how computers are affecting us individually and as a society; the methods used and intrinsic difficulties in using computers to tackle business, economic, social, scientific, etc.

problems; the positive and negative effects of computers; the ethics surrounding the use of computers; how to make rational, ethical, and humane technological decisions; and how, in private and professional life, to make informed, reasoned judgments regarding computing technology issues. Current computer issues and news items are used as case studies.

**Prerequisites:** None

**Offered:** Occasionally

### **SSC\* 242: American Families**

3 Credits

*(Formerly SOSC 242)*

A look at nuclear American family life from early Colonial period to the present, to see how various commentators have regarded and evaluated American families. Course will rely on the writings of historians, sociologist, novelists and social critics.

**Prerequisites:** None

**Offered:** Occasionally

### **SSC\* 262: Puerto Rican History and Culture**

3 Credits

*(Formerly SOSC 262)*

An introduction to the history and culture of Puerto Rico designed to give both Hispanic and other students an understanding of the historical factors and the cultural concepts that help develop today's Puerto Rico and its people, both on the island and on the mainland.

**Prerequisites:** None

**Offered:** Occasionally

### **SSC\* 294: Cooperative Education/Work Experience**

3 Credits

*(Formerly SOSC 270)*

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including social service agencies, day care facilities, and corporations.

**Prerequisites:** 12 completed credit hours in the Social Service, Disabilities Specialist, Criminal Justice, Sport and Exercise, Therapeutic Recreation, and Early Childhood/Educational Associate programs.

**Offered:** Fall, Spring

## **Sociology**

### **SOC\* 100: Community Engagement**

3 Credits

This course provides students with an enhanced understanding of the local community and the diversity of groups within the community. Students are required to perform structured community service throughout the semester and to reflect and engage with other students on the meaning of diversity and community. Through readings, critical reflection, group discussions and interactions, and volunteer service, students will learn community leadership and civic engagement and discuss how communities might bridge differences among people. This course will require 1-3 hours of community service per week (or the equivalent). NOTE: This is a Pass/Fail course. All Students completing the course will receive either a grade of Pass (P) or Fail (F) on their transcript. See the instructor for more specific information.

**Prerequisites:** None

**Offered:** Fall, Spring

### **SOC\* 101: Principles of Sociology**

3 Credits

*(Formerly SOC 101)*

This course is designed to provide students with a basic overview and understanding of the discipline of sociology. The course focuses on the concepts, methods, theories, and levels of analysis used in the study of social interaction. The readings and

lectures will examine a broad range of social issues and questions; the different theories of social behavior used to explain these questions; and the ways in which sociologists scientifically examine these theories. The goal of the course is to provide students with the ability and knowledge to critically examine and understand the social issues that impact their daily lives. Depending upon the instructor, this course often includes a service learning project in which students learning sociology while also serving their community by volunteering at non-profit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc.).

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Social Sciences**

### **SOC\* 116: Impact of Aging on the Family**

3 Credits

*(Formerly SOC 205)*

This course will consider key social issues and current service delivery systems that affect the aged population.

**Prerequisites:** SOC\* 101

**Offered:** Spring

### **SOC\* 200: Queer Sociology**

3 Credits

This course provides a critical exploration of identity based understandings of sex, gender, orientation, race and the family. Using assigned readings, experiential activities, and classroom discussion, students will incorporate queer theories as well as personal values to challenge their assumptions and undermine previously unquestioned 'givens' about each of these topics. Finally, students will explore the question: what is possible (as individuals, as a society) if we assume no causal relationship among sex, gender, sexuality and desire?

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Occasionally

### **SOC\* 201: Contemporary Social Issues**

3 Credits

*(Formerly SOC 202)*

A detailed analysis of major social problems in American society. Problems including population, ecology, poverty, race and ethnic relations, urbanization, the role of the media, criminal activity, aging, health, and housing will be evaluated. Emphasis is on American society, but some international issues and situations will be examined. Community awareness and involvement will be stressed as students evaluate local issues as well.

**Prerequisites:** SOC\* 101

**Offered:** Fall, Spring

### **SOC\* 205: Sociology In Film**

3 Credits

This course is designed to teach key sociological topics through film. In this course, we will examine how a range of social issues are depicted in both documentary and popular film. Students study such issues as race relations, family dynamics, urbanization, gender and reproduction, and crime by viewing films, analyzing the films' content, and reading sociology literature.

**Prerequisites:** SOC\* 101

**Offered:** Occasionally

### **SOC\* 210: Sociology of the Family**

3 Credits

*(Formerly SOC 231)*

This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

**SOC\* 211: Sociology of Gender**

3 Credits

This course addresses the distinction between biological sex and the social construction of gender and investigates issues about the dynamics of sex and gender relationships in different socio-cultural contexts. Major topics for discussion include gender role differentiation, sex role stereotyping, and changes over time in male/female relationships in North American society with the differences and inequalities shaped by social class, race, ethnicity, sexuality, age and national origin. A global perspective, which examines and compares the place of gender in nations of the North with those of the South, is also emphasized.

**Prerequisites:** SOC\* 101**Offered:** Occasionally**SOC\* 212: Sociology of Women**

3 Credits

*(Formerly SOC 261)*

An interdisciplinary study of women in contemporary America, making use of the data and methodology of history, psychology and sociology.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**SOC\* 215: Women and Prisons**

3 Credits

This course examines demographic characteristics, current offenses, criminal histories, the women's family background, children, drug and alcohol use, prior physical and sexual abuse, and health issues. This course also includes a basic introduction to doing sociological research on a topic as each student will pick a states prison population to examine individually.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**SOC\* 220: Racial & Ethnic Diversity**

3 Credits

*(Formerly SOC 271)*

This course focuses on the interrelationship of institutionalized prejudice and discrimination and related aspects of diversity in society. The experience of various ethnic and racial minorities in the United States is investigated through the study of the origins and functions of subordination in society.

**Prerequisites:** Eligibility for ENG\* 101.**Offered:** Occasionally**SOC\* 227: The Native American Experience**

3 Credits

Students will become familiar with the major issues and topics of tribes in Connecticut such as tribal recognition, and casino development. The course will also examine economic, political, and social concerns of tribes in North America. With much class participation and contact with guest speakers, students will bring into sharper focus the real day to day issues of native people who "more than 500 years after the European Invasion of North America are still seeking to work out relations, as descendants of the first Americans, with the people of modern American society."

**Prerequisites:** eligibility for ENG\* 101.**Offered:** Occasionally**SOC\* 228: African American Sociology and Literature**

3 Credits

This course introduces students to ways in which scholars examine the African American experience as a major topic in Sociology and Literature. The course is taught from an interdisciplinary perspective that emphasizes methodologies and approaches from both the humanities and the social sciences framing inquiries about African American literary creations, social life, history, and socio-cultural organization. The goal of the course is for each student to look at black culture and society in a broader and more complex way.

**Prerequisites:** SOC\* 101 and ENG\* 120.

**Offered:** Occasionally

### **SOC\* 240: Criminology**

3 Credits

Introduces the fundamental principles of criminology; namely, the nature, existence and causation of crime, the problems and procedures involved in the administration of justice, and rehabilitative and corrective treatment.

**Prerequisites:** SOC\* 101 or CJS\* 101

**Offered:** Spring

### **SOC\* 241: Juvenile Delinquency**

3 Credits

*(Formerly SOC 211)*

Examines the social aspects of juvenile delinquency and the pressures that cause this behavior to emerge. The organization, functions and jurisdiction of the juvenile court system, as well as processing, detention, case disposition and juvenile delinquency statutes, are examined.

**Prerequisites:** SOC\* 101 or CJS\* 101

**Offered:** Occasionally

### **SOC\* 242: Sociology of Deviance**

3 Credits

*(Formerly SOC 203)*

This course will provide an overview and analysis of deviant behavior and social control. The course will critically review and discuss the causes of deviance and societal attempts at controlling deviant behavior. Topics to be studied include alcohol and drug abuse, criminal activity, disabilities, mental illness, sexual deviance, violent behavior and abuse, elite deviance, and collective deviance.

**Prerequisites:** Eligibility for ENG\* 101.

**Offered:** Fall, Spring

## **Spanish**

### **SPA\* 108: Elementary Spanish I & II**

8 Credits

*(Formerly SPAN 108)*

An intensive, beginning Spanish course in which two semesters of Spanish (SPA\* 111 and SPA\* 112) are completed in one semester. Students will develop all four language skills. The emphasis in class will be speaking and listening, the assignments will emphasize reading and writing. Hispanic culture will be studied. No previous Spanish language experience required.

Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level.

**Prerequisites:** None

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of Humanities**

### **SPA\* 111: Elementary Spanish I**

4 Credits

*(Formerly SPAN 101)*

An introduction to spoken and written Spanish. Emphasis is on basic grammar and developing all four language skills (reading, writing, listening and speaking) with an emphasis on Hispanic culture. No previous Spanish language experience required.

Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level.

**Prerequisites:** None

**Offered:** Fall, Summer

**SPA\* 112: Elementary Spanish II**

4 Credits

*(Formerly SPAN 102)*

A second semester course in which students develop all four language skills (reading, writing, listening, and speaking) while studying grammatical structures (preterite, imperfect, object pronouns, reflexive verbs) that are more advanced than those studied in the first semester Spanish course. Hispanic culture will be studied.

**Prerequisites:** SPA\* 111, one year of high school Spanish, or permission of instructor. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level.

**Offered:** Spring, Summer

**Fulfills General Education - Knowledge of Humanities**

**SPA\* 130: Spanish Culture**

3 Credits

*(Formerly SPAN 125)*

A survey of Spanish culture taught in English. Topics of study include art, music, literature, history, geography, political systems, bullfighting, and culture with a small "c" (use of two surnames, extended families, cuisine, etc.)

**Prerequisites:** None

**Offered:** Occasionally

**SPA\* 131: Hispanic Culture**

1, 2 or 3 Credits

*(Formerly SPAN 130)*

This is an independent study course which is offered in conjunction with an academic trip and is available only to participants of that trip. Pre-trip assignments will prepare the students for the research that will be done in the country of the trip and post-trip assignments will organize and analyze the information observed and collected in the Hispanic country. (This course can be done in English or in Spanish.) Class: hours per week will depend on number of credit hours. Co-requisite: student must participate in an academic trip sponsored by MCC.

**Prerequisites:** None

**Offered:** Occasionally

**SPA\* 135: Hispanic Culture and Conversation**

3 Credits

*(Formerly SPAN 145)*

A one-semester, first-level course for two-year career program students which stresses aspects of Hispanic culture, as well as pronunciation and vocabulary skills in Spanish, that would be helpful as an additional tool in future employment, job advancement, and effective fulfillment of daily job routines.

**Prerequisites:** None

**Offered:** Occasionally

**SPA\* 145: Mexican Culture**

3 Credits

*(Formerly SPAN 145)*

A survey of Mexican culture taught in English. Topics of study includes art, music, literature, ancient civilizations, history, geography, political systems, bullfighting, and culture with a small "c" (use of two surnames, bargaining in the market, extended families, cuisine, etc.).

**Prerequisites:** None

**Offered:** Occasionally

**SPA\* 208: Intermediate Spanish I and II**

8 Credits

*(Formerly SPAN 208)*

An intensive, intermediate Spanish course in which two semesters of Spanish (SPA\* 211 and SPA\* 212) are completed in one semester. Students will be taught all four language skills with an emphasis on speaking and listening in class and an emphasis on

reading and writing through the assignments. Cultural readings will be in Spanish. Students may select the honors option for this course.

**Prerequisites:** SPA\* 112 or SPA\* 108 or two years of high school Spanish or permission of instructor.

**Offered:** Occasionally

### **SPA\* 211: Intermediate Spanish I**

4 Credits

*(Formerly SPAN 201)*

A third semester course in which grammar, conversation and reading materials are at an intermediate level. Students will be taught all four language skills with an emphasis on speaking and listening in class and an emphasis on reading and writing through the assignments. Cultural readings will be in Spanish. Students may select the honors option for this course.

**Prerequisites:** SPA\* 111, and SPA\* 112 or SPA\* 108 or two years of high school Spanish or permission of instructor.

**Offered:** Fall

**Fulfills General Education - Knowledge of Humanities**

### **SPA\* 212: Intermediate Spanish II**

4 Credits

*(Formerly SPAN 202)*

A fourth semester course in which the grammar, conversation and reading materials are at an intermediate level. Students will be taught all four language skills with an emphasis on speaking and listening in class and an emphasis on reading and writing through the assignments. Cultural readings will be in Spanish.

**Prerequisites:** SPA\* 211 (201 from other CT Community Colleges) or three years of high school Spanish or permission of instructor.

**Offered:** Spring

**Fulfills General Education - Knowledge of Humanities**

### **SPA\* 251: Advanced Spanish I**

4 Credits

A fifth semester course in which language skills will be reinforced while increased emphasis is placed on composition and conversation. Literature and culture will also be studied in Spanish.

**Prerequisites:** SPA\* 212, SPA\* 208 or permission of the instructor.

**Offered:** Occasionally

### **SPA\* 252: Advanced Spanish II**

4 Credits

A sixth semester course in which language skills will be reinforced while increased emphasis is placed on composition and conversation. Literature and culture will also be studied in Spanish.

**Prerequisites:** SPA\* 212, SPA\* 208 or permission of instructor.

**Offered:** Occasionally

## **Speech-Language Pathology Assistant**

### **SLP\* 111: Communication Development**

3 Credits

An overview of the milestones of form, content, and use in the process of typical communication development for children from infancy through adolescence.

**Prerequisites:** Eligibility for ENG\* 093 or concurrently taking ENG\* 096 .

**Offered:** Fall

### **SLP\* 112: Speech and Language Services in the Educational Setting**

3 Credits

This course will address professional issues related to the role of the Speech/Language Pathology Assistant in the practice of



speech/language pathology in schools. Topics will include, but are not limited to, the legal and policy framework for school services, ethical practice, supervision, collaboration, scheduling, data collection, advocating, professional development, resources, and professional trends. This course includes an observation component.

**Prerequisites:** SLP\* 111 or concurrently taking SLP\* 111.

**Offered:** Spring

### **SLP\* 120: Communication Disorders and Intervention I**

3 Credits

A general overview of language, and hearing disorders in preschool and school-aged children, their impact on literacy acquisition, and evidence-based interventions. This course will prepare Speech/Language Pathology Assistants for their role in providing oral language and literacy interventions to children with language and hearing disorders in educational settings.

**Prerequisites:** SLP\* 111.

**Offered:** Fall

### **SLP\* 121: Communication Disorders and Intervention II**

3 Credits

A general overview of phonology, voice, and fluency disorders in preschool and school aged children, with a focus on phonology (i.e., speech) problems and evidenced-based interventions. This course will prepare Speech/Language Pathology Assistants for their role in providing assistance to children with phonology disorders in educational settings and will also prepare them to work with students with significant/severe communication needs (e.g., non-verbal/low verbal children requiring assistive technology [AT] or augmentative/alternative communication [AAC] systems).

**Prerequisites:** SLP\* 111.

**Offered:** Spring

## **Surgical Technology**

### **SUR\* 101: Operating Room Procedures I**

4 Credits

*(Formerly ST 101)*

An introduction to theoretical experience of the basic skills used in an operating room: aseptic technique, technologists' arts, instrumentation, draping techniques, and related operating room skills. An explanation of essential patient care concepts necessary for effective functioning in an operating room.

**Prerequisites:** Permission of the Surgical Technology Program Coordinator.

**Offered:** Fall

### **SUR\* 102: Operating Room Procedures II**

4 Credits

*(Formerly ST 102)*

An introduction to practical experience of the basic skills used in an operating room: aseptic technique, technologists' arts, instrumentation, draping techniques, and related operating room skills such as mock operations in lab. Includes an extensive survey of various surgical specialties including specific operations in each discipline.

**Prerequisites:** Permission of the Surgical Technology Program Director and successful completion of SUR\* 101.

**Offered:** Fall

### **SUR\* 105: Medical Terminology for Surgical Technologists**

2 Credits

*(Formerly ST 105)*

An introduction to basic and advanced medical terms used in medicine and surgery. Open to all students with permission of the program coordinator.

**Prerequisites:** Permission of the Surgical Technology Program Director

**Offered:** Fall

**SUR\* 201: Seminar in Surgery**

2 Credits

*(Formerly ST 106)*

This course serves as a bridge between the preclinical and clinical phases of the program and emphasizes the total picture of the surgical patient. Students learn about health care departments outside the operating room that are integral to diagnosis and treatment of surgical conditions. Presentations by physicians and practitioners emphasize surgical procedures and perioperative care of the patient.

**Prerequisites:** Permission of the Surgical Technology Program Director and successful completion of SUR\* 102**Offered:** Fall**SUR\* 220: Clinical Experience I**

2 Credits

*(Formerly ST 220)*

An introduction to clinical practice in general and specialty surgical procedures in the operating room and outpatient facilities. Emphasis is on applying skills learned in the pre-clinical courses to clinical practice including experiences in basic operating room procedures and minor surgery.

**Prerequisites:** Permission of the Surgical Technology Program Director and successful completion of SUR\* 102.**Offered:** Spring**SUR\* 221: Pathology/Pharmacology for the Surgical Technologist**

3 Credits

This course focuses on the topics relating to Surgical Technology as identified in the 6th Edition of the Core Curriculum for Surgical Technology. The pathology and pharmacology of each organ system will be discussed concurrently.

**Prerequisites:** Permission of the Surgical Technology Program Director and BIO\* 212**Offered:** Fall**SUR\* 222: Clinical Experience II**

4 Credits

*(Formerly ST 222)*

Clinical practice in the operating room concentrating on experience in basic procedures of general and specialty surgery.

**Prerequisites:** Permission of the Surgical Technology Program Director and successful completion of SUR\* 220.**Offered:** Spring**SUR\* 224: Clinical Experience III**

4 Credits

*(Formerly ST 224)*

Clinical practice in the operating room concentrating on experience in advanced levels of general and specialty surgery. Includes classroom preparation for the national certification examination and development of job search skills.

**Prerequisites:** Permission of the Surgical Technology Program Director and successful completion of SUR\* 222.**Offered:** Spring**SUR\* 225: Advanced Seminar in Surgery**

3 Credits

This course will review the basic principles and practices taught in the Surgical Technology program. This course will focus on the objectives of the National Certification Examination for Surgical Technologists (CST) using an online learning system, lecture and practice tests. The purpose of this course is to prepare students to pass the CST examination which is required for employment as a surgical technologist.

**Prerequisites:** Permission of the Surgical Technology Program Director and SUR\* 221 and SUR\* 222**Offered:** Spring**Theatre**

### **THR\* 101: Introduction to Theater**

3 Credits

This course explores the range of theatrical conventions present in theater throughout the world. Students will participate in hands-on activities in acting, directing, and design. Students will complete a research paper on a topic in theater history in addition to writing responsively throughout the course both in class and online

**Prerequisites:** Eligibility for ENG\* 101 .

**Offered:** Fall, Spring

**Fulfills General Education - Knowledge of The Arts**

### **THR\* 110: Acting I**

3 Credits

*(Formerly THEA 181)*

A first course in acting. Students will focus on relaxation and physical awareness, and on developing their imagination, concentration and characterization skills. They will be introduced to basic vocal and physical techniques. Class: 3 hours per week.

**Prerequisites:** None

**Offered:** Fall, Spring

### **THR\* 190: Theater Practicum I**

3 Credits

Theatre Practicum involves students in a play production. Areas such as set construction, lighting, costuming, box office, running crew and stage managing will be explored through the process of rehearsing and mounting a play for performance.

**Prerequisites:** None

**Offered:** Spring

### **THR\* 210: Acting II**

3 Credits

*(Formerly THEA 182)*

A continuation of THR\* 110. Students will focus on script analysis and interpretation, and will expand their emotional, expressive and technical ranges.

**Prerequisites:** THR\* 110 or equivalent training or experience.

**Offered:** Spring

## CONTINUING EDUCATION

The college's Continuing Education Division provides programs relevant to changing community needs and promotes the college as a focus of lifelong learning. Each year more than 6,000 area residents enroll in credit and credit-free courses, seminars and workshops, as well as participate in the many cultural activities and special educational services offered through this division. The Continuing Education offices are located in the Learning Resource Center in the John V. Gannon Continuing Education Center.

### Business and Industry Services

**860-512-2800**

As part of a collaborative effort of the state's 12 community colleges, the division provides businesses, organizations and governmental agencies with training and educational services. It provides both credit and credit-free, customized, on-campus or on-site instructional programs for employers. Popular training areas include manufacturing and technology, computer skills and applications, presentation skills, basic skills, English as a second language, management and supervisory skills and Lean business enterprises.

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

### Credit Courses

**860-512-2800**

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

### Credit-Free Certificate Programs

**860-512-2800**

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

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

### Credit-Free Courses

**860-512-2800**

In addition to credit courses, the Continuing Education Division administers an extensive credit-free program. Each semester more than 300 credit-free courses are offered for career and personal development, cultural enrichment and contemporary living.

Courses are offered days, evenings, weekends and online throughout each semester. A transcript can be issued upon written request.

## Excursions in Learning

**860-512-2804**

Excursions in Learning is an enrichment program for children in grades K-8. Creative, high achieving students can explore the sciences, mathematics, history, culture, the arts, language arts and computer technology through hands-on, experiential learning. Special Saturday programs are offered in the spring and fall semesters. One-week culinary camps, one-week leadership academies, and one-week engineering and technology camps are offered in July, and a two-week summer academy for gifted, talented, and high achieving students is offered in early August.

## Off-Campus Sites

**860-512-2800**

Off-campus courses are offered at studios, parks, schools, museums and community sites in the region as well as MCC on Main, the arts and education center in downtown Manchester. The course offerings are designed to meet the specific needs of the employers and residents of the area. The Division continually seeks to establish new off-campus sites to respond to business and community needs.

## Organization of Active Adults

**860-512-2800**

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

## Publications

**860-512-2800**

Brochures and catalogs are published periodically by the Continuing Education Division to provide schedules of educational offerings and registration information. These are available at the John V. Gannon Continuing Education Center (Learning Resource Center, room LRC B147) and on the MCC website.

## Registration

**860-512-3220**

Registration for courses offered through the Continuing Education Division may be done online, in person, by fax or by mail. Registration by telephone is also available for credit-free courses at 860-512-3232. Credit-free courses are open to everyone, regardless of educational background, on a "first-come, first-served" basis. Courses may be taken individually or as part of a planned program of study.

## FACULTY AND PROFESSIONAL STAFF

### CEO

MILLNER-HARLEE, TANYA

Phone: 860-512-2603

Email: [tmillner-harlee@manchestercc.edu](mailto:tmillner-harlee@manchestercc.edu)

Interim Chief Executive Officer

EdD, The George Washington University

MA, Northeastern University

BA, Georgetown University

### Deans

ALSTON, SUSAN

Phone: 860-512-2904

Email: [salston@manchestercc.edu](mailto:salston@manchestercc.edu)

Interim Dean of Institutional Advancement/Excutive Director of Foundation

MS, Bay Path University

BS, University of Massachusetts

COOPER, TUESDAY

Phone: 860-512-2602

Email: [tcooper@manchestercc.edu](mailto:tcooper@manchestercc.edu)

Interim Dean of Academic Affairs

Ed.D, University of Massachusetts

JD, Western New England College School of Law

BA, Rutgers, The State University of New Jersey

HARRIS, PETER

Phone: 860-512-3212

Email: [pharris@manchestercc.edu](mailto:pharris@manchestercc.edu)

Interim Dean of Student Affairs and Enrollment Management

MS, University of Phoenix

BA, Western New England University

McDOWELL, JAMES

Phone: 860-512-3603

Email: [jmcdowell@manchestercc.edu](mailto:jmcdowell@manchestercc.edu)

Dean of Administrative Services

CPA, State of Wisconsin

MBA, St. Louis University

BS, University of Evansville

MITCHELL, PAMELA

Phone: 860-512-2604

Email: [pmitchell1@manchestercc.edu](mailto:pmitchell1@manchestercc.edu)

Associate Dean of Academic Affairs

EdD, University of Massachusetts Amherst

MPA, University of Hartford

BS, Western Connecticut State University

## Full-Time Faculty and Professional Staff

ADAMS, CARLA

Phone: 860-512-2652

Email: cadams@manchestercc.edu

Professor of Business Office Technology

MS, Suffolk University

BS, University of Massachusetts

ANGRY-SMITH, EVELYN

Phone: 860-512-2874

Email: eangry-smith@manchestercc.edu

Librarian

MLS, Southern Connecticut State University

BA, Lincoln University

ARAGON, RICARDO

Phone: 860-512-2766

Email: raragon@manchestercc.edu

Associate Professor of Hospitality & Culinary Arts

MAT, Johnson & Wales University

BS, Johnson & Wales University

ARIEL, TRACY A.

Director of Advanced Manufacturing Manchester and Middlesex Community Colleges

tariel@mcc.comment.edu

860-512-2635

ARMSTRONG, LINDA

Phone: 860-512-2804

Email: larmstrong@manchestercc.edu

Coordinator of Youth Programs

ARNOLD, TERESA

Phone: 860-512-2924

Email: tarnold@manchestercc.edu

Development Associate

MS & Graduate Certificate, University of Oregon

BFA, University of Connecticut

ARROYO, GAIL ANNE

Phone: 860-512-3234

Email: garroyo@manchestercc.edu

Associate Registrar

BA, Eastern Connecticut State University

AS, Manchester Community College

BAILEY, JODY S.

Phone: 860-512-3384

Email: jbailey@manchestercc.edu

Associate Director of Financial Aid Services  
BA, College of Charleston

BARBER, T.J.  
Phone: 860-512-3282  
Email: tbarber@manchestercc.edu  
Director of Student Activities  
MS, Central Connecticut State University  
BS, University of Texas at Arlington

BARZOTTINI, SUSAN  
Phone: 860-512-2752  
Email: sbarzottini@manchestercc.edu  
Interim Division Director, Social Science, Business and Professional Careers  
MBA, University of Connecticut  
BS, University of Connecticut

BELLA, KATE  
Phone: 860-512- 2737  
Email: kbella@manchestercc.edu  
Professor of Mathematics  
MS, University of Connecticut  
BS, Adelphi University

BETANCOURT, YANIDZA  
Phone: 860-512-3390  
Email: ybentancourt@manchestercc.edu  
Associate Director of Financial Aid  
BA, Central Connecticut State University  
AS, Manchester Community College

BONESTEEL, MATTHEW JR.  
Phone: 860-512-3227  
Email: mbonesteel@manchestercc.edu  
Interim Registration Assistant  
AS, Manchester Community College

BOTO, TIMOTHY  
Phone: 860-512-2852  
Email: tboto@manchestercc.edu  
Assistant Director of Educational Technology & Distance Learning  
BA, Central Connecticut State University  
AS, Tunxis Community College

BOTTONE, STACEY  
Phone: 860-512-2627  
Email: sbottone@manchestercc.edu  
Associate Professor of Business Office Technology  
MBA, Salve Regina University  
BS, Charter Oak State College

BOYLE, DEBORAH  
Phone: 860-512-2642  
Email: dboyle@manchestercc.edu  
Assistant Professor, Paralegal



MA, University of Connecticut  
BA Marist College

BRANDT, ROBERT  
Phone: 860-512-2687  
Email: rbrandt@manchestercc.edu  
Assistant Professor of Communication  
MA, Rhode Island College  
BA, Rhode Island College

BRAY, NANCY  
Phone: 860-512-2790  
Email: nbray@manchestercc.edu  
Associate Professor of Psychology  
Ph.D. Clinical and School Psychology, Hofstra University  
MA, Psychology, Wesleyan University  
BA, Psychology, Vassar College

BREAULT, BENJAMIN  
Phone: 860-512-3229  
Email: bbreault@manchestercc.edu  
Enrollment Services Coordinator  
MA, Trinity College  
BA, Goddard College

BRICE, DONNA M.  
Phone: 860-512-2878  
Email: dbrice@manchestercc.edu  
Library Associate  
BA, St. Joseph College

BROHINSKY, GREGG  
Phone: 860-512-3272  
Email: gbrohinsky@manchestercc.edu  
Director of Child Development Center  
MA, The Educational Center for Human Development  
BS, Boston University

BURK, LINDA J.  
Phone: 860-512-2684  
Email: lburk@manchestercc.edu  
Professor of Romance Languages  
PhD, University of Illinois  
MA, University of Cincinnati  
BS, Northwest Missouri State University

BURNHAM, PHILIP  
Phone: 860-512-3345  
Email: pburnham@manchestercc.edu  
Student Development Specialist  
MS, Central Connecticut State University  
BA, University of Connecticut

CALAFIORE, BURCIN  
Phone: 860-512-3004

Email: bcalafiore@manchestercc.edu  
Instructor in Business  
MBA, University of Hartford

CALDWELL, DAVID  
Phone: 860-512-2663  
Email: dcaldwell@manchestercc.edu  
Professor of English  
MA, Trinity College  
BA, University of Connecticut

CAMPIGLIO, STEPHEN  
Phone: 860-512-2824  
Email: scampiglio@manchestercc.edu  
Program Coordinator of Personal & Professional  
Development & Community Programs  
MA, Assumption College  
BA, Worcester State College

CARRIGAN, PATRICIA  
Phone: 860-512-2695  
Email: pcarrigan@manchestercc.edu  
Professor of Fine Arts  
MFA, University of Connecticut  
BFA, Hartwick College

CASE, KARYN  
Phone: 860-512-3100  
Email: GenInfoCEO@manchestercc.edu.  
Interim Executive Assistant

CHAVARRIAGA, EDGAR  
Phone: 860-512-3482  
Email: echavarriaga@manchestercc.edu  
Assistant Director of Information Technology  
BS, University of Connecticut  
AS, Manchester Community College

CHURCH, CLAYTON  
Phone: 860-512-3488  
Email: cchurch@manchestercc.edu  
Information Technology Technician II  
AS, Manchester Community College

CIEGLO, SARAH  
Phone: 860-512-2767  
Email: scieglo@manchestercc.edu  
Associate Professor of History  
PhD, Yale University  
MA, Yale University  
BA, Northwestern University  
BM, Northwestern University

CISCEL, ALINA  
Phone: 860-512-3241

Email: [aciscel@manchestercc.edu](mailto:aciscel@manchestercc.edu)  
Associate Professor/Coordinator, ESL  
MA, University of South Carolina

CLASSEN-SULLIVAN, SUSAN  
Phone: 860-512-2693  
Email: [sclassen-sullivan@manchestercc.edu](mailto:sclassen-sullivan@manchestercc.edu)  
Professor of Fine Arts  
Director of the Hans Weiss Newspace Gallery  
MA, Wesleyan University  
Art Education Certification, CCSU  
BA, Eastern Connecticut State University

CLEARY, BRIAN  
Phone: 860-512-2612  
Email: [bcleary@manchestercc.edu](mailto:bcleary@manchestercc.edu)  
Director of the Academic Support Center  
MA, University of New Mexico  
BA, Hamilton College

COLEMAN, LOIS  
Phone: 860-512-2666  
Email: [lcoleman@manchestercc.edu](mailto:lcoleman@manchestercc.edu)  
Associate Professor of English  
PhD, University of Connecticut  
MS, University of Connecticut  
BS, University of Connecticut

DAVIS, STEPHANIA  
Phone: 860-512-2694  
Email: [sdavis@manchestercc.edu](mailto:sdavis@manchestercc.edu)  
Professor of Journalism  
MS, University of Maryland  
BA, Howard University

DESCHENES, KIMBERLY  
Phone: 860-512-3614  
Email: [kdeschenes@manchestercc.edu](mailto:kdeschenes@manchestercc.edu)  
Operations Coordinator  
BS, University of Hartford  
AS, Manchester Community College

DERUSHA, JEANINE  
Phone: 860-512-2670  
Email: [jderusha@manchestercc.edu](mailto:jderusha@manchestercc.edu)  
Professor of English  
MFA, University of Washington  
BA, University of Massachusetts

DORSEY, DOUGLAS A.  
Phone: 860-512-2630  
Email: [ddorsey@manchestercc.edu](mailto:ddorsey@manchestercc.edu)  
Associate Professor of Business  
MBA, Providence College  
BS, University of Maine

DUBIEL, DAVID

Phone: 860-512-2799

Email: ddubiel@manchestercc.edu

Assistant Professor of Criminal Justice  
MS, Central Connecticut State University  
BA, Central Connecticut State University  
AS, Manchester Community College

DUPILLE, LEONARD

Phone: 860-512-2779

Email: ldupille@manchestercc.edu

Professor of Psychology  
PhD, Duquesne University  
MA, Duquesne University  
BA, University of Massachusetts

EBERHARDT, BRETT

Phone: 860-512-2665

Email: beberhardt@manchestercc.edu

Instructor of Painting  
MFA, Syracuse University  
BFA, Northern Michigan University

EDWARDS, MALTON

Phone: 860-512-2631

Email: medwards@manchestercc.edu

Assistant Professor of Business  
MBA, University of Connecticut  
BS, Central Connecticut State University  
Teacher Certificate, Micro University College

ESPOSITO, NICOLE

Phone: 860-512-2763

Email: nesposito@manchestercc.edu

Associate Professor of Human Services  
Coordinator, Disability Specialist Program  
EdD, American International College  
MS, American International College  
BS, American International College

FAEZI, MEHRDAD

Phone: 860-512-2729

Email: mfaezi@manchestercc.edu

Professor of Engineering & Technology  
MS, Brigham Young University  
BS, Brigham Young University

FINLEY, MEGHAN

Phone: 860-512-2758

Email: mfinley@manchestercc.edu

Assistant Professor Sociology  
PhD, Northeastern University  
MA, University of Virginia  
BA, Boston College

FLORES, CAROLINA

Phone: 860-512-2640

Email: cflores@manchestercc.edu

Professor of Music

DMA, University of Hartford

MM, Manhattan School of Music

MM, Royal Superior Conservatory of Music

BM, Manhattan School of Music

BMusEd, Zaragoza Superior Conservatory of Music

FLYNN, DAVID

Phone: 860-512-2919

Email: dflynn@manchestercc.edu

Systems Analyst/Programmer

BA, Gettysburg College

AS, Manchester Community-Technical College

FORBES-ROGERS, DOREEN

Phone: 860-512-2817

Email: dforbes-rogers@manchestercc.edu

Business & Industry Sales Associate

BS, Bentley University

FREUND, DEBRA

Phone: 860-512-3107

Email: dfreund@manchestercc.edu

Chief Diversity Officer

MA, University of Connecticut

BA, University of Connecticut

GEISINGER, CHRISTI L.

Phone: 860-512-2886

Email: cgeisinger@manchestercc.edu

Library Associate

AS, Manchester Community College

GENERIS, MARIA

Phone: 860-512-3647

Email: mgeneris@manchestercc.edu

Acquisitions Manager

BS, Eastern Connecticut State University

AS, Manchester Community College

GENTILE, JAMES M.

Phone: 860-512-2667

Email: jgentile@manchestercc.edu

Professor of English

PhD, Columbia University

MPhil, Columbia University

MA, Columbia University

BA, Columbia College

GIBSON-HANCOX, DONNA

Phone: 860-512-3623

Email: dgibson@manchestercc.edu  
Operations Coordinator

GIGUERE, STACY  
Phone: 860-512-2796  
Email: sguere@manchestercc.edu  
Professor of Psychology  
PhD, Duquesne University  
MA, Duquesne University  
BA, St. Joseph College

GNALL, RICHARD  
Phone: 860-512-2643  
Email: rgnall@manchestercc.edu  
Professor of Computer Technology  
MA, University of Southern California  
BA, Cornell University

GONZALEZ, SAMANTHA  
Phone: 860-512-2662  
Email: sgonzalez@manchestercc.edu  
Academic Division Director, Liberal & Creative Arts  
MA, University of Hartford  
BS, Southern Connecticut State University

GOTTIER, TIMOTHY  
Phone: 860-512-3467  
Email: tgottier@manchestercc.edu  
Information Technology Technician II  
AS, Manchester Community College

GRANT, BARRY J.  
Phone: 860-512-3402  
Email: bgrant@manchestercc.edu  
Director of Information Technology  
MA, University of Hartford  
BA, University of Hartford

GREENE, JULIE L.  
Phone: 860-512-3372  
Email: jgreene@manchestercc.edu  
Director of Career & Veterans Services  
MEd, Springfield College  
BA, LaSalle University

GROENEVELD, MYRTA  
Phone: 860-512-2735  
Email: mgroeneveld@manchestercc.edu  
Professor of Mathematics  
MA, University of Connecticut  
BA, Westfield State College  
AS, Springfield Technical Community College

GUTTERMAN, JENNIFER  
Phone: 860-512-2673

Email: [jgutterman@manchestercc.edu](mailto:jgutterman@manchestercc.edu)  
Assistant Professor of Computer Game Design  
BFA, Syracuse University  
MFA, Academy of Art University

HADLEY, ANN  
Phone: 860-512-2706  
Email: [ahadley@manchestercc.edu](mailto:ahadley@manchestercc.edu)  
Professor of Earth/Environmental Sciences  
MS, University of Vermont  
BS, Tufts University

HAMELIN, CHRISTOPHER  
Phone: 860-512-2725  
Email: [chamelin@manchestercc.edu](mailto:chamelin@manchestercc.edu)  
Associate Professor of Mathematics  
MS, University of Connecticut  
BS, University of Hartford

HAMILTON-BOBROW, KIMBERLY  
Phone: 860-512-2676  
Email: [khamilton-bobrow@manchestercc.edu](mailto:khamilton-bobrow@manchestercc.edu)  
Professor of English  
Ph. D., Brandeis University  
MA, Ohio University  
BA, Skidmore College

HART, MARTIN  
Phone: 860-512-2625  
Email: [mhart@manchestercc.edu](mailto:mhart@manchestercc.edu)  
Professor of Business & Accounting  
MBA, Nichols College  
BS, Gonzaga University  
AA, Wenatchee Valley College

HAYNES, WANDA  
Phone: 860-512-2691  
Email: [whaynes@manchestercc.edu](mailto:whaynes@manchestercc.edu)  
Professor of English and Reading  
MS, Fordham University  
BA, Fordham University

HENDERSON, ROBERT  
Phone: 860-512-3312  
Email: [rhenderson@manchestercc.edu](mailto:rhenderson@manchestercc.edu)  
Director of Cooperative Education  
MS, University of Hartford  
BA, University of Hartford

HERMAN, DEBORAH  
Phone: 860-512-2872  
Email: [dherman@manchestercc.edu](mailto:dherman@manchestercc.edu)  
Director of Library & Educational Technology & Distance Learning  
MLS, SUNY Buffalo

MA, Trinity College  
BA, SUNY Fredonia

HILLYER, DIANE  
Phone: 860-512-2709  
Email: dhillyer@manchestercc.edu  
Professor of Mathematics  
MS, Central Connecticut State University  
BS, University of Lowell

HOLLAND, MARY  
Phone: 860-512-2632  
Email: mholland@manchestercc.edu  
Associate Professor/Program Coordinator, Law & Paralegal  
JD, University of Connecticut  
BA, University of Connecticut

HURSTON, LUCY ANNE  
Phone: 860-512-2791  
Email: lhurston@manchestercc.edu  
Professor of Sociology  
MA, Ohio State University  
BA, Central Connecticut State University  
AS, Manchester Community College

HYMAN, GEORGETTE E.  
Phone: 860-512-3596  
Email: ghyman@manchestercc.edu  
Assistant Director, Disability Services & Testing  
MS, New York University  
BS, Lesley College

JANECZEK, THERESA  
Phone: 860-512-2626  
Email: tjaneczek@manchestercc.edu  
Professor of Business  
MBA, University of Hartford  
BA, Springfield College

JORDAN-REILLY, MICHAEL  
Phone: 860-512-2914  
Email: mjordan-reilly@manchestercc.edu  
Director of Public Relations  
MA, University of Connecticut  
BS, Suny at Albany

KERN, KATHERINE  
Phone: 860-512-2794  
Email: kkern@manchestercc.edu  
Assistant Professor of Hospitality  
MA, University of New Haven  
BA, University of Connecticut

KIER, VALERIE R.  
Phone: 860-512-2760



Email: vkier@manchestercc.edu  
Professor of Geography  
PhD, Indiana University  
MA, University of Connecticut  
BS, University of Connecticut

KIM, ALBERT  
Phone: 860-512-2797  
Email: akim@manchestercc.edu  
Professor of Communication  
MS, Central Connecticut State University  
BA, University of Connecticut

KIM, GEORGE  
Phone: 860-512-2774  
Email: gkim@manchestercc.edu  
Professor of Philosophy  
PhD, Chung-Wen and Yale University  
MDiv, Yale University  
MA, Yale University  
AB, Kyung-Hee University, Seoul, Korea

KISSI, EVELYN  
Phone: 860-512-3464  
Email: ekissi@manchestercc.edu  
Information Technology Technician II  
MS, Marist College  
BS, Devry University

KLEIS, KATHRYN  
Phone: 860-512-2795  
Email: kkleis@manchestercc.edu  
Assistant Professor of Criminal Justice  
MA, John Jay College of Criminal Justice  
BA, Western Connecticut State University  
BS, University of Connecticut

KLUCZNIK, KENNETH B.  
Phone: 860-512-2681  
Email: kklucznic@manchestercc.edu  
Professor of English  
PhD, Indiana University  
MA, Indiana University  
BA, Bates College

KUSSOW, TIMOTHY A.  
Phone: 860-512-2679  
Email: tkussow@manchestercc.edu  
Professor of Fine Arts  
MFA, University of Wisconsin  
MA, University of Wisconsin  
Art Education Certification, University of Wisconsin  
BA, University of Wisconsin

LABELLE, MICHELLE

Phone: 860-512-3375

Email: mlabelle@manchestercc.edu

Veteran's Services Associate/OASIS Coordinator

BA, University of Hartford

LAROCHE-SHOVAK, NANCY

Phone: 860-512-2714

Email: nlaroche-shovak@manchestercc.edu

Professor/Coordinator of Respiratory Care Program

MS, University of Connecticut

BS, Quinnipiac College

AS, Quinnipiac College

LAROCQUE, CLAUDIA

Phone: 860-512-2628

Email: clarocque@mcc.commnet.edu

Assistant Professor of Accounting

MST, University of Hartford

B.S., Eastern Connecticut State University

LINDO, PATRICIA

Phone: 860-512-3612

Email: plindo@manchestercc.edu

Director of Human Resources

SHRM-CP, Society for Human Resource Management

BGS, Eastern Connecticut State University

AS, Manchester Community College

LIZOTTE, PAULINE

Phone: 860-512-2721

Email: clombardi@manchestercc.edu

Assistant Professor of Biology

PhD, University of Iowa

MS, University of Iowa

BS, Central Connecticut State University

LOMBARDO, BRIAN

Phone: 860-512-2864

Email: blombardo@manchestercc.edu

Media Technician

AA, Manchester Community-Technical College

LONDONO DIAZ, LUZ

Phone: 860-512-2754

Email: llondonodiaz@mcc.commnet.edu

Assistant Professor of Economics

PhD, University of Connecticut

MS, University of Connecticut

BS, Universidad de los Andes

LONG, DANIEL

Phone: 860-512-2822

Email: dlong@manchestercc.edu

Professor of Photography

MA, University of Connecticut  
MA, Purdue University  
BA, Bennington College

LUGO, TAKIA  
Phone: 860-512-3238  
Email: tlugo@manchestercc.edu  
Enrollment Services Coordinator  
AS, Manchester Community College

MACK, ANDREA  
Phone: 860-512-3465  
Email: amack@manchestercc.edu  
Information Technology Technician II  
BS, Quinnipiac College  
AS, Manchester Community College

MACKENZIE, ALLISON  
Phone: 860-512-2718  
Email: amackenzie@manchestercc.edu  
Associate Professor/Program Coordinator, Health & Exercise Science  
MS, Northeastern University  
BS, Northeastern University

MAHFOUZ, IBTSAM  
Phone: 860-512-2710  
Email: imahfouz@manchestercc.edu  
Assistant Professor  
MS, University of Illinois at Urbana-Champaign  
BS, University of Illinois at Urbana-Champaign

MANCINI-BROWN, DARLENE  
Phone: 860-512-3662  
Email: dmancini-brown@manchestercc.edu  
Director of Facilities  
MS, Eastern Connecticut State University  
BS, Wentworth Institute of Technology

MANNING, BRUCE J.  
Phone: 860-512-2808  
Email: bmanning@manchestercc.edu  
Computer Coordinator, Credit-Free Programs  
BA, University of Connecticut

MARKMAITREE, TIPPAWAN  
Phone: 860-512-2720  
Email: tmarkmaitree@manchestercc.edu  
Ph.D., University of Connecticut  
MS, Sacred Heart University  
B.Sc., Silpakorn University

MARTINEZ-ALCAZ, ROGER  
Phone: 860-512-2698  
Email: rmartinez-alcaz@manchestercc.edu  
Instructor, Biology

MA, Western Connecticut State University  
BA, Western Connecticut State University

MATHIS, SHARALE W.  
Phone: 860-512-2703  
Email: smathis@manchestercc.edu  
Professor of Biology  
Ed. D, University of Hartford  
MS, Quinnipiac University  
BS, Eastern Connecticut State University

MCMANUS, PAMELA  
Phone: 860-512-2738  
Email: pmcmanus@manchestercc.edu  
Professor of Biology  
MS, University of Wyoming  
BS, SUNY, College of Environmental Science & Forestry

MCNIVEN, KERRY J.  
Phone: 860-512-2716  
Email: kmcniven@manchestercc.edu  
Professor/Director of Clinical Education, Respiratory Care  
MS, University of Bridgeport  
BS, SUNY, Upstate Medical Center  
AS, SUNY, Upstate Medical Center

MESSORE, ANGELO A.  
Phone: 860-512-2755  
Email: amessore@manchestercc.edu  
Professor of Political Science  
MPhil, Yale University  
MA, Yale University  
AB, Princeton University

MICHELE, DOUGLAS  
Phone: 860-512-3486  
Email: dmichele@manchestercc.edu  
Network Manager  
BS, Eastern Connecticut State University

MINTELL, RACHEL  
Phone: 860-512-2728  
Email: rmintell@manchestercc.edu  
Professor of Biology  
MS, Central Connecticut State University  
BS, Central Connecticut State University

MIRANDA, EDUARDO  
Phone: 860-512-3645  
Email: emiranda@manchestercc.edu  
Interim Associate Director of Human Resources  
MBA, University of Phoenix  
BS, Central Connecticut State University

MOORE, STEVEN V.

Phone: 860-512-2653

Email: smoore@manchestercc.edu

Interim Division Director, Science, Technology, Engineering and Mathematics

Professor of Engineering/Technology

MS, North Carolina State University

MS, University of Connecticut

BS, University of Connecticut

AS, Hartford State Technical College

MORIARTY, MARGARET

Phone: 860-512-2719

Email: mmoriarty@manchestercc.edu

Professor/Coordinator, Occupational Therapy Assistant Program

MS, Central Connecticut State University

BS, Central Connecticut State University

AS, Manchester Community College

MORISON, SUSAN

Phone: 860-512-2708

Email: smorison@manchestercc.edu

Associate Professor/Program Coordinator of Radiologic Sciences

M.Ed., University of Hartford

BS, University of St. Joseph

AS, Manchester Community College

MORRIS, JONATHAN

Phone: 860-512-2771

Email: jmorris@manchestercc.edu

Professor of Biology

PhD, Wright State University

BS, Antioch University

MOUNDS, PAUL

Phone: 860-512-3634

Email: pmounds@manchestercc.edu

Associate Director of Finance & Administration

BS, University of St. Joseph

AS, Manchester Community College

MULDOON, LINSEY

Phone: 860-512-2682

Email: lmuldoon@manchestercc.edu

Assistant Professor of English

MA, Central Connecticut State University

BA, Eastern Connecticut State University

NAVARRA, JOSEPH

Phone: 860-512-3332

Email: jnavarra@manchestercc.edu

Counselor

MS, SUNY, Buffalo

BA, Williams College

NICHOLSON-MARTIN, DONNA

Phone: 860-512-2756

Email: [dnicholson@manchestercc.edu](mailto:dnicholson@manchestercc.edu)

Professor of Criminal Justice

MA, Central Connecticut State University

JD, Western New England School of Law

BA, Central Connecticut State University

NIELSEN, DAVID

Phone: 860-512-3108

Email: [dnielsen@manchestercc.edu](mailto:dnielsen@manchestercc.edu)

Director of Planning, Research & Assessment

MA, University of Connecticut

BA, University of Connecticut

NIELSEN, LATISHA

Phone: 860-512-

Email: [lnielsen@manchestercc.edu](mailto:lnielsen@manchestercc.edu)

Student Development Specialist

MA, University of Connecticut

MS, Central Connecticut University

BA, University of Connecticut

O'CONNOR, MAURA

Phone: 860-512-2692

Email: [moconnor@manchestercc.edu](mailto:moconnor@manchestercc.edu)

Professor of Graphic Design

MFA, Vermont College

BFA, University of Hartford

O'NEIL, ERIN

Phone: 860-512-2663

Email: [eoneil@manchestercc.edu](mailto:eoneil@manchestercc.edu)

Academic Associate

Liberal and Creative Arts Division

MPA, Clark University

BA, Clark University

OLIVER, ELIJAH

Phone: 860-512-3214

Email: [eoliver@manchestercc.edu](mailto:eoliver@manchestercc.edu)

Interim Associate Director of Admissions

MS, Central Connecticut State University

BS, Eastern Connecticut State University

PAI, CHAITANYA

Phone: 860-512-2778

Email: [cpai@manchestercc.edu](mailto:cpai@manchestercc.edu)

Professor of Chemistry

PhD, University of Connecticut

MS, University of Bombay, India

BS, University of Bombay, India

PAULIN, CHRISTOPHER

Phone: 860-512-2770

Email: cpaulin@manchestercc.edu

Professor of History

Director, Institute of Local History

PhD, University of Connecticut

MA, University of Massachusetts

BA, University of Massachusetts

PENCE, MICHAEL, P

Phone: 860-512-2727

Email: mpence@manchestercc.edu

Assistant Professor of Chemistry

MS, The Pennsylvania State University

BS, Benedictine University

PEREZ, SARAH

Phone: 860-512-3302

Email: sperez@manchestercc.edu

Student Retention Coordinator

MSW, University of Saint Joseph

BS, UCONN

PETERS, KATHLEEN

Phone: 860-512-2713

Email: kpeters@manchestercc.edu

Professor of Mathematics

MA, University of Connecticut

BS, University of Vermont

PIGOTT, MIQUEL G.

Phone: 860-512-2815

Email: mpigott@manchestercc.edu

Director, Business and Industry Services

MBA, Indiana University

BS, University of Connecticut

PINI, PAULA

Phone: 860-512-2877

Email: ppini@manchestercc.edu

Associate Director, Library

MLS, Southern Connecticut State University

BS, Southern Connecticut State University

PLOURD, SAMANTHA

Phone: 860-512-3226

Email: splourd@manchestercc.edu

Assistant to the Dean of Student Affairs

MA, Rosemont College

BA, Quinnipiac University

RAUM, PAULA J.

Phone: 860-512-2915

Email: praum@manchestercc.edu

Graphics Specialist

BFA, University of Connecticut

BA, University of Connecticut

REID, DIANA

Phone: 860-512-2909

Email: dreid@manchestercc.edu

Director of Development and Alumni Relations

MS Bay Path University

BS, Central Connecticut State University

REID, MATTHEW

Phone: 860-512-3489

Email: mreid@manchestercc.edu

Information Technology Technician II

AS, Manchester Community College

REYES-DAWES, WANDA

Phone: 860-512-3329

Email: wreyes-dawes@manchestercc.edu

Counselor

MS, Central Connecticut State University

BS, Springfield College

RIMETZ, SANDRA

Phone: 860-512-2636

Email: srimetz@manchestercc.edu

Professor of Information Systems/Technology

MA, Teacher's College, Columbia University

BA, Plattsburgh State University, New York

RIVERA, MELISSA

Phone: 860-512-2884

Email: mrivera@manchestercc.edu

Library Associate

BS, Eastern Connecticut State University

ROBILLARD, MICHAEL S.

Phone: 860-512-2723

Email: mrobillard@manchestercc.edu

Professor of Mathematics

MA, SUNY, Albany

BS, Siena College

ROSSELLI-NAVARRA, FRANCINE

Phone: 860-512-2711

Email: frosselli-navarra@manchestercc.edu

Professor of Psychology

PhD, University of California, Santa Barbara

MA, University of California, Santa Barbara

BA, Williams College

RYAN, LOIS A.

Phone: 860-512-2675

Email: lryan@manchestercc.edu

Professor of English

MS, Central Connecticut State University

BS, University of Connecticut



**RYAN, ROSEMARY**

Phone: 860-512-2705

Email: rryan@manchestercc.edu

Coordinator of Dental Assistant Program

MPH, University of Connecticut Graduate School

BS, University of Connecticut

AS, Tunxis Community College

**SALMAN, FATMA**

Phone: 860-512-2743

Email: fsalman@manchestercc.edu

Professor of Physics

PhD, University of Central Florida

MS, University of Florida

MS, Ain-Shams University, Egypt

BS, Ain-Shams University, Egypt

**SANDAVAL, LISA**

Phone: 860-512-2678

Email: lsandaval@manchestercc.edu

Associate Professor of English

MA, Boston University

BA, Brandeis University

**SANTOS, ADAM**

Phone: 860-512-347

Email: asantos@manchestercc.edu

Information Technician II

**SAUCIER, ADAM**

Phone: 860-512-2918

Email: asaucier@manchestercc.edu

Web Designer/Developer

BA, Central Connecticut State University

**SCAPPATICCI, JASON**

Phone: 860-512-3224

Email: jscappaticci@manchestercc.edu

Director, First Year & New Student Programs

MA, Trinity College

BA, Utica College of Syracuse University

**SCARPA, OLIVIA**

Phone: 860-512-2680

Email: oscarpa@manchestercc.edu

Associate Professor of Art History

MA, Yale University

BA, Tufts University

**SCHULTZ, CARLEIGH**

Phone: 860-512-2822

Email: cschultz@manchestercc.edu

Director of Credit-Free Programs

MS, Charter Oak State College

SIME, JANA

Phone: 860-512-2732

Email: jsime@manchestercc.edu

Professor of Mathematics

MBA, University of Connecticut

BS, University of Connecticut

SIMMONS, DEBORAH

Phone: 860-512-2674

Email: dsimmons@manchestercc.edu

Professor of Music

EdD, Teachers College, Columbia University

MED, Teachers College, Columbia University

MA, Teachers College, Columbia University

BS, Winston-Salem State University

SIMMONS, NICOLE

Phone: 860-512-2703

Email: nsimmons@manchestercc.edu

Academic Associate

MS, Bay Path University

BS, The University of Vermont

AA, Community College of Vermont

SKEE, KEVIN

Phone: 860-512-3468

Email: kskee@manchestercc.edu

Information Technology Technician II

BS, Rensselaer Polytechnic Institute

SOTTILE, ANDREW

Phone: 860-512-2668

Email: asottile@manchestercc.edu

Instructor of English

MFA, Pacific University

BA, University of Connecticut

SPARROW, ANITA

Phone: 860-512-3222

Email: asparrow@manchestercc.edu

Registrar

MS, Central Connecticut State University

BA, Central Connecticut State University

SPECTOR, JACQUELINE

Phone: 860-512-3462

Email: jspector@manchestercc.edu

Assistant Director of Information Technology

BS, University of Maryland University College

AS, Manchester Community College

STAFFORD, CARL

Phone: 860-512-2786

Email: cstafford@manchestercc.edu

Professor of Hospitality Management

MS, Central Connecticut State University  
BS, University of New Haven  
AS, Manchester Community College

STRAIGHT, STEPHEN

Phone: 860-512-2688  
Email: sstraight@manchestercc.edu  
Professor of English  
MA, University of Connecticut  
BA, University of Connecticut

STYRCZULA, RYAN

Phone: 860-512-3469  
Email: rstyrczula@manchestercc.edu  
Information Technician II  
MS, Central Connecticut State University  
BA, University of Connecticut

SULLIVAN, KIMBERLY

Phone: 860-512-2813  
Email: ksullivan@manchestercc.edu  
Continuing Education Aide  
AS, Manchester Community College

SULLIVAN, PATRICK M.

Phone: 860-512-2669  
Email: psullivan@manchestercc.edu  
Professor of English  
MA, University of Connecticut  
MA, Wesleyan University  
BA, Eastern Connecticut State University  
AA, Mohegan Community College

SWEENEY, DONNA

Phone: 860-512-2717  
Email: dsweeney2@manchestercc.edu  
Associate Professor & Fieldwork Coordinator of Occupational Therapy  
BS, Utica College of Syracuse University  
MEd, American College of Education

TAHIRI, MILAIM

Phone: 860-512-2733  
Email: mtahiri@manchestercc.edu  
Professor of Mathematics  
MA, Central Connecticut State University  
BS, Charter Oak State College

TALAGA, GRACE

Phone: 860-512-2762  
Email: gtalaga@manchestercc.edu  
Academic Assistant  
MS, Central Connecticut State University  
BS, Eastern Connecticut State University  
AS, Manchester Community College

TAPPAN, CHARLENE A.

Phone: 860-512-2912

Email: ctappan@manchestercc.edu

Director of Marketing & Communications

Graduate Certificate, The George Washington University

BS, College of William & Mary

THOMPSON, JOY

Email: jthompson@manchestercc.edu

Enrollment Services Coordinator

BS, Charter Oak State College

AS, Manchester Community College

TIRFESSA, NEGUSSIE

Phone: 860-512-2731

Email: ntirfessa@manchestercc.edu

Professor of Physics

PhD, Ohio State University

MS, Addis Ababa University, Ethiopia

BS, Addis Ababa University, Ethiopia

TORRES, ANNA

Phone: 860-512-3385

Email: atorres@manchestercc.edu

Director of Financial Aid Services

MBA, National University

BA, National University

TORRES, STEVEN

Phone: 860-512-2696

Email: storres@manchestercc.edu

Professor of English

PhD, CUNY Graduate School and University Center

MPhil, CUNY Graduate School and University Center

MA, Queen's College, CUNY

BA, Hunter College, CUNY

TURNER, ROBERT

Phone: 860-512-3328

Email: rturner@manchestercc.edu

Counselor

MSW, University of Connecticut

BA, Hampton University

AS, Manchester Community College

URICCHIO, NORA

Phone: 860-512-2730

Email: noricchio@manchestercc.edu

Associate Professor/Program Coordinator of Radiologic Sciences

M.Ed., Cambridge College

VALENTINE, WILLIAM

Phone: 860-512-3487

Email: wvalentine@manchestercc.edu

Systems Manager

BS, Lyndon State College  
AS, Lyndon State College

VAN OVER, BRION

Phone: 860-512-2645

Email: bvanover@manchestercc.edu

Associate Professor of Communication

PhD, University of Massachusetts

MA, State University of New York, Albany

BA, State University of New York, Oswego

VIG, KUNWAR UMESH

Phone: 860-512-3204

Email: uvig@manchestercc.edu

Director of Student Affairs Operations

MA, University of Connecticut

BS, Eastern Connecticut State University

BA, Guru Nanak Dev University, India

VINCENT, SARA

Phone: 860-512-3212

Email: svincent@manchestercc.edu

Director of Enrollment Management

MS, Central Connecticut State University

BA, University of Connecticut

WHITE, JOANNA

Phone: 860-512-2609

Email: jwhite1@manchestercc.edu

Assistant Professor/Program Coordinator of Human & Social Services

MS, New York Institute of Technology

BA, Eastern CT State University

WILLIAMS III, WILLIAM

Phone: 860-512-2777

Email: wwilliams@manchestercc.edu

Assistant Professor, Food Service Management

MS, University of New Haven

BS, University of New Haven

WILLIAMS, JAMI

Phone: 860-512-3615

Email: jwilliams@manchestercc.edu

Professional II Marketing and Public Relations

MBA, Albertus Magnus

BS, Springfield College

WYNN, JEAN M.

Phone: 860-512-2784

Email: jwynn@manchestercc.edu

Professor of Anthropology and Psychology

PhD, University of Connecticut

MA, University of Michigan

BS, Mercy College of Detroit

WYNTER, LOLITA

Phone: 860-512-2753

Email: lwynter@manchestercc.edu

Academic Associate

AS, Manchester Community College

YANG, GUOCUN

Phone: 860-512-2782

Email: gyang@manchestercc.edu

Professor of History

PhD, University of Connecticut

MA, University of Connecticut

BA, Lawrence University

ZAVASKI, BRITTANY

Phone: 860-512-3272

Email: bzavaski@manchestercc.edu

Child Development Head Teacher

BS, Central Connecticut State University

AS, Manchester Community College

ZAVATONE-VETH, HEIDI

Phone: 860-512-2784

Email: hzavatone-veth@manchestercc.edu

Instructor of Anthropology

Ph.D., University of Connecticut

MA, University of Connecticut

AB, Harvard University

ZHANG, ZHIJIANG (LI, HEATHER)

Phone: 860-512-2875

Email: zzhang@manchestercc.edu

Systems Librarian

MA, New Jersey Institute of Technology

BA, Wuxi Institute of Technology

ZOLCIAK, JESSICA

Phone: 860-512-2722

Email: jzolciak@manchestercc.edu

Academic Associate

BS, Eastern Connecticut State University

Emeriti

DAUBE, JONATHAN M.

President Emeritus

DU (Hon), University of Aberdeen

DHL (Hon), Eastern Connecticut State University

EdD, Harvard University

CAGS, Harvard University

Academic Diploma, University of London

Post Graduate Certificate, University of London

MA, University of Aberdeen

GLICKMAN, GENA

President Emeritus

PhD, University of Maryland

MS, Johns Hopkins University

BFA, Maryland Institute College of Art

ALBERGHINI, JOHN E.

Professor Emeritus of Physics

PhD, University of Sarasota

MS, Purdue University

BS, Holy Cross College

ANTAR, FATMA

Professor Emeritus of Economics

MA, University of Connecticut

BS, Cairo University

ARNOLD, ALLAN W.

Professor Emeritus of Biology

PhD, University of Rhode Island

BS, University of Rhode Island

BAVELAS, KATHLEEN J.

Professor Emerita of Mathematics

MALS, Wesleyan University

MS, Central Connecticut State College

BA, University of Connecticut

BAVIER, THOMAS N.

Dean Emeritus of Administrative Affairs

MA, University of Connecticut

BA, Holy Cross College

BELL, SEBASTIAN MUDRY

Professor Emeritus of Psychology

EdD, University of Massachusetts

MA, University of Connecticut

BA, Hunter College

BELLUARDO, SHIRLEY A.

Assistant Director Emerita of Admissions for Enrollment Administration

MA, University of Connecticut

BS, University of Connecticut

AS, Manchester Community College

BERGMAN, HOWARD S.

Professor Emeritus of Law

LLM, New York University School of Law

JD, University of Connecticut School of Law

BA, Clark University

BIANCHI, MARY ANN

Professor Emerita of Biology

CAGS, St. Joseph College

MA, St. Joseph College

BA, St. Joseph College

BOTTARO, KATHLEEN

Professor of English  
MEd, University of Connecticut  
BA, Emmanuel College

BROWN, LESLIE ANN

Professor Emerita of Business  
MS, Central Connecticut State University  
BS, Boston University  
AS, Becker Junior College

BUCKLES, GEORGIA

Professor of Accounting and Finance  
MA, SUNY, New Paltz  
BS, SUNY, Empire State College

BURNS, PATRICIA

Professor Emerita of Accounting  
MS, Central Connecticut State University  
BS, Central Connecticut State University

CAMPER, DONALD L.

Assistant Emeritus to the Dean of Information  
Resources and Technology  
MA, Ohio University  
BS, SUNY, Fredonia

CAMPER, MARLENE

Professor Emerita of Computer Science  
Technology  
MS, SUNY, Fredonia  
BS, SUNY, Fredonia

CARTER, ALFRED L.

Dean Emeritus of Student Affairs  
MS, Rensselaer Polytechnic Institute  
BS, Elizabeth City State University

CASSANO, STEPHEN T.

Professor Emeritus of Sociology  
MSW, University of Connecticut  
MA, SUNY, Albany  
BS, Boston State College  
AS, Manchester Community College

CHIRICO, ROLAND A.

Professor Emeritus of English  
PhD International College  
MS, Boston University  
BS, University of Florida

CHRISTENSEN, GEORGE

Professor Emeritus of Life Sciences and Surgical Technology  
MA, University of Connecticut  
BA, University of Connecticut



CLINTON, RONALD R.

Counselor Emeritus

CAGS, Springfield College

MS, Southern Connecticut State University

BA, Southern Connecticut State University

CLOUTIER, ARTHUR C.

Professor Emeritus of English

MA, University of Connecticut

BA, University of Hartford

COLGAN, JACQUELINE M.

Director Emerita of Financial Aid

BA, Eastern Connecticut State University

AS, Manchester Community College

COOK, PATRICIA A.

Professor Emerita of Accounting

Certificate in Financial Planning, Fairfield University

MS, Central Connecticut State University

BS, Central Connecticut State University

COONS, LINDA

Associate Professor Emeritus of Hospitality Management

MA, Central Connecticut State University

BS, Teikyo Post University

AS, Manchester Community College

AS, Manchester Community College

CROWLEY, JOHN R.

Professor Emeritus of Sociology

STM, Bellarmine School of Theology

MA, Loyola University

PHL, West Baden College

BA, Loyola University

DAGLE, LOIS M.

Professor Emerita of Sociology

PhD, University of Connecticut

MA, University of Connecticut

BS, Western Kentucky University

DAY, RICHARD T.

Professor Emeritus of Psychology

PhD, University of Connecticut

MA, Fordham University

BS, Boston College

DeVAUGHN, ELENA

Assistant Emerita to the Academic Dean

PhD, University of Connecticut

MEd, University of Massachusetts, Boston

BS, University of Massachusetts, Boston

RN, Malden Hospital School of Nursing

DIGAN, ELLEN P.

Coordinator Emerita of Clinical Laboratory Technology Program  
Professor Emerita of Biology  
MA, Central Michigan University  
BS, St. John's University

DiRAIMO, MARIANA M.

Professor of English  
MALS, Wesleyan University  
MS, Montana State University  
BS, Central Connecticut State University

DiRAIMO, MICHAEL J.

Professor Emeritus of English  
MA, Brown University  
BA, Manhattan College

DOBSON, ROBERT

Professor Emeritus of Biology  
MS, Florida State University  
BS, Central Connecticut State College

DOWD, WILLIAM J.

Professor Emeritus of Political Science  
CAS, University of Connecticut  
MA, University of Connecticut  
BA, University of Connecticut

DUNNROWICZ, GAIL A.

Associate Dean Emerita of Student Affairs  
CAGS, University of Massachusetts  
MA, Assumption College  
BS, Boston University

EDELEN, PAUL

Professor Emeritus of Mathematics  
MD, University of Connecticut  
MS, University of Connecticut  
MA, University of Connecticut  
BEE, Rensselaer Polytechnic Institute

ELMORE, MARTIUS L.

Professor Emeritus of English  
MA, University of Michigan  
BA, Wesleyan University

ESCHHOLZ, ULRICH W.

Professor Emeritus of Physics  
MA, University of Connecticut  
BA, University of Connecticut  
AAS, University of Hartford

FIONDELLA, MARIO V.

Academic Division Director Emeritus, Mathematics, Science and Allied Health  
EdD, University of Sarasota

MS, University of Florida  
BS, Central Connecticut State University

FLYNN, MARION C.  
Director Emerita of Library Services  
MS, University of Illinois  
AB, Wellesley College

FOETSCH, HOLLY A.  
Director Emerita of Labor Relations  
MS, Rensselaer Polytechnic Institute  
BS, Central Connecticut State University  
AS, Manchester Community College

FORTIER, ROBERT L.  
Academic Division Director Emeritus, Center for Business & Technologies  
MS, Union College  
BS, University of Massachusetts

FOX, BARBARA  
Professor/Coordinator Emerita of Drug & Alcohol Recovery Counselor Program  
MS, Central Connecticut State University  
BA, Central Connecticut State University

FREEMAN, DIANE  
Professor/Coordinator Emeritus, Social Services Program  
MSW, University of Connecticut  
BA, Central Connecticut State University  
AA, Holyoke Community College

FREIHEIT, JR., ALLAN F.  
Assistant Professor Emeritus of Criminal Justice  
MS, American International College  
BS, University of Connecticut  
AS, Manchester Community College

FUREY, EILEEN M.  
Professor Emeritus/Coordinator of Disability  
Specialist Program  
PhD, University of Connecticut  
MS, SUNY, Buffalo  
BA, SUNY, Geneseo

GANNON, JOHN V.  
Dean Emeritus of Continuing Education  
MA, Fairfield University  
BS, Southern Connecticut State University

GARVEY, DONALD J.  
Professor Emeritus of Law  
JD, University of Connecticut School of Law  
BS, Central Connecticut State University

GRAVER, WILLIAM J.  
Counselor Emeritus

MEd, Rutgers University  
BA, Ursinus College

HANDLEY, MARY ANN  
Professor Emerita of History  
MA, University of Connecticut  
BA, Connecticut College

HAUGH, NANCY  
Registrar Emerita  
BS, Eastern Connecticut State University  
AS, Manchester Community College  
AS, Manchester Community College

HENSON, CLAIRE S.  
Executive Assistant Emerita to the President  
AS, Manchester Community College  
AS, Manchester Community College

HIZA, MICHAEL P.  
Professor Emeritus of Hospitality Management  
Registered Dietitian  
MS, University of Connecticut  
BS, SUNY, Oneonta

HOGAN, EDWARD M.  
Professor Emeritus of Fine Arts  
Coordinator of Graphic Design Program and Computer Game Design Program  
MFA, University of Hartford  
BFA, Lehmen College

HORNE, ELAINE L. Phone: 860-512-2670  
Professor Emerita of English  
MA, Central Connecticut State University  
BA, Albertus Magnus College

HORWITZ, DOROTHY G.  
Associate Professor Emerita of English and Romance Languages  
MA, Columbia University  
BA, Bucknell University

HOSSAIN, DIANA R.  
Professor Emerita of ESL and English  
MA, University of Connecticut  
BA, Wheaton College

HOWES-STEVENSON, SUZANNE  
Professor Emerita of Fine Arts  
MA, University of Hartford  
BFA, Massachusetts College of Art

JAKIELA, JOAN  
Professor Emerita in Therapeutic Recreation and Gerontology  
MS, Southern Connecticut State University

JEHNINGS, MARCIA

Dean Emerita of Academic Affairs  
MS, University of Connecticut  
BS, University of Hartford

JENKINS, SANDRA A.

Professor Emerita of Hospitality Management  
MA, University of Connecticut  
BS, Keene State College

JONES, PHILIP C.

Professor Emeritus of Biology  
PGCE, Garnet College, London  
DipRSA, Charles Keene College, Leicester  
BS, Thames Polytechnic, London

KAGAN, ROBERT

Professor Emeritus of Communication  
MS, Syracuse University  
BA, SUNY, Albany

KELLY, JOHN W.

Professor Emeritus of Accounting  
CPA, State of Connecticut  
MBA, University of Wyoming  
BS, Central Connecticut State University

KLEPACKI, RONALD J.

Professor Emeritus of Mathematics and Physics  
MS, Trinity College  
MA, University of Connecticut  
BS, Central Connecticut State University

KRISCENSKI, NANCE Phone

Professor Emeritus of Law  
JD, Rutgers University  
BA, Connecticut College

LABELLA, KAARINA

Professor Emerita of English  
MA, Trinity College  
BA, SUNY, Plattsburgh

LACHOWITZ, JOANNE

Professor Emerita of Computer Technology  
MEd, University of Hartford  
BS, SUNY, Potsdam

LEE, WELLINGTON C.

Professor Emeritus of Computer Information Systems  
MEd, St. Lawrence University  
JD, National University of Taiwan

LEMAIRE, GLENN S.

Professor Emeritus of Hospitality Management  
BS, Central Connecticut State University

AS, Manchester Community College  
Diploma, Culinary Institute of America

LEVY, WILLIAM K.  
Professor Emeritus of Psychology  
PhD, University of Connecticut  
Med, University of Hartford  
BA, University of Vermont

LEWIS, THOMAS R.  
Professor Emeritus of Geography  
PhD, Rutgers University  
CASG, Clark University  
MS, Central Connecticut State University  
BS, Central Connecticut State University

LONG, PATRICIA K.  
Professor Emerita of Accounting  
MS, Central Connecticut State University  
BA, Annhurst College  
AS, Becker Junior College

MANNING, ROBERT F.  
Professor Emeritus of Fine Arts  
MA, University of Hartford  
BFA, Pratt Institute

McCONNELL, THERESA  
Professor Emerita of Business  
Certificate in Financial Planning, Fairfield University  
EA, IRS Enrolled Agent  
MBA, University of Connecticut  
BA, Rutgers University

MCCORMAC, DONNA M.  
Professor Emerita of English/Academic Support Center  
MS, Eastern Connecticut State University  
BS, Eastern Connecticut State University

McHUTCHISON, R. DIANNE  
Public Relations Associate Emeritus  
MALS, Wesleyan University  
BA, University of Connecticut

McLAUGHLIN, KATHLEEN M.  
Professor Emerita of Mathematics  
MS, University of Connecticut  
MS, Central Connecticut State University  
BA, Manhattanville College

MESQUITA, JOSEPH  
Director Emeritus of International Affairs  
MBA, University of Connecticut  
MPhil, Yale University  
MA, Yale University  
BA, SUNY, Stony Brook

MISTRETTA, JOSEPH PATRICK  
Director Emeritus of Athletics  
MA, University of Connecticut  
BS, West Virginia Wesleyan College

MURRAY, JOHN T.  
Director Emeritus of Media Services  
MA, Wesleyan University  
BS, University of Hartford  
AA, Pima Community College

NATALE, BARBARA  
Director Emerita of Library Services  
MS, Southern Connecticut State College  
BA, Central Connecticut State College

NIEMAN, MARTHA  
Professor Emerita in Occupational Therapy  
MS, Springfield College

OCHNIO, CARL J.  
Director Emeritus of Counseling and Career Services  
MS, Central Connecticut State University  
BA, Central Connecticut State University

PATERNA, ANDREW A.  
Professor Emeritus in Health & Exercise Science  
PhD, University of Connecticut

PATERNA, JOAN  
Professor Emerita of Psychology  
MS, Central Connecticut State University  
BA, Montclair State University

PEARSON, JAYNE B.  
Professor Emerita of Foodservice Management  
MA, University of Connecticut  
BS, University of Connecticut

PERLL, PAMELA  
Library Associate Emerita  
BA, Rutgers University  
AAS, CUNY New York City Technical College

PISK, ROSEMARIE G.  
Professor Emerita of Office Administrative Careers  
MS, Marywood College  
BA, Marywood College

PLACE, BARBARA  
Professor Emerita of French and Spanish  
MA, Michigan State University  
BS, Central Michigan University

PLESE, CHARLES A.  
Dean Emeritus of Institutional Development

MEd, Springfield College  
BEd, University of Michigan  
AA, Flint Community College

PLESE, SUSAN  
Associate Professor Emerita of Journalism  
MA, University of Connecticut  
BA, Upsala College

POULOS, PETER T.  
Professor Emeritus of Engineering & Technology  
JD, Quinnipiac College  
MS, Boston University  
MS, University of Michigan/Ann Arbor  
BS, University of Michigan  
BS, U.S. Coast Guard Academy, Connecticut

QUINLAN, CONRAD S.  
Professor Emeritus of Chemistry  
MAT, Brown University  
MEd, University of Hartford  
AB, University of Connecticut

REGAN, CHARLES E.  
Director Emeritus, Business Careers Division  
6th year, University of Connecticut  
MA, University of Connecticut  
BS, Keene State College

REICHERT, BETH  
Phone: 860-512-2793  
Email: breichert@mcc.commnet.edu  
Professor/Program Coordinator Emerita, Early Childhood Education Program  
MS, Indiana University  
BA, CUNY, Queens College

REISS, DOROTHY B.  
Professor Emerita of Computer Information Systems  
MS, University of Connecticut  
BA, University of Connecticut

RICHARDSON JR., ROBERT E  
Professor Emeritus of Speech and Theatre  
PhD, Princeton University  
MA, Princeton University  
BA, Trinity College

RICKER-GILBERT, HEATHER  
Phone: 860-512-2686  
Professor Emerita of Communication  
DEd, Pennsylvania State University  
MA, Pennsylvania State University  
BA, Pennsylvania State University

SCHEIDEMAN, JACK L.  
Director Emeritus of the Instructional Media Center



6th Year, University of Connecticut  
MA, University of Northern Colorado  
BA, University of Northern Colorado

SCHENK, MARGARET F.  
Executive Assistant Emerita to the President  
BA, University of Connecticut  
AS, Manchester Community College

SCHOBBER, LEROY E.  
Professor Emeritus of Accounting  
LLB, University of Connecticut  
MBA, University of Michigan  
BS, University of Pennsylvania

SCHWARTZ, JUDITH R.  
Professor Emerita of Business  
MS, Central Connecticut State University  
BS, Simmons College

SCHWEITZER, BURTON L.  
Professor Emeritus of Reading and English  
EdD, Nova University  
6th year, Central Connecticut State University  
MEd, University of Hartford  
BS, Central Connecticut State University

SEROW, SHARON  
Professor Emeritus of Law  
JD, University of Connecticut School of Law  
BA, University of Wisconsin

SHOREY, WAYNE K.  
Professor Emeritus of Biology  
MS, University of Maine, Orono  
BS, Bates College

SINES, B. BARBARA  
Assistant Director Emerita of the Information Technology Center  
MEd, University of Hartford  
BS, Eastern Connecticut State University  
AS, Manchester Community College  
AS, Manchester Community College  
RN, Grace-New Haven Hospital

SMAGA, BRENDA  
Professor Emerita of Occupational Therapy  
MS, Columbia University  
BA, San Jose State University

SMEY, ANN  
Teacher Emerita, Child Development Center  
MS, Eastern Connecticut State University  
BS, University of Connecticut

STEERE, KENNETH W.

Professor Emeritus of Psychology  
MD, Yale Divinity School  
BA, Wesleyan University

STERN, EILEEN

Director Emerita of Business & Industry Services  
MPA, University of Connecticut  
BS, University of Hartford

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MFA, University of Hartford  
BFA, Massachusetts College of Art

STRICKLAND, RAE

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EdD, Durham University, England  
MFA, University of Iowa  
BA, Bard College  
AS, Manchester Community College

SULLIVAN, KATHLEEN T.

Professor Emerita of English  
MA, University of Massachusetts  
BA, University of Massachusetts  
AA, Berkshire Community College

SUTHERLAND, JOHN F.

Professor Emeritus of History  
PhD, Temple University  
MA, University of Maine  
BS, University of Maine

TAMARKIN, TOBY S.

Director Emerita of the Humanities and Communication Arts Division  
PhD, University of Connecticut  
MA, University of Connecticut  
BA, Ohio State University

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Associate Registrar Emerita  
BGS, University of Connecticut  
AS, Manchester Community College.

THOMAS, LINDA A.

Assistant Emerita to the Dean of Student Affairs  
MEd, University of Connecticut  
BA, Rutgers University  
AA, Essex County College

TIERNEY, JOYCE E.

Associate Professor Emerita of Accounting  
6th year, University of Connecticut  
MA, New York University  
BA, University of Connecticut

VANNESS, SUSAN

Associate Professor Emerita of Early Childhood Education  
MS, Southern Connecticut State University  
BS, Southern Connecticut State University

WIATR, ELAINE M.

Facilities Scheduler Emerita  
MASL, Viterbo University  
MA, University of Michigan  
BS, Eastern Michigan University  
AA, Manchester Community-Technical College

WERBNER, ALFRED P.

Professor Emeritus of Real Estate  
JD, New York Law School

WESELOH, ELEANOR

Academic Division Director Emerita, Mathematics, Science and Health Careers Division  
6th Year, St. Joseph College  
MS, Michigan State University  
BA, Emmanuel College

WILLARD, LAWRENCE F.

Associate Professor Emeritus of Communication  
MA, Fairfield University  
AB, Middlebury College

WYNN, JEAN M.

Professor Emerita of Anthropology and Psychology  
PhD, University of Connecticut  
MA, University of Michigan  
BS, Mercy College of Detroit

ZAHEER, MOHAMMAD

Professor Emeritus of Economics  
PhD University of Connecticut  
EdS, Indiana University  
MS, Indiana University  
MA, Panjab University, Pakistan  
BCom, Panjab University, Pakistan

ZELDNER, CYNTHIA

Associate Director Emerita of Admissions  
BA, University of Hartford

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MPA, City College of New York  
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JOHNSON MEMORIAL HOSPITAL  
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MIDDLESEX HOSPITAL  
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