NORWALK COMMUNITY COLLEGE

2019-2020

COLLEGE CATALOG

ABOUT NORWALK COMMUNITY COLLEGE

A Message from the President

Welcome to the nationally renowned institution that is Norwalk Community College (NCC).

Whatever brings you to this catalog---whether it is the desire to earn an Associate Degree and transfer to a baccalaureate institution, earn a marketable career credential, or simply take courses for personal enjoyment-you will find a wealth of information here.

As one of the 17 colleges in the Connecticut State Colleges and Universities (CSCU) system, NCC takes great pride in providing lifelong learning opportunities. NCC offers more than 44 career and transfer Associate Degree programs, 21 Certificate programs, and countless credit and non-credit courses.

The college also provides extensive student support services to help every student succeed--- from scholarships and financial aid, to career counseling and course advising, as well as child care, discounted bus passes, tutoring, mentoring, internships and much more.

NCC is a multicultural campus with a diverse student body. Our students come from 63 countries and speak 32 different languages.

We are proud to be one of only four community colleges worldwide to participate in the United Nations Academic Impact Initiative. This initiative aligns colleges and universities worldwide with the U.N. in actively supporting human rights, literacy, sustainability and conflict resolution.

NCC has many notable achievements. The college was honored at the White House in 2017 as a White House Healthy Campus for its efforts in promoting healthy lifestyles and affordable health care. NCC is ranked second nationwide in Lowest Student Default Rate, and third nationwide in Best Career Outcomes, by WalletHub.com's "2016 Best and Worst Community Colleges" study. A review of the nation's Top Online Colleges 2016 by OnlineColleges.com ranks NCC second in Connecticut and in the top 15th percentile of colleges nationwide in online learning.

NCC also is an Achieving the Dream Leader College, a distinction awarded for outstanding achievements in student success, and was the first college in Connecticut to be named to the Carnegie Foundation for the Advancement of Teaching's Community Engagement Classification for extensive community involvement. NCC is a four-time U.S. President's Higher Education Community Service Honor Roll college, for providing opportunities for students to earn academic credit while volunteering.

NCC is the home of an outstanding Child Development Laboratory School, College for Kids year-round activities and summer academic camps for children, a Continuing Education and Workforce Development Division offering workforce and personal enrichment educational opportunities, and a robust Lifetime Learners Institute.

Many of our students aspire to be a part of Alpha Iota Nu, our award-winning chapter of the Phi Theta Kappa academic honor society for two-year colleges. Similarly, we offer an outstanding Honors Program and Interdisciplinary Studies (IDS) courses which will challenge your intellect and broaden your horizons. And on the lighter side, NCC has more than 40 student clubs and organizations; a great way to make new friends and develop new interests.

Please take the time to peruse NCC's offerings. I am sure you will agree that NCC is the place to be!

David L. Levinson, Ph.D.

President

Norwalk Community College at a Glance

Norwalk Community College is one of the largest of Connecticut's 12 public, two-year colleges and a national model for workforce training, educational partnerships, curriculum development and technology initiatives.

History

Norwalk Community College is the result of a merger between two institutions - Norwalk State Technical College and Norwalk Community College, each founded in 1961.

Norwalk State Technical College opened with a mission of preparing students for immediate employment as engineering technicians in Connecticut's businesses and industries. Norwalk Community College was established as a municipal college, and in 1966 became a member of the state system of higher education.

In June 1989, groundbreaking officially took place for a new campus to house the two institutions. The new facilities were completed in time for classes in September 1991.

The July 1, 1992 merger of Norwalk State Technical College and Norwalk Community College yielded a comprehensive, multi-purpose, public two-year college dedicated to serving citizens in southwestern Fairfield County.

Enrollment

There are approximately 5,700 full- and part-time students in credit programs and 6,000 in non-credit programs annually.

Degree and Certificate Programs

The College offers 44 career and transfer Associate Degree programs, including an Honors Program, 21 Certificate programs, as well as professional and Extended Studies and Workforce Education non-credit programs.

Campus

Situated on 30 acres in West Norwalk, the College is comprised of two academic buildings, the East and West Campus. Classes are held on both campuses and online.

The East Campus building includes Everett I.L. Baker Library, UBS Student Success Center, a 298-seat, PepsiCo Theater, GenRe Forum, Nellie M. Thomas Trust / The Hour Publishing Journalism Classroom, broadcast television studio, Kathryn Croaning Child Development Laboratory School, Art Gallery, the ESL language lab, general classrooms, computer laboratories, administrative and faculty offices.

The West Campus building contains the William H. Schwab Center for Information Technology, Veterans' Lounge, Culinary Arts Kitchen/Laboratory and dining room, Career and Student Support Center, Tutoring and Writing Center, Learning Commons, Makerspace engineering technology lab, Veterinary Technology Laboratory, Art, Architecture and design classrooms, Art Gallery, Academic Center, general classrooms, computer laboratories, administrative and faculty offices. The West Campus is also home to our Center for Science, Health and Wellness, which includes the Pitney Bowes Foundation Wellness Center, science labs, Hospital Simulation Unit and Nursing and Allied Health labs.

Library

The Everett I.L. Baker Library on the East Campus contains more than 63,000 books in print, more than 130,000 electronic books and has access to more than 51,000 electronic journals and newspapers, reference materials online, and 25,000 audiovisual materials including full-length films streamed via Films on Demand, and other streaming services.

Area Served

NCC serves the 10-town region of lower Fairfield County, which includes Stamford, Norwalk, Greenwich, Darien, New Canaan, Wilton, Westport, Weston, Redding and Ridgefield.

Faculty

Approximately 227 full-time and 412 part-time instructors teach at NCC. Faculty include Fulbright-Hays Scholars, Yale Mellon Fellows and International Educational Resources Scholars at Yale University. NCC professors hold doctorates from distinguished institutions including Harvard, M.I.T., Columbia and Brown.

Academic Calendar

Students may enroll in fall, winter, spring and summer semesters. Classes are offered during the day and evening, Monday through Friday, on weekends and online. Click to view the current academic calendar at www.norwalk.edu/about/calendars.

Admission

NCC has an open admissions policy and is non-residential and co-educational.

Honor Societies

Alpha Iota Nu is the NCC chapter of Phi Theta Kappa, the national honor society for two-year colleges.

Degrees Granted

Associate in Arts, Associate in Science, and Associate in Applied Science

Certificates

Certificate programs require completion of 30 credits or less. The Continuing Education and Workforce Development Division offers a wide array of non-credit career training certificate programs.

Accreditation

Norwalk Community College is accredited by the New England Commission of Higher Education (NECHE), which is one of seven regional higher education accrediting bodies in the United States. It is a voluntary, non-profit, self-governing organization recognized by the Department of Education as an authority of quality in higher education having as its primary purpose the accreditation of educational institutions.

Purpose and Objectives

Vision Statement

Norwalk Community College aspires to create a culture of inclusion and excellence through intellectual inquiry, open dialogue, multicultural awareness and lifelong learning. By embracing the diverse needs of our students, faculty, staff and community, the College strives to provide an environment in which individuals are empowered to achieve their highest potential.

College Mission

Norwalk Community College is a leader and partner in the academic, economic, cultural and social well-being of southwestern Connecticut. We are an educational community that embraces diversity and inspires excellence among our students, faculty and staff.

- We provide affordable education leading to degree completion, transfer, professional certifications, employment and lifelong learning;
- We promote student learning and success through high quality instruction, support services and co-curricular activities;
- We support workforce development through partnerships with labor, business, industry, government and our communities;
- We cultivate vibrant community partnerships through the sponsorship of intellectual, cultural, social and recreational events and activities;
- We prepare our students to be active and responsible contributors to the global society.

Academic Goals

The College strives to be a community college in the fullest sense. Dedicated to serving the people of southwestern Connecticut, it offers all of its resources and facilities to help meet the educational, cultural and economic needs of the region. The College, within the framework of its stated objectives, endeavors to provide an education at a modest cost to all qualified persons.

The College offers programs of interest to students with varied educational aims. A student desiring to pursue his/her studies beyond two years and planning to transfer to a four-year institution should elect one of the transfer curricula. These programs offer university parallel courses and provide a good pre-professional foundation. Students who do not anticipate taking formal education beyond the first two years but wish to broaden their education, will also benefit from these courses.

Many career curricula combining technical or vocational interest with studies in the liberal arts are offered. Career programs are added and revised to meet the changing needs of the residents of southwestern Connecticut. There are career offerings in certificate programs, which require completion of 30 credits or less. Provision has also been made for those students who do not wish to complete an entire curriculum or certificate program but who have a specialized, limited objective. They are permitted to enroll in courses that they are qualified to take.

The College offers opportunities for study during the summer. Part-time students may continue their studies without interruption. Full-time students at Norwalk Community College or other institutions may take additional courses to accelerate or to complete their programs.

Core Curriculum

In order to prepare students for an increasingly complex and culturally diverse society, a Core Curriculum has been developed to provide the knowledge and skills needed to succeed and grow within the world community. Graduation from NCC will be

evidence that the student has acquired communication, computational and basic computer skills, as well as developed an understanding of the humanities, sciences and social/behavioral sciences while comprehending how these disciplines relate to each other and to broader social issues.

First-Year Experience Courses

The Freshman Seminar or College Forum course is required for all first-time full-time students. Please see descriptions in the Course Descriptions section of this catalog.

Panther Advising Workshops (PAW)

New students entering college for the first-time are required to attend a Panther Advising Workshop (PAW). PAW Workshops are designed to provide students with the opportunity for a seamless registration. During PAW, students will meet with an academic advisor, learn to navigate NCC's student portal, and register for their first semester courses. This advising workshop allows new students to receive valuable information necessary for a successful start.

Accreditation

Norwalk Community College is accredited by the New England Commission of Higher Education (NECHE), which is one of seven regional higher education accrediting bodies in the United States. It is a voluntary, non-profit, self-governing organization recognized by the Department of Education as an authority of quality in higher education having as its primary purpose the accreditation of educational institutions.

Through its evaluation activities, NECHE provides public assurance about the educational quality of degree-granting institutions that seek or wish to maintain accreditation. NECHE develops, makes public and applies criteria for the assessment of educational effectiveness among institutions of higher education leading to actions on their institutional accreditation. By this means, NECHE assures the education community, the public and interested agencies that accredited institutions have clearly defined objectives which meet with criteria published by NECHE; that they have the organization, staffing and resources to accomplish, are accomplishing and can continue to accomplish these objectives. In addition, through its process of assessment, NECHE encourages and assists in the improvement, effectiveness and excellence of affiliated educational institutions.

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

The College is governed by the Connecticut Board of Regents for Higher Education which serves the regional community-technical college system, the Connecticut State University System and Charter Oak State College. The specific powers and duties of the Board are prescribed in Title 10a of the Connecticut General Statutes and are further delineated in policies adopted by the Board from time to time.

The Legal Assistant Curriculum is approved by the American Bar Association.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, www.acen.org, (404) 975-5000.

The Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Program (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

The Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817)283-2835, www.coarc.com

The Early Child Education Program and the Kathryn Croaning Child Development Laboratory School are accredited by the National Association for the Education of Young Children (NAEYC). 1313 L St. NW, Suite 500, Washington, D.C. 20005 (202)232-8777 (800)424-2460 https://www.naeyc.org/

The Physical Therapist Assistant Program at Norwalk Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. To contact the program/institution directly, please call (203) 857-7198 or email jbresnick@norwalk.edu.

The Veterinary Technology A.S. Degree Program is accredited by the American Veterinary Medical Association's Committee on Veterinary Technology Education and Activities (AVMA - CVTEA) Education and Research Division 1931 N. Meacham Road, Suite 100 Schaumburg, IL 60173-4360 (847) 925-8070, https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/vettech-programs.aspx

Equal Opportunity

Norwalk Community College, guided by an affirmative action plan approved by the Board of Regents of Higher Education, complies with all federal and state regulations and statutes that provide for equal opportunity for all. Questions should be directed to Cheryl DeVonish, Chief Operating Officer.

Equal Opportunity Policy

Connecticut State Colleges & Universities (CSCU) will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, physical disability, including but not limited to blindness, or a prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling, or if there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on the grounds of political beliefs, or veteran status.

Policy Against Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Regents' Non-discrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer employee and student faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated. A complete statement of this policy can be found here.

NCC Continuing Notice of Non-Discrimination

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

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Chief Operating Officer, Cheryl DeVonish, at CDevonish@norwalk.edu.
- Americans with Disabilities Act (ADA) Coordinator Fran Apfel at (203) 857-7192 or fapfel@norwalk.edu.

Physical Facilities

The College is situated on 30 acres at 188 Richards Avenue in suburban West Norwalk. It features two academic buildings which comprise the East and West campuses, located across the street from each other.

East Campus

The first floor of the East Campus building contains the Admissions Office, Records Office, Counseling Center, Business Office and Financial Aid Office. Also on the first floor are the PepsiCo Theater, Gen Re Forum/Classroom, Student Success Center, Bookstore, Everett I.L. Baker Library and Art Gallery. Located in the north wing of the first floor are the Kathryn Croaning Child Development Laboratory School, Television Studio, Avid Editing Lab and Nellie M. Thomas Trust The Hour Publishing Journalism Classroom. The second floor houses the Testing Center, International Student Center, classrooms, Multi-Cultural Affairs Center, language laboratory, snack bar, technology classrooms and Office of the Dean of Students. The third floor contains faculty and administrative offices, technology classrooms, Information Technology Services, the Institutional Effectiveness Department, the NCC Foundation, Public Relations and Marketing, Human Resources, Office of the Chief Operating Officer and the President's Office.

West Campus

The West Campus building houses the Center for Science, Health and Wellness, William H. Schwab Center for Information Technology, classrooms, computer classrooms, Tutoring Center, Writing Center, Culinary Arts Laboratory/Dining Room and cafeteria. There are well-equipped laboratories in accounting, biology, chemistry, geology and physics, Nursing and Allied Health laboratories, plus a 20-workstation Computer Aided Drafting/Design (CADD) laboratory. There are also graphic design laboratories and classrooms located in the Center for Information Technology. The Academic Center, Office of the Dean of Academic Affairs, Faculty Services and cafeteria are located on the first floor. The Student Activities office, faculty offices, and Extended Studies and Workforce Education Division (non-credit) are also located on the West Campus.

William H. Schwab Center for Information Technology

The William H. Schwab Center for Information Technology is a model for technical training in the Northeast and a valuable resource for southwestern Fairfield County. The Center prepares students to enter the high-tech workforce, increases community access to technology and serves as a workforce training center for area business and industry. It features technology classrooms and laboratories.

Center for Science, Health and Wellness

The Center for Science, Health and Wellness provides a home to the College's growing Nursing, Allied Health, Science and Exercise Science and Wellness programs. The building's science area has spacious, state-of-the-art laboratories which provide an exceptional educational environment for students to learn anatomy and physiology, biology, physics, chemistry and microbiology. The Center's ground floor houses the Exercise Science Associate Degree program, Pitney Bowes Wellness Center and Physical Activity courses. The NCC Exercise Science program prepares students to work as exercise physiologists, strength and conditioning coaches and health-fitness professionals. The Center's Nursing and Allied Health Division features a 10-bed Hospital Simulation Unit with computerized patient mannequins, classrooms, laboratories and faculty offices.

Housing

NCC is a non-residential college. Students are responsible for their own housing. The College does not maintain dormitories or a list of approved off-campus housing. Students live in the area and commute to classes.

Fine Arts on Campus

Norwalk Community College is home to the Anne Chernow Art Collection which is comprised of over 800 prestigious pieces of art. This collection and other pieces on loan are displayed throughout the campus. The gallery presents several exhibits each year.

Telephone Directory

All phone numbers are area code 203

NCC Main Menu	857-7000
Admissions	857-7068
Bookstore	857-7239
Business Office	857-7046
Center for Career Development	857-6947
Chief Operating Officer	857-7311
Child Development Laboratory School	857-7116
Continuing Education and Workforce Development (Non-credit)	857-7080
Counseling Center	857-7033
Emergency on campus	3911
Financial Aid Services	857-7023
Foundation Office	857-7260
Information Technology (IT) Help Desk	857-6800
International Student Office	857-6875
Library	857-7200
NCC Operator	857-7750
NCC Security, non-emergency (from off campus)	857-7223
NCC Security, non-emergency, East Campus (on campus)	77223
NCC Security, non-emergency, West Campus (on campus)	77155
Placement Testing	857-7070
President's Office	857-7003
Public Relations and Marketing	857-7039
Registrar/Records Office, Credit Division	857-7035
Registrar/Records Office, Non-Credit Division	857-7237
School and Community Partnerships	857-7184
Services for Students with Disabilities	857-7192

Student Activities	857-7251
Student Employment Center	857-7032
Student Support Services Program (TRIO)	857-7107
Tutoring Center	857-7205
Veterans Affairs	857-7006
Wellness Center	857-7193
Writing Center	857-3374

Administration

David Levinson, Ph.D.
President 857-7003 dlevinson@norwalk.edu

Cheryl DeVonish, Esq.
Chief Operating Officer 857-7016 cdevonish@norwalk.edu

Michael Butcaris, Ph.D.
Interim Dean of Academic Affairs 857-7309 mbutcaris@norwalk.edu

To Be Announced
Dean of Students

Kristina Testa-Buzzee, Ed.D.
Associate Dean of Continuing Education and Workforce Development

To Be Announced
Dean of Institutional Effectiveness

Department Chairs

John Alvord
Art, Architecture and Design 857-6890 jalvord@norwalk.edu

Michele Barber, Ph.D.
Science 857-7275 mbarber@norwalk.edu

To Be Announced
Nursing

Tom Duffy
Computer Science 857-6892 tduffy@norwalk.edu

Elizabeth Glatt
Mathematics 857-7292 eglatt@norwalk.edu

Steven Glazer
Social/Behavioral Science 857-3326 sglazer@norwalk.edu

Edward Grippe
Humanities 857-7170 egrippe@norwalk.edu

Forrest Helvie
Academic Enrichment and First-Year Experience 857-3301 fhelvie@norwalk.edu

Tom Jackson
Business 857-7152 tjackson@norwalk.edu

Hannelore Moeckel-Rieke
English as a Second Language 857-7335 hmoeckel-rieke@norwalk.edu

William O'Connell
English 857-7368 woconnell@norwalk.edu

Division Directors

Lois Amie *Educational Technology*	857-7288
Jennifer Bresnick *Physical Therapist Assistant*	857-7198
Angela Chlebowski *Nursing/Allied Health*	857-7154
Tom Failla *Hospitality Management & Culinary Arts*	857-7303
Paul Gallo *Exercise Science & Wellness*	857-7194
Linda Lerman *Library Services*	857-7211
Joan Parris *Early Childhood Community Education*	857-3381
Jacqueline Santiago *Student Support Services (TRIO)*	857-7107
K.C. Senie *Institutional Advancement & Strategic Planning*	857-7263

Coordinators

John Alvord Graphic Design and Design for the Web Graphic Design Certificate	857-6890
Courtney Anstett *Service-Learning*	857-3369
Michele Barber *Liberal Arts & Sciences - Math/Science*	857-7275
Rosalia Barone *Business Administration*	857-7333
Maria Buchta *First Year Experience*	857-7376
Maohlicia Carolus *Medical Assistant*	857-7213
Patrick Cassidy *Computer Security*	857-7336
Angela Chlebowski *Nursing*	857-7154
Denise Daych *Non-Credit ESL*	857-6881
Diane Donovan *Tutoring Services*	857-7205
Tom Duffy *Computer Science*	857-6892

Renae Edge
General Studies, Liberal Arts and Sciences Transfer, UCONN Gap   857-7235

Tom Failla
Culinary Arts, Hotel Motel Mgmt, Restaurant/Food Svc Mgmt   857-7303

Joan Fitzsimmons
Interior Design   857-7196

Joseph Fucigna
LAS Fine Arts; Studio Arts   857-3323

Paul Gallo
Exercise Science & Wellness   857-7194

Maria Grayson
Respiratory Care   857-6917

Ed Grippe
Communication Arts   857-7170

Forrest Helvie
Developmental English   857-3301

Anne Hermans
Veterinarian Technology   857-7364

Rita Horan
Medical Office Mgmt: Admin/Clinical, Med Off Specialist   857-6852

Tom Jackson
Legal Assistant   857-7152

Suzanne Lyons
Title V Coordinator   857-7355

Jonathan McMenamin-Balano
Honors   857-7351

Rachel Milloy
Writing Coordinator   857-6908

Hannah Moeckel-Rieke
ESL Credit   857-7335

Mobin Rastgar Agah
Engineering Program   857-3366

Anthony Romeo
Accounting   857-7357

Tony Scott
Management   857-7358

Althea Seaborn
Criminal Justice   857-7096

L. Roger Silva
Physical Therapist Assistant Program   857-7199

Susan Steiz
Marketing   857-7331

Ernest Wiegand
Archeology as an Avocation   857-7377

Jennifer Wood-Heslin
Early Childhood Education   857-7352

Edmond Yalda
*Architectural Engineering Technology, Construction
Technology*   857-3350

Susan Zuanelli
Human Services   857-7052

ADMISSIONS

General College Admissions

Norwalk Community College maintains an open admission policy. An applicant should have such maturity and other qualities which indicate an ability to profit from a program offered by the College. Admission to the College, however, does not necessarily mean immediate admission to all courses and programs.

Students may be required to satisfy course and program eligibility requirements. Admission to the Associate Degree programs in Nursing, Physical Therapist Assistant, Respiratory Care, Medical Assistant, Medical Office Management, Honors, Legal Assistant and Veterinary Technology is governed by special criteria.

Students taking courses in the credit division who have not completed high school can attend NCC through programs such as the High School Partnership program or College Pathway program.

Students planning to enroll in degree or certificate programs must show evidence of high school graduation, or a passing grade on the General Educational Development (GED) examination, and proof of immunization (see *NCC Immunization Requirements*). Home schooled students must provide a certificate of completion of the State Certified Home School Curriculum.

High School Students

Current high school students wishing to enroll at NCC must have completed their sophomore year and present a letter of recommendation from their counselor or principal as part of the Admission application.

Students who have not completed the 10th grade must meet with the NCC Dean of Students prior to applying to the College.

Placement Testing

Experience shows placing students in courses appropriate to their abilities is an effective way to increase success. NCC requires a placement test for most new students. Students *may* be exempt from testing if their SAT/ACT scores support it, they have earned Associate or Bachelor's degrees from an accredited institution, or have earned a grade of C or better in college-level English/Math courses. You can check exemptions on the Placement Test page under admissions online.

Placement tests are given in English (writing, reading, sentence skills) and mathematics.

Applicants are advised to allow themselves enough time to complete the placement test, so that they can achieve the best possible score.

Testers with documented disabilities who wish to take the placement test under modified conditions should contact the Coordinator of Student Access/Ability Services at (203) 857-7192.

Basic Skills testing information is available on the NCC website under the Admissions and Aid icon. The Testing Center is located on the East Campus, room E-211. If you have questions or require assistance with scheduling, please contact the Testing Center at (203) 857-7070. Please note: All students must have a valid, permanent NCC ID# in order to register for the Basic Skills placement test.

ESL Placement Testing

In most cases, students whose first language is not English will be required to take the ESL placement test. Students may take other college courses depending on their ESL placement level. ESL testing information is available on the NCC website under Admissions. Contact the ESL Deaprtment at (203) 857-7093 for information about ESL classes.

Immunization Requirements

If you were born after December 31, 1956, Connecticut State Law requires that all full-time and degree seeking students enrolled in postsecondary schools be adequately protected against measles, mumps and rubella. In addition, all full-time and matriculating students except those born in the continental United States prior to January 1, 1980, must provide proof of immunization against varicella (chicken pox). Students must have two doses of each vaccine administered at least one month apart to ensure adequate immunization.

For a copy of the NCC State Immunization Policy form, including information on options and religious and medical exemptions, log on to: http://www.norwalk.edu/dept/admissions/pdf/proofofimmunization.pdf.

Admissions Procedures

All new students must:

1. Submit a completed online application or paper admissions application and a $20 nonrefundable application fee to the NCC Admissions Office, 188 Richards Avenue, Norwalk, CT 06854-1655.
2. The applicant must take the college placement test, unless waived. Information about test dates and times is available on the NCC website under Admissions.
3. Submit proof of immunization to the Admissions Office, if applicable. Once you have submitted a copy of your immunizations, it becomes the property of the College.

The Admissions Office is located on the East Campus, room E106.

Admissions Online

New and transfer students can apply to Norwalk Community College by visiting www.norwalk.edu. Students can find the Application on the homepage by clicking on "Apply Online". Payment is by credit card only. Once a student's payment is received, their application is processed and they are sent further instructions. The web application is available up to one day prior to the start of each semester.

New Degree and Certificate Students

Persons applying to a degree or certificate program, and/or for financial aid, should submit proof of high school completion or copy of a GED certificate to the Admissions Office. Once an applicant has submitted official transcripts from another school, these records become the property of the College.

Undecided Students are those who are interested in pursuing a degree or certificate, but are currently undecided about choice of major. This category will exclude students from financial aid eligibility.

Non-Degree Students

Non-degree students are those who are taking credit courses but not working toward a degree or certificate at NCC. Non-degree students are not eligible to receive financial aid or veteran's benefits. Proof of high school completion is not required.

Transfer Students

Students must submit official transcripts from previous college(s) attended if transferring credit towards a degree or certificate program or to have the placement test waived. Once an applicant has submitted official transcripts from another school, these records become the property of the College. Students must make a request in writing to have their courses evaluated for transfer credit. Transcript evaluation forms are available in the Counseling Center, East Campus, room E104. Consult the Academic Information section of this catalog for detailed information on transfer of credit.

Readmit Students

Former NCC students who have not registered for four or more consecutive semesters, excluding summer sessions, must apply for readmission to the College. Readmit students do not pay an application fee. In some cases, a readmit student may be encouraged to take the placement test. Information about placement test dates, times, sign up procedures and waivers is available online under Admissions. Proof of immunization is required. The catalog in effect at the time of readmission, or any subsequent catalog, governs their academic status and graduation requirements.

Readmit Students - Fresh Start Option

The Fresh Start Option (FSO) gives the readmitting student an opportunity to start again without the burden of a poor academic history.

International Students

International students are welcomed to attend and pursue a degree at the College. Students without prior college experience will be required to take the placement test or present SAT or ACT scores prior to registering. Students whose first language is not English will be required to take the ESL placement test to determine their English level before registering. Students who do not place into ENG 101 will be required to take the appropriate ESL courses first. The Test of English as a Foreign Language (TOEFL) exam is not required for admission. Available services for international students at the College include visa processing, registration advisement as well as career and personal counseling.

Applicants should contact the International Student Office at (203) 857-6875 or jdavis@norwalk.edu located in room E101 for information pertaining to international student admission and F1 student visa requirements.

Required forms include admission application, high school transcripts accompanied by a certified English translation, I-20 documents including letters of support and room and board supplemented by sponsor's financial documents. Admission can be for the fall, spring, or summer semesters. Tuition and fees are based on the out-of-state rates, which can be found on the NCC website. Students must have an approved F1 visa or F1 visa status prior to attending classes.

Continuing Education & Workforce Development

Non-credit students are those taking Continuing Education & Workforce Development courses, which carry no credit and are not applicable to a degree or certificate program (some exceptions may apply, please refer to the Continuing Education & Workforce Development catalog for details). An application for admission to the College is not required for non-credit students. Please note: Non-English speaking individuals interested in learning English must (1) complete and submit an Application for Admission (available online [www.norwalk.edu/wp-content/uploads/2017/01/application.pdf]) along with the ($20) application fee and (2) schedule an appointment to take the English as a Second Language (ESL) placement test. For information about non-credit ESL courses, please call (203) 857-6881 or visit www.norwalk.edu/academics/esl.

The Connecticut College of Technology Pathway Program

The College of Technology (COT) is a statewide initiative and an umbrella for Connecticut's twelve community colleges and eight public and private partner universities. The COT provides career pathways for students to earn certificates, Associate of Science and Bachelor of Science degrees in Engineering and Technology disciplines and reduces barriers to education by providing a seamless articulation between the community colleges and the four-year partner universities. In addition, the COT uniquely integrates all of the aforementioned college and universities systems through offering multiple points of entry for completion of degrees. Students have the option to select from two pathways at the community college that provide seamless transition to the four-year partner universities: Engineering Science (for transferring to engineering programs) and Technology Studies (for transferring to engineering technology programs). For details on each program, please visit the related page in the college catalog.

Veterans and Reservists

Veterans and students eligible for VA educational benefits must complete NCC's application procedures for degree or certificate students. In addition, they must contact the Veterans Certifying Official in the Registrar's Office at (203) 857-7006 to apply for educational and/or tuition waiver benefits. See additional Veteran/Reservist information under Records/Registration on the web or under Financial Aid and Academic Information in this catalog. The Veterans Lounge is located in W120. For more information, contact Chris DeCew, Veterans Certifying Official, at (203)857-7006.

Registration Procedure

All students must register for courses during designated registration periods preceding each semester. Registration dates are listed on the NCC website and in the schedule of classes published before each registration period. Full payment of the semester's tuition and fees is required at the time of registration unless otherwise specified or unless other arrangements have been made through the Business Office or the Financial Aid Office. Students should refer to the NCC website each semester for specific registration information.

Summer Sessions

Each year during the months of May, June, July and August, the College conducts a number of summer sessions. The exact dates of these sessions are announced in the spring on the NCC website and in the class schedule, which is posted online.

Admission to Competitive Programs

Legal Assistant Admission Requirements

Applicants to the Legal Assistant program must complete an application for admission to the College indicating Legal Assistant Degree or Legal Assistant Certificate as their major. Students are admitted to the program on a rolling basis once they have completed the necessary requirements.

Admission Requirements for *Degree* program:

1. Eligibility to enroll in ENG 101 determined by placement test results or completion of prerequisites.
2. Proof of high school completion with either a copy of a final high school transcript, diploma, or GED.
3. Approval of Program Coordinator based on an individual interview.

Admission Requirements for *Certificate* program:

1. Proof of high school completion with either a copy of a final high school transcript, diploma, or GED.
2. Proof of college completion of either an Associate or Bachelor degree with a copy of said degree or a final transcript.
3. Approval of Program Coordinator based on an individual interview.

Nursing Admission Requirements

Connecticut Community Colleges Nursing Program

Applicants to the CT-CCNP must complete their applications online. Paper applications will not be available.

Nursing Online Application Process:

After November 1st, please use the following steps to access the Online Application:

- Go to http://my.commnet.edu
- Login using your NetID & password (for example: 01234567@student.commnet.edu)
- Click on the "Banner Self Service" link (upper right corner of the page)
- Select any of your Colleges
- Scroll right and click the "Selective Programs" tab
- Click the "Nursing Application" box
- Click "Nursing Program Application for (year of application cycle)"

You can now complete your application to the CT-CCNP. Please make sure to read the online instructions before submitting your application.

Once your online application has been submitted, you will receive a confirmation email. Please note, all emails will be sent to your community college email address. You will be able to look up your email address in myCommNet or using the NetID Lookup Utility.

If you have never submitted a general college application to your college of first choice, you must do so along with your nursing application.

Contact ctccnpadmissions@commnet.edu if you have questions regarding the CT-CCNP application process.

Application Process:

The application period is November 1 through February 1. In addition to the on-line nursing application listed above, submit the following to the Admissions Office at the College of Choice* by the February 1 deadline date:

- College application (separate from the nursing program application) with application fee of $20 for first-time applicant to any of the 12 Connecticut Community Colleges.
- Official high school transcript indicating date of graduation, General Educational Development (GED) diploma, or State High School Equivalency Diploma.
- Official college/university transcripts, from **ALL** colleges/universities previously attended.
- Official ATI-TEAS results, if not taken at a CT Community College.
- Proof of compliance immunization if born after 12/31/56.
- Complete the required computerized Accuplacer Assessment Test. The assessment test may be waived for applicants who have prior college English and/or math credits OR who have submitted official SAT or ACT results with acceptable scores.
  * "College of Choice" is the college that the applicant would most like to attend. Applicants must meet admission and transfer requirements of the "College of Choice."

Admission Requirements:

- High school graduate or equivalent.
- A score of 40 or higher on the College Level Math portion of the Accuplacer; OR SAT I Math score of 550 or higher (if taken before March, 2016) or 580 or higher (if taken after March, 2016); OR a score of 22 or higher on the ACT; OR Connecticut Community College MAT 136 or 137 (or equivalent or higher) with a grade of C or higher, completed prior to application deadline of February 1.
- One year of high school Chemistry with a lab or Connecticut Community College CHE 111 or equivalent with a grade of C or higher, completed within five years prior to application deadline of February 1.
- A passing score on the computer proficiency test (taken at your college of first choice) or completion of Connecticut Community College CSA 105, CSA 106 or CSC 101 or equivalent, with a grade of C or higher, completed prior to application deadline of February 1.
- Connecticut Community College ENG 101 Composition, or equivalent, with a grade of C or higher, completed prior to application deadline of February 1.
- Connecticut Community College BIO 211 Anatomy and Physiology I, or equivalent, with a grade of C+ or higher, completed within five years prior to application deadline of February 1.
- Connecticut Community College BIO 212 Anatomy and Physiology II, or equivalent, with a grade of C+ or higher, completed within five years prior to application deadline of February 1 or completed during, but no later, than the spring semester of application year.
- 2.7 GPA - Based on all college courses taken with grades that meet the nursing admission and/or curriculum requirements.
- TEAS score. Applicants must have an adjusted individual total score of 53.3% or higher. Test scores are valid for three years from the testing date, and must be submitted by February 1.

Important Notes:

- There are a limited number of seats available in the Nursing Program each year. Therefore, meeting minimum requirements does not guarantee admission to the program.
- Applicants are considered for admission using specific academic criteria including, but not limited to, GPA, grades in certain subjects and standardized test scores. The specific formula used to rank applicants is included with the Nursing application and is subject to change.
- All records, including high school and college transcripts, must be received by February 1.
- Incomplete applications and applications received after the February 1 deadline will not be considered.
- Courses completed in Adult Education and GED Programs are not acceptable as prerequisites.
- Anatomy and Physiology will not be accepted if taken more than five years prior to admission into the nursing program.

Transfer Credits:

- Have official transcripts from all other colleges sent to NCC by February 1. If this is your first semester at NCC send transcripts to the Admissions Office. All other students send transcripts to the Records Office.
- Submit a transcript evaluation request form which can be obtained in the Counseling Center, room E104.
- In accordance with transfer of credit guidelines set forth by the Board of Regents, courses which meet nursing program requirements* are accepted at Norwalk Community College.
- Once a student earns credit at NCC, he/she may not transfer credit for the same course from another college.
- Anatomy and Physiology completed within the past five years.
- At least 25% of course work must be completed at NCC.
- Transfer credit must be applied and appear on the NCC transcript in order to count toward an NCC degree or certificate.
  * See course descriptions in this catalog.

Licensed Practical Nurse Admission Requirements

The Connecticut Community Colleges Nursing Program participates in the Connecticut Articulation Model for LPNs. Applicants must meet the CT-CCNP admission requirements found at www.ct.edu/academics/nursing. Applicants are encouraged to meet with a Nursing Advisor or email Carol Yoder at cyoder@norwalk.edu or Dr. Linda Melodia at lmelodia@norwalk.edu

Medical Assistant Admissions Requirements

Applicants seeking admission into the Norwalk Community College Medical Assistant Program must file a Medical Assistant Application through the Medical Assistant Coordinator.

Submit the following by the *April 1 priority acceptance deadline date (second priority acceptance deadline July 1, third acceptance deadline August 1):*

- College application (separate from the Medical Assistant program application) with application fee of $20 for first-time applicant to any of the 12 Connecticut Community Colleges.
- Norwalk Community College Medical Assistant Program application.
- Official high school transcripts indicating graduation or GED.
- Official college/university transcripts, if applicable.
- Proof of MMRV immunization.
- Complete the required Accuplacer placement test. The placement test maybe waived for applicants who have prior college English and/or mathematics credits or qualifying SAT or ACT scores.

Admission Requirements for Fall semester:

- High school graduate or equivalent
- Accuplacer score eligible for MAT 094 or higher completed prior to application deadline.
- Accuplacer score eligible for ENG 101 or higher completed prior to application deadline.
- GPA 2.3 - Based on a minimum nine college credits and all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Medical Assistant curriculum requirements. High school GPA of 2.3 or higher will be accepted if student has not completed college-level courses and meets all other requirements.
- ATI Test of Essencial Academic Skills (TEAS) test score. Applicants must achieve a total score or 39% or higher.
- Passing grade in CSA 105 or tested out of CSA 105. More information.
- **One** of the following:
    - HS Keyboarding with a C or better **OR**
    - a keyboarding class from another institution **OR**
    - A letter from an employer within the last 5 years indicating the student needed keyboarding skills to function at their job.
- Acceptance into the Medical Assistant Program.

Application:

Where to Apply - Applicants must submit all application materials to the Medical Assistant Coordinator, room H112 *by April 1 for first priority admission*.

When to Apply - The application period for the Medical Assistant program is November 15 through August 1. Students only must apply for the clinical course as spaces are limited. They start in the fall semester.

Notification of Admission Status - Students will be notified by letter of the admission decision within a month after application deadline.

Physical Therapist Assistant Admission Requirements

Admissions Requirements:

- A cumulative GPA of 2.5 or higher in high school or college. High school GPA is evaluated if the student has less than 15 college (undergraduate level) credits. Only the college GPA is evaluated if the student has more than 15 or more (undergraduate level) credits. GPA is calculated such that each credit from each school is wheighted equally.
- ATI Test of Essencial Academic Skills (TEAS) test score. Applicants must achieve a composite score of 50 or higher. Test scores are valid for three years from testing date.
- Eligibility for MAT 172, either by completion of the appropriate Math courses, placement test results recommending MAT 172 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Eligibility for ENG 101, either by completion of Developmental English courses, placement testing results recommending ENG 101 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Successful completion of college-level Anatomy and Physiology I with lab (BIO 211 or equivalent) with a grade of C+ or better within five years of application for program entry.
- Complete a minimum of 40 hours of documented volunteer or paid experience in a physical therapy setting.
- Submission of a complete PTA program application, including all required documents, Incomplete applications and applications received after the June 1 deadline will not be considered.

Important Notes:

- Applications are available February 1 and due June 1 of each year. All students accepted to the program start in the fall semester.
- Students must receive a C or better for all general education courses required by the program (ENG 101, CSA 105, ENG 102, MAT 172 or MAT 201, PSY 111, IDS 210 or IDS 230 and COM 173) except for courses noted below.
- Students must earn a C+ or better in BIO 211 and BIO 212.
- Students must earn a C or better in all technical education/PTA courses. If the student earns a C- or below in a PTA course, that course must be repeated.
- Space is limited. Meeting minimum requirements does not guarantee admission into the program.
- You may declare pre-Physical Therapist Assistant as your major in the Records Office. Fill out a Change of Major form and indicate General Studies/Pre-PTA cohort. Only students accepted into the PTA program may change their major to Physical Therapist Assistant.
- Graduation from NCC with an Associate in Science (major in PTA) does not guarantee licensure to practice as a PTA. You must meet all requirements of the state you plan to practice in prior to licensure. The state of Connecticut requires successful completion of the National Physical Therapist Assistant Examination administered by the Federation of State Boards of Physical Therapy (www.fsbpt.org) prior to application for licensure.
- Student membership with the American Physical Therapy Association (www.apta.org) is required during the first year of the program. Currently, annual dues are $90 for Connecticut residents.
- Certain clinical rotations may require background checks, drug testing, physical examinations, uniforms, and or other related equipment. This must be provided at the expense of the student and is not the responsibility of the College.
- All PTA students are required to be covered by Professional Liability Insurance. This insurance must be in force for the duration of any and all internships and proof must be on file with the program coordinator. NCC will provide liability insurance for all students.
- The College requires that students show proof of immunization against measles, mumps, rubella and varicella to comply with state law. Health care facilities where PTA students have clinical education experiences may require a physical and/or proof of additional vaccines (such as Hepatitis B) or tests (such as tuberculosis). Costs associated with these tests and medical examinations are the responsibility of the student.
- The clinical internship schedule is at the discretion of the supervising PT/PTA at the clinical education site and may include evenings and Saturdays.

- In addition to college tuition, lab fees, and textbooks, students must arrange and pay for parking at and transportation to clinical internships and required uniforms/attire. Every attempt will be made to place students in an area that is within a reasonable driving distance from Norwalk, or the student's home, however students may be required to attend clinical internships or learning experiences outside those areas.
- In order to progress to the second semester of the PTA program (PTA 235 and PTA 253), you must complete BIO 212 with a C+ or better. Therefore, it is highly recommended that if you have not yet completed BIO 212 Anatomy and Physiology II prior to applying to the program that you register for this course for the summer semester prior to joining the program, or the first semester of the program in the fall.
- Once you enroll in the first PTA program semester, you have three years to complete the two-year program.
- On the PTA licensure application for the state of Connecticut Department of Public Health (DPH), graduates will be asked about prior and pending disciplinary actions, dismissals, suspensions, terminations, fines, reprimands, complaints, charges, investigations and convictions with regard to professional organizations, insurance providers, healthcare providers, schools and government agencies. For more information about this application, students should contact the state of Connecticut DPH.
- If a student has prior convictions for one or more misdemeanors or felonies, he or she may not be able to complete any or all of the PTA internship courses (PTA 261, PTA 262, and PTA 265) required for graduation. Clinical facilities are under no obligation to accept all students and may deny an internship slot based on findings in a student's background check. The PTA program will contact at least, but no more than, three internship sites for each clinical education course (PTA 261, PTA 262, and PTA 265), to attempt to place the student in each internship. However, if no internship is available due to the student's history of convictions, the program is under no obligation to contact more than three clinical internship sites for each internship.
- The specific formula used to rank applicants is included with the PTA program application and is subject to change.

Respiratory Care Admission Requirements

Admission to the Respiratory Care Program:

Applications for admission to the Respiratory Care Program are available in the Admissions Office. After completion of the Respiratory Care Program, graduates are eligible to take the national exam for the Registered Respiratory Therapist (RRT) credential.

New students must complete an application for admission to the College indicating Respiratory Care as their major and follow the Admissions Procedures as described in the catalog. New, continuing and readmit students must fulfill the Respiratory Care Program admission requirements prior to applying for admission to the Respiratory Care Program. Admission to the Respiratory Care Program is selective. Students are admitted to the Program each fall semester.

Application Process:

Applicants seeking admission into the Norwalk Community College Respiratory Care Program must file a Respiratory Care application through the Admissions Office. The application period for fall is November 1 through August 1. Submit the following by the April 1, July 1, OR August 1 deadline dates:

- College application (separate from the Respiratory Care program application) with application fee of $20 for first-time applicant to any of the 12 Connecticut Community Colleges.
- Norwalk Community College - Respiratory Care Program application.
- Official high school transcripts indicating graduation or GED.
- Official college/university transcripts, if applicable.
- Proof of Measles and Rubella immunization.
- Complete the required Accuplacer computerized placement test. The placement test may be waived for applicants who have prior college English and/or mathematics credits.

Admission Requirements:

- High school graduate or equivalent
- SAT I Math Score of 550 or higher (if taken before March, 2016) or 580 or higher (if taken after March, 2016); OR a score of 22 or higher on the ACT; OR Accuplacer score above MAT 136; or completion of MAT 136 or higher, with a grade of C or higher completed prior to application deadline.
- GPA 2.5 - Based on all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Respiratory Care curriculum requirements.
- ATI-TEAS test score. Applicants must achieve a composite score of 53% or higher. TEAS must have been completed within the last three years.
- Computer literacy - A passing score on the computer proficiency test OR completion of Connecticut Community College CSA 105 or CSC 101, or equivalent, with grade of C or higher, completed prior to application deadline.
- College Chemistry: CHE 111 OR high school chemistry with a lab. Students must have a grade of C or higher and have completed the course within seven years of the application deadline prior to admission.
- Completion of ENG 101 Composition, or equivalent, by the end of the spring semester prior to admission. Must receive a grade of C or higher.
- Completion of BIO 211 Anatomy and Physiology I or equivalent. Students must have a grade of C+ or higher and have completed the course within five years of the application deadline.
- Completion of BIO 235 Microbiology or equivalent. Students must have a grade of C or higher and have completed the course prior to the application deadline.

Important Notes:

1. Students entering the Respiratory Care curriculum must start the program in the fall semester.
2. Priority acceptance will be based upon academic achievement.
3. All records, including high school and college transcripts from each college attended, must be received and college transcripts evaluated by the application deadline date.
4. To evaluate transfer in credits from other colleges, fill out the Transcript Evaluation Request Form in the Counseling Center (room E104).
5. The evaluation of international transcripts may require use of the World Education Services (WES). Application also available in the Counseling Center (room E104)
6. College science courses will not be considered acceptable for transfer if taken more than ten years prior to admission.Gateway & Content

Readmission Policies for Allied Health Programs:

1. Complete Admission Requirements (must meet current admission standards).
2. Reapply by letter to the Director of the Respiratory Care program stating reasons for seeking readmission.
3. Readmission eligibility will be determined by faculty.
4. Readmission for Respiratory Care students who received a clinical failure will be on a case-by-case basis.

Veterinary Technology Admission Requirements

Admission to the Veterinary Technology Program:

Admission to the Veterinary Technology Program is contingent on satisfactory completion of prerequisites and available space in course offerings. Program admission also requires:
1. Admission to Norwalk Community College.
2. Applicants must meet the veterinary technology profession's technical standards for physical condition (see application) OR contact Student Support for information about The Americans With Disabilities Act. Applicants must submit medical authorization to participate in the program however medical authorization is not used in ranking applicants.

3. Rabies immunization is strongly recommended for Veterinary Technology students for courses VET 151 Small Animal Veterinary Technology with Lab and above. Students not in compliance may not be able to participate fully in the Program's animal coursework required for accreditation standards.
4. Tetanus immunization within the past 10 years is required for admitted students.
5. Before any coursework in clinical facilities, students may be required to undergo background checks.

Veterinary Technology Program Pre-Requisites:

- BIO 121 General Biology I (grade of "C" or better, taken within five years prior to entering the program)
- CHE 111 Concepts of Chemistry (grade of "C" or better, taken within five years prior to entering the program)
- CSA 105 Introduction to Software Applications , or "Pass" on the Computer Proficiency Exam
- Math Competency--- MAT 136 Intermediate Algebra or equivalent or higher with a grade of "C" or better, OR placement test/SAT/ACT

NOTE: Once enrolled in the program, students must maintain a cumulative GPA of "C" (2.0) or higher to progress. Additionally, all VET* and BIO* designated courses must be completed within five years.

* There may be a pre-requisite that must be completed prior to taking these courses

FINANCIAL INFORMATION

Tuition and Fees

For information concerning current Tuition and Fees schedule for Connecticut Residents, Out-of-State Students, Fall, Spring, Summer and Winter Sessions courses, consult the Norwalk Community College (NCC) Business Office website at https://norwalk.edu/business/

Note: All tuition and fees are subject to change without notice.

Reserve Fall and Spring Classes

Students may secure their classes by just paying the registration/deposit fee only (college service fee and Student activity fee). This deposit will hold your classes until the tuition due date for the semester, but is not refundable if you drop/withdraw from your classes. For complete information and deadlines, contact the Business Office, room E103 or visit our website at https://norwalk.edu/business/

Tuition Payment Plan

For Fall and Spring semesters Students who enroll for *3 credits or more* may request a tuition payment plan. Please visit the Business Office in room E103 for complete information.

For Summer and Winter Sessions and Non-credit Courses No payment plan is available. Full payment is due the same day of registration.

How do I make a payment online?

  Follow these steps to make a payment:

- Go to http://my.commnet.edu
- Click on Log in
- Enter your Student/Banner ID number and Password
- Click on Banner Student Self Service
- Click on Billing/Payments
- Click on My Account/Payment Information. A small tab will open under
- Click on Student Account and Payment center
- It will direct you to another page. Click on Student Account and Payment center again. It will take a few seconds to direct you to another website.
- Check your balance. It will show you the due payment. Pay accordingly
- Click on the green button "Make Payment"
- Follow instructions and complete the payment.
- Review information and click "Submit Payment"

You can pay On-line with e-check, American Express, MasterCard, Visa, Discover or you can mail payment (check*or money order) to Norwalk, Community College 188 Richards Ave. Norwalk, CT 06854 Business Office East Campus, Room 103.   *$25.00 fee will be charge for returned checks*

Financial Obligation

Students who have an unpaid balance due to the College will have a hold* placed on their account until the financial obligation is paid in full or the matter is resolved. The student will not be allowed to review grades, register for future semesters, or receive an official transcript while this hold is in place.

Holds are remove within 24 hours.

Refunds

If a student drops/withdraws, registrations/deposit fees are non-refundable. (College service, student activity, transportation fee and application fees). To receive a refund the student should submit a completed Tuition Refund form to the Records Office.

General Procedures for Refunds

A registered student wishing to drop/withdraw may either process withdrawals online through their student account prior to midnight of the first day of the semester/session or submit a written request to the Records Office. The effective date of drop/withdrawal is the date the withdrawal request is received, either online or by Records Office. For shorter parts of the term, the refund is pro-rated according to the number of weeks of the term. Check with the Records Office for more information and deadlines.

Refund Process for Fall and Spring Term Credit Courses

1. For Notice of drop/Withdrawal received prior to the first day of the semester, a refund of 100% of tuition (including material, supplemental and clinical fees) will be granted. Registration/deposit fees are not refunded.
2. For Notice of Withdrawal received on the first day of term and through the 14th calendar day of that full semester, a refund of 50% of tuition (including material, supplemental and clinical fee) will be granted. For shorter parts of the term, the refund is pro-rated according to the number of weeks in the part of the term. Registration/deposit fees are not refunded.
3. **No refunds** will be granted for either full-time or part-time students beyond the 14th calendar day after the first day of the semester or according to the pro-rated term.

Refund Process for Winter and Summer Sessions and Non-credits Courses

1. For notice of drop/withdrawal received prior to the first day of summer or winter session, a 100% tuition refund will be granted. Registration/deposit fees are not refunded.
2. No refunds will be granted as of the first day of the session for which you have registered.

Refund Policy Appeal Process

Although tuition charges and refund policies reflect consideration of student and institutional needs, it is not possible to anticipate the variety of mitigating circumstances that may develop. Per Board of Regents for Higher Education Policy, these circumstances may include severe illness documented by a doctor's certification, erroneous advisement by the College, and military transfer. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student. An appeals process exists for students who feel individual circumstances warrant exceptions to the refund policy. An appeal may be made in writing, stating the reason for withdrawal and the circumstances that warrant an exception to the refund policy. Documentation supporting the reason for the appeal is required. This appeal should be sent to the Registrar. The appeal must be made within 45 days of the date of withdrawal.

Tuition Waivers

Waiver of Tuition for Senior Citizens applies for Fall and Spring Only

Connecticut Senior Citizens aged 62 and older pay no tuition and fees, with the exception of **material, supplemental and clinical fees**, for courses on a space available basis to be determined by Senior Registration Day (check date/time online or at Business Office). Proof of age must be shown and a Waiver of Tuition and Fees form completed in the Business Office to finalize the senior registration process. A senior citizen may register early by paying for the course; however, paying for the course negates the senior waiver for that course. No refund will be issued if the course is dropped, then re-added on senior registration day. The waiver, however, cannot be applied towards Summer or Winter Sessions, or non-credit courses.

Waiver of Fees for Full-Time Employees and Dependents

On June 16, 1990, the existing Board of Regents of Community Colleges waived the payment of the application fee, the matriculation fee and all general fees for courses offered through the General Fund in authorized unions, for full-time employees of the College and their spouses and dependent children. For more information, contact your union representative or Human Resources. For **Summer** and **Winter** you **must** register a day before session begins on a space available basis. You may register early by paying for the course; however, paying for the course negates the waiver for that course. No refund will be issued if the course is dropped, then re-added a day before session begins.

Waiver of Connecticut War Veterans and Connecticut National Guard Members for Fall and Spring Only

Under Connecticut state statutes, tuition at Connecticut public colleges and universities may be waived for:

- Eligible veterans.
- Active members of the Connecticut Army and Air National Guard.
- Any Connecticut resident who is a dependent child or a surviving spouse of a member of the Armed Forces killed in action on or after September 11, 2011 who was a Connecticut resident.
- State residents who are dependent children of a person whom the Armed Forces has declared to be either missing in action or a prisoner of war while serving in the Armed Forces after January 1, 1960.

Veterans pay fees only (no tuition). Veterans must present Form DD-214 and complete a Tuition Waiver Form in the Records Office prior to registration. National Guard Members must have their certification submitted to the NCC Business Office before registering for classes. Connecticut veterans who have applied for the post-9/11 CH33 GI Bill and have submitted a Certificate of Eligibility to the NCC Records Office (room E102) will pay their course fees and have their tuition reimbursed for eligible fees when NCC receives payment from the Federal Government. Non-resident CH33 veterans will pay tuition and fees and will be reimbursed when NCC receives payment from the Federal Government. The 12 Connecticut Community Colleges waive tuition for full or part-time credit study funded through the state's General Fund. The waiver, however, cannot be applied towards Summer or Winter Sessions, or non-credit courses.

Please see veteran's counselor in the Records Office for eligibility requirements.

Audit a Course

Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request it, using forms available in the Records Office within the first four weeks of the beginning of the course *(29% of the total class meeting time)*. Students auditing a course may not change to credit status.

Accident and Health Insurance Programs for Students

All enrolled students attending a Connecticut regional community college are automatically covered under the School Time Only Accident Insurance Plan. Students requiring health insurance coverage may obtain their own policy at Access Health CT https://www.accesshealthct.com/AHCT/LandingPageCTHIX

Financial Aid

Financial aid consists of grants, scholarships, loans and/or work study that help a student meet education-related expenses. The funds awarded at the College are provided by federal, state and institutional programs. Grants and scholarships are regarded as gift assistance and do not have to be repaid. Loans are available at low interest rates and can be repaid over an extended period after the student leaves the institution or enrolls less than half-time.

To be considered for financial aid, the applicant must file the Free Application for Federal Student Aid (FAFSA). This form serves as a dual purpose application allowing the student to apply for all sources of financial assistance awarded by NCC, as well as for federal financial aid. To apply for financial aid, please follow the simple steps below:

Rules, Requirements, Obligations and Deadlines When Applying for Aid:

1. To receive financial aid at NCC, you must:
   o Be accepted in a degree or certificate program* prior to being accepted into a degree or certificate program, proof of immunization and proof of high school completion or GED may be required (contact the Admissions office for additional information).
     * Certificate must make a student job-ready, and must be Title IV eligible.
   o Demonstrate financial need.
   o Be a citizen or eligible non-citizen.
   o Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.
   o Not be in default on a Federal Stafford, Perkins or Federal Direct loan.
   o Be making satisfactory academic progress toward the completion of your course of study (see definition of satisfactory progress under "eligibility").
   o Register with the Selective Service if you are a male between the ages of 18 and 25.
2. *You must re-apply every academic year.* Financial aid does not automatically continue from one academic year to the next.
3. Federal programs have limits in the total amount of aid you can receive or the number of years you can receive it.
4. It is your responsibility, if selected for a process called Verification, to make sure all documents necessary to support information on the Student Aid Report (SAR), which is emailed or mailed to the student directly from the U.S. Department of Education, are turned into the Financial Aid Department for prompt review of your financial aid eligibility.

Eligibility for Aid

In order to be eligible for federal, state or institutional financial assistance from Norwalk Community College, a student must be in "good academic standing" and be making "satisfactory academic progress," to be determined at the end of each semester in accordance with the standards defined below. Students who do not meet these minimum standards will be placed on probation. If you do not achieve the minimum standards the next semester, you will be placed on Financial Aid suspension. You will be notified via NCC email of this decision and will be given the ability to appeal.

It is important to be aware that in determining progress towards a degree or certificate, the College is required to evaluate the student's entire academic performance at NCC, not merely the progress he or she achieved while receiving the benefit of student financial aid.

Good Academic Standing

Satisfactory Academic Progress for Financial Aid Purposes

To be in good academic standing the student must maintain a grade point average that satisfies the minimum cumulative GPA and completion pace standards. Not meeting these minimum requirements will place the student on Unsatisfactory Academic Progress.

Satisfactory Academic Progress for Financial Aid Purposes means that students must also successfully complete two-thirds of all credits attempted during their entire time at NCC, whether or not they have received the benefit of financial aid. Grades of W and F are not considered successful completion.

Examples of Cumulative Satisfactory Academic Progress

Standards for Certificate Seeking Students:

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 - 11.99	0.0	0%
12+	2.0	67%

Standards for Degree-Seeking Students:

Credits Attempted	Minimum Cumulative GPA	Minimum Completion Pace
0 - 11.99	0.0	0%
12 - 30.99	1.7	50%
31 - 49.99	2.0	50%
50 - 59.99	2.0	60%
60+	2.0	67%

Students who take fewer than 15 credits each semester would have to complete the following:

Credits attempted/registered	Minimum which must be completed
15 credits	10 credits
12 credits	8 credits
9 credits	6 credits
6-8 credits	6-8 credits

Duration of Eligibility for Financial Aid

Based on the successful completion of two-thirds of all credits attempted each semester, a student pursuing a 60-credit degree program would attempt up to 90 credits to complete successfully the required 60 credits.

First Degree or Certificate Program

Normally, institutional financial assistance will be limited to an individual's first degree or certificate program. Request for an additional degree or certificate will depend on the availability of funds after the needs of those in their first degree or certificate program are met. Transfer credits will be counted towards the first-degree concept and will limit eligibility for aid.

Courses Not Eligible for Financial Aid

Students are not eligible to receive Federal Financial Aid for courses which will not count towards the completion of the student's degree or certificate requirements. Financial aid cannot be used to pay for audited courses. Financial aid cannot be used to pay for non-credit Continuing Education and Workforce Development courses.
Students classified as special non-degree students are not eligible for financial aid. Students must be enrolled in a degree-granting or certificate Title IV eligible program to be eligible for financial aid.
You may only repeat one course in which you have received a passing letter grade in your program of study, after that, financial aid will not pay for further attempts of the same class. Financial Aid awards are based upon your enrollment status as of the "Freeze Date" of the semester. Any courses added after that time MAY NOT be covered by financial aid. NCC reserves the authority to adjust your financial aid award at any time to ensure proper compliance with all college, state and federal regulations.

Types of Financial Aid Available

By filling out the Free Application for Federal Student Aid (FAFSA), you will be considered for all federal, state and institutional financial assistance programs.

Federal Pell Grant

The Federal Pell Grant is awarded to students who demonstrate financial need based on the information provided on the FAFSA. This grant may be combined with other forms of aid in order to meet your educational costs. The amount of this award assumes that you will attend college on a full-time basis. If, however, you decide to take fewer than 12 credits (part-time), the grant will be adjusted accordingly. Students can receive a Federal Pell Grant for a lifetime eligibility usage of up to 600% (the equivalent of six full-time academic years).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to those who have demonstrated extreme financial need. Must be registered for at least six credits. First preference goes to students who receive a maximum Federal Pell Grant.

Federal Work-Study (FWS) Program

On-campus and community service jobs are available for students who have financial need, as determined by the College and the Federal Government. The Federal Work Study program provides jobs for those who have financial need and who want to work and earn a salary to cover part of their educational expenses. Under this program, students may work up to 15 hours per week while classes are in session. They receive bi-weekly paychecks with a $10.10 hourly rate of pay. Students are placed in different positions on-campus, and these positions are determined by the needs of NCC. These FWS positions are not permanent.
Note: Participation in the Federal Work Study program is limited to students who are working towards their degree or certificate Title IV eligible programs at NCC.

Federal Direct Student Loan Program

The Federal Direct Student Loan Program offers low interest, fixed rate loans to students attending an eligible school on at least a half-time basis (six credits or more each semester). Repayment of a Federal Direct Student Loan begins six months after the borrower leaves school or drops below half-time status with different repayment options, one being the Standard Repayment option that allows up to 10 years to repay your Direct Loan.

The Federal Direct Unsubsidized Loan Program holds all of the same provisions as those available in the Federal Direct Subsidized Loan Program, including annual and aggregate loan limits as well as interest rate. However, interest is due and payable while the borrower is in school.

Federal Direct Student Loan Limits

Year	Dependent Undergraduate Student	Independent Undergraduate Student (and dependent students whose parents are unable to obtain PLUS Loans)
First Year	$5,500--No more than $3,500 of this amount may be in subsidized loans.	$9,500--No more than $3,500 of this amount may be in subsidized loans.
Second Year	$6,500--No more than $4,500 of this amount may be in subsidized loans.	$10,500--No more than $4,500 of this amount may be in subsidized loans.

Since Norwalk Community College is a two-year institution, these are the only amounts applicable to our student population. Students are advised to wait for complete review of their eligibility for other forms of financial aid before submitting Direct Loan applications. The Federal Direct Plus Loan is a fixed rate loan available to parents of dependent students. The interest rate for Direct Loans changes annually every July 1st. Parents may borrow the remainder needed by the student, that is, cost of attendance, minus financial aid.

Roberta B. Willis Scholarship

Awards are made to Connecticut resident students who are enrolled in a degree program and demonstrate financial need. Must be registered for at least six credits. Students must meet additional conditions as directed by the State of Connecticut. The Office of Financial Aid will determine if students meet said criteria.

Norwalk Community College Grant

NCC grants are awarded to Connecticut residents who are enrolled in a degree program and demonstrate financial need. Must be registered for at least six credits. These funds will be awarded to assist in covering tuition, fees and books.

Financial Aid Refund Policy

Withdrawal from all your courses during the first two weeks of any semester will result in the cancellation of all financial aid. Withdrawal from all courses after the first two weeks of the semester will be subject to the Return to Title IV (R2T4) calculation, if receiving federal funds. With this calculation, you may be responsible for balances owed to NCC, as well as the repayment to the U.S. Department of Education for any excess financial aid you may have received. If a student does not officially withdraw, but stops attending classes, professors will report the student's last day of participation. The latest date reported will be utilized for the Return to Title IV calculation. Once the amount of the refund that must be returned to the Student Financial Aid programs has been determined, that amount will be refunded back to the programs, in the manner that is prescribed by federal regulation.

Tuition and Fees

Tuition and fees are approved by the Board of Regents for Community Colleges for each academic year. The Enrollment Guides, published each semester, list the current tuition and fees charges. The fees include applicable student activity and college service fees.

Your college education at NCC is supported by the State of Connecticut. This permits the College to have low tuition and fee charges.

Tuition and fees for General Fund courses vary from those charged for Continuing Education and Workforce Development, Summer Session and other Extension Fund courses.

Continuing Education and Workforce Development and Summer Session courses are offered through the Extension Fund. Full payment of tuition and fees is usually required at the time of registration. Payments can be made by cash, check, American Express, Mastercard, Discover or Visa credit card. The College's Deposit Program allows you to register early for classes and to pay only the fees due; the full tuition is due later. The fees are nonrefundable. Please refer to the schedule of classes for specifics.

Refunds

In order to offer a complete program of studies, it is necessary for the College to contract and incur certain costs. Even if a student withdraws, college service, student activity and application fees are non-refundable. All requests for tuition refunds must be made in writing to the Records Office within forty-five (45) days from the last day of the semester. Refunds for charge card transactions are processed in the same manner as cash or check transactions.

Academic Scholarships

The NCC Foundation awards FREE scholarships based on academic performance and financial need. If you receive a scholarship, it is a gift that you never pay back. Our scholarships are for all NCC students and do not reduce other financial aid or assistance you might be receiving. If you are not eligible for financial aid, you may still be eligible to receive a scholarship from NCC Foundation.

For current scholarship information and application dates, visit www.ncc-foundation.org .

ACADEMIC INFORMATION

Academic Dishonesty Policy

Students of Norwalk Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examination, and any other academic work. Academic dishonesty ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed by the faculty, the students, and the administration as a most serious offense.

Definition of Academic Dishonesty

1. Cheating on examinations and/or quizzes.
2. Collaborating with others in work to be presented if contrary to the stated rules of the course.
3. Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained, from any source, including the Internet) as one's own work.
4. Stealing or unauthorized access to examinations or course material.
5. Falsifying records, laboratory results or other data.
6. Submitting, if contrary to the rules of a course, work previously presented in another course.
7. Submitting all or part of any free or purchased essay from the Internet as one's own work.
8. Copying and pasting any material from the Internet, without proper documentation, as one's own work.
9. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
10. The use of any electronic media or device for the transmission and/or recording of class material, unless authorized by the instructor.

Due Process Protection

Academic honesty violations are considered disciplinary misconduct and hence are covered by the same due process protections afforded students in other misconduct situations of a disciplinary nature. When the issue involves the determination of questions of fact (whether the student passed or failed course requirements), it is characterized as disciplinary and appropriate due process protections are afforded. The College incorporates incidents of academic dishonesty into its existing due process disciplinary procedures. Therefore, the discipline procedures as described will be followed in any case of academic dishonesty.

If a faculty member has reason to believe that the academic dishonesty policy has been violated, this will be reflected in the student's grade. The student should be informed of this violation prior to the grade change. The grade may be changed up to one year after the submission of final grades. The student shall have the opportunity to appeal this grade change to the Dean of Students and the Academic Dean.

Penalties for Academic Dishonesty

It is recommended that on the first instance of academic dishonesty, following a discussion with the student, the faculty member shall give the student an F on the paper or examination in question. This action must result in a final grade for the course at least one letter grade lower than it otherwise would have been. The Dean of Students and the Academic Dean shall be informed of the incident in writing. A written acknowledgment of receipt of the reports shall be sent to the faculty member concerned. The reports shall also be kept on file in the Deans' offices for a period of 10 years.

A second instance of academic dishonesty (either in the same course or in another course) will result in an automatic F in the course in which the second infraction occurred. The student will be dropped from the course and be barred from further class participation. Again, the Dean of Students and the Academic Dean shall be advised in writing by the faculty member. A written

acknowledgment of receipt of the reports shall be sent to the faculty member concerned. The reports shall also be kept on file in the Deans' offices for a period of ten years. The Dean of Students or the Academic Dean must meet with the student involved and apprise the student of the consequences of the second offense.

A third instance of academic dishonesty on the part of a student shall be grounds for dismissal from the College. As before, the faculty member involved will advise the Dean of Students and the Academic Dean in writing and written acknowledgment of receipt of the reports shall be given. The case will be referred to the Student Conduct Committee. Should a violation of academic dishonesty be found but dismissal not be recommended, the penalty for a second incident of academic dishonesty (see above) shall stand.

It is the responsibility of the Academic Dean (or the Dean of Students) to inform the faculty member of all previous instances of academic dishonesty after the first offense.

If a student, staff, or faculty member other than the instructor teaching the class discovers an instance of academic dishonesty, he or she will inform the Dean of Students in writing. The Dean of Students will report the instance to the faculty member instructing the course, the Academic Dean and the Department Chair.

Flagrant violations of ethical conduct, such as illegally obtaining, circulating and/or selling examinations or previously written term papers, will be reviewed by the Student Conduct Committee. This group is empowered to recommend dismissal from the College in such a case, even if it is the student's first violation.

Advisement

All students must meet with their faculty advisors prior to registration for classes and other times as needed. Advisors are assigned to students according to curriculum and program area.

Attendance

At Norwalk Community College, attending class is required for successful completion of the course. Missing scheduled classes will, in most cases, have an increasingly negative effect on a student's grade. Being absent for more than 20% of scheduled classes may result in a grade of F for the course. Students must consult their syllabus for each course to determine the attendance policy for that course.

Academic Standing

Statement of Satisfactory Progress

Student records are reviewed at the end of each semester. Students who fail to maintain good academic standing will be placed on academic warning, probation, or suspension for: (1) failing to maintain the required GPA, or (2) failing to pass the required number of attempted credits for satisfactory progress.

1. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
2. Satisfactory completion of 50% of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
3. Students placed on academic probation or academic suspension will be required to take a reduced course load for one semester and will be required to participate in academic success and personal enrichment activities that are designed to

support and assist students who are on probation. Students should connect with the Counseling Center to develop a plan for their success.

Minimum Grade Point Average

Total Credits Attempted	Good Standing	Warning	Probation	Suspension
0-11	1.6 - 4.0	Below 1.5	n/a	n/a
12-30	1.7 - 4.0	n/a	Below 1.7	Below 1.7 and prior probation for one semester
31-45	2.0 - 4.0	n/a	Below 1.9	Below 1.9 and prior probation for one semester
46 or more	2.0 - 4.0	n/a	Below 2.0	Below 2.0 and prior probation for one semester

Written Academic Warning

A written academic warning will be issued to all students who have attempted 11 credits or less with a GPA below 1.5.

Probation

Students will be placed on academic probation as a result of the following conditions:

1. Students whose total attempted credits are between 12-30 and whose GPA is below 1.7; OR
2. Students whose total attempted credits are between 31-45, and whose GPA is below 1.9; OR
3. Students whose total attempted credits are 46 or more and whose GPA is below 2.0.

Students placed on academic probation or academic suspension will be required to take a reduced course load for one semester and will be required to participate in academic success and personal enrichment activities that are designed to support and assist students who are on probation. Students should connect with the Counseling Center to develop a plan for their success.

Suspension

Students who, after being placed on academic probation for one semester, and after taking a reduced course load of no more than two classes, fail to attain the required GPA as shown above, will be notified that they are suspended for one semester. Students on suspension may be separated from the College for a period of one semester.

Statement of Satisfactory Progress

Student records are reviewed at the end of each semester. Students who fail to maintain good academic standing will be placed on academic warning, probation, or suspension for: (1) failing to maintain the required GPA, or (2) failing to pass the required number of attempted credits for satisfactory progress.

1. This policy shall be applicable to all students enrolled for credit courses, no matter the number of credits for which they are enrolled.

2. Transfer credit must be applied and appear on the NCC transcript in order to count toward an NCC degree or certificate.
3. Satisfactory completion of 50% of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
4. Students placed on academic probation will be required to take a reduced course load for one semester and will be required to participate in academic success and personal enrichment activities that are designed to support and assist students who are on probation.
5. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.
6. Appeals should be directed to the Office of the Director of Counseling.

Grading System

NCC uses the system of values below for grades awarded. These values are used for calculations of grades, averages and related matters.

Grade	Percentage	Quality Points
A	93 and higher	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 or less	0.0

Failure to Register

Students must enroll in a course to attend the class. Non-enrolled students will earn no credit or letter grade for courses or parts of courses completed.

Grade Changes

No grade will be changed after twelve months following the conclusion of the semester in which the course was taken. No grade will be changed after a degree or certificate has been officially awarded.

Calculations of Grade Point Average (GPA)

Each letter grade is rated as follows to determine GPA:

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

The numerical weight allocated to each grade is multiplied by the semester hours of credit assigned to each course. For example, a grade of C in a three-credit course will earn six grade points (3 x 2). The total number of grade points earned in a given semester is reached by multiplying the numerical grade points (C=2) by the total number of semester hours of credit (3) officially attempted.

Example: A student takes five courses:

Grades	Semester Hours of Credit	Total Grade Points
A = 4 x	4	16
A = 4 x	3	12
B = 3 x	3	9
C = 2 x	3	6
D = 1 x	3	3

The cumulative GPA is determined by dividing the total number of grade points by the total number of semester hours of credit of all courses a student has taken, excepting non-credit courses. In this example, 46 grade points divided by 16 semester hours of credit equals a semester GPA of 2.87.

Grade Reports

Grades are submitted online. Reports on mid-semester grades and final grades in all courses will be available to students on-line at http://my.commnet.edu or click on the myCommNet link on the NCC home page approximately one week after the mid-term and two weeks after the final exam periods.

Repeating Courses

A student may take a course until a grade of C or better is achieved, a maximum of three times. In order to override this policy, a student must attend academic advisement and gain both the department chair's and Academic Dean's approval. All grades will appear on the permanent transcript. All grades recorded and transcript notations (W, AU, P, I, N and TR) shall count as having taken the course. The highest grade for any given course will be used in calculating the grade point average. This does not apply to those courses that are designed to be repeated for additional credit.

Transcript Designations: Letters Other than A-F

AU : Audit

An administrative transcript notation for students auditing a course. Students not wishing credit may audit a course. This status allows them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor's course work. Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request this, using forms available in the Records Office, within the first four weeks of the beginning of the course (29% of the total class meeting time). Students auditing a course may not change to credit status.

I: Incomplete

A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. This temporary Incomplete will automatically convert to the letter grade of F at the end of the next standard semester.

M #: Maintaining Progress

Used to indicate that the student is maintaining progress, but not at the usual rate and must repeat the course. It may be given to a student for a course only twice. This grade is only to be assigned for developmental courses.

N: No basis for a grade

An administrative transcript notation for any situation where there is no basis for a grade.

P: Pass

Assigned for successful completion of courses taken on a pass/fail basis

TR: Transfer

An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities. A student cannot earn institutional credit and transfer credit for the same course. NCC institutional credit prevails.

W: Withdrawal

An administrative transcript notation, initiated by the student, is used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the College. Requests to drop or withdraw from a course must be submitted in writing to the Records Office. Students may also withdraw on the web. Students receiving financial aid and/or veteran's assistance should contact the appropriate office before dropping or withdrawing from courses.

Procedures for Course Withdrawal

Fall and Spring Semester Full-Term Courses

- **First two weeks of the semester:** A student may drop a course by submitting the add/drop form to the Records Office. The course will not appear on the transcript.
- **Third through 11th week of the semester:** A student may withdraw from a course online through their myCommnet account or by submitting a withdrawal form to the Records Office. A grade of "W" will appear on the transcript.
- **Twelfth through last day of classes:** A student may submit a written petition to the Academic Dean to withdraw from a course due to extenuating circumstances (such as the death of a family member, or serious illness or injury). The petition form can be obtained from the Academic Dean's office. If the petition is approved by the Academic Dean, a grade of "W" will appear on the transcript. Paperwork must be brought to the Records Office, room E102, for processing.

Time Limit for Removing Incompletes

Incompletes must be made up by the end of the 10th week of the next standard semester. Spring and Summer session incompletes must be made up by the end of the 10th week of the subsequent fall semester. Students are responsible for making timely arrangements with the instructor to complete any missing coursework or obligations.

Mid-Term Grades

Mid-term grades are submitted online and made available to students via their myCommNet accounts. All grades are to be reported by the faculty. For those grades above D or F, faculty have the option of reporting them as P for passing or as a letter grade.

Change of Schedule

The student's schedule may only be changed through the Records Office or online through their myCommNet account at specified times. Any addition or deletion of a course or a section of a course made after completion of a student's registration is considered a change of schedule. No changes are permitted that would necessitate starting a course more than one week after the course has begun without the approval of the Dean of Academic Affairs.

Change of Academic Program/Curriculum

For non-restricted programs, students are encouraged to consult with chairs or coordinators of the particular departments. Students must process these program changes through the Records Office. Proof of high school completion or GED and proof of immunization may be required if not previously submitted. For Nursing, Medical Assistant, Respiratory Care, and Legal Assistant Programs the approval is granted and processed by the Admissions Office. (See *Admission to Competitive Programs* in the Admissions section.)

Change of Address

Students are responsible for notifying the Records Office in writing of a change of legal residence. P.O. boxes are not considered legal addresses. In order to list a P.O. box as a mailing address, the Records Office also needs a permanent address. Students may update mailing addresses online through their myCommNet accounts.

Change of Name

Students are responsible for providing the Records Office with legal documentation of legal name change at the time of submitting the written request. A valid driver's license or passport in the new name, as well as a court order marriage certificate or divorce decree detailing the name change are required.

English Requirement

Students must meet the English Competency Requirement as follows. They are strongly encouraged to satisfy this requirement within the first 12 credits.

1. Degree Students - Successful completion of ENG 101 Composition and ENG 102 Literature and Composition.
2. Certificate Students - Those enrolled in Certificate Programs of 16 credits or less must place into ENG 101 Composition or ENG 101 and ENG 101W, transfer an equivalent course, or successfully complete ENG 088. Those enrolled in Certificate Programs of 17 credits or more must successfully complete ENG 101 Composition or transfer an equivalent course.

Veterans and Reservists

In order to continue to receive veteran tuition benefits, a veteran must remain in good academic standing by meeting the minimum GPA and satisfactory progress standards listed in this catalog.

Veterans who do not maintain the required standards will be placed on academic probation. If at the end of the marking period, the veteran has not raised his/her GPA and/or courses completed to the required standard, veterans benefits will be terminated and the Veterans Administration so notified. Once the veteran has returned to good standing, his/her benefits will be reinstated.

Ordered to Duty

In the event that students serving in the military are ordered for training, service or deployment, it is recommended they meet with the Veterans Certifying Official in the Records Office as soon as possible to discuss options regarding course work and academic records.

Academic Honors

Honors for exemplary academic achievement are awarded at the end of each semester and at graduation to students who meet the following eligibility requirements:

Semester Honors (Dean'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 as they complete 12 or more credits of work with a cumulative grade point average of 3.4 or higher, beginning with the fall 2013 semester. 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 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.

Graduation Honors

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

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

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.

Full-Time Status

A full-time student is one who registers for a minimum of 12 credit hours per semester. The normal academic load for a full-time student is 15 credit hours per semester. Students taking more than 19 credits must obtain approval from the Academic Dean. Half-time status equals 6.00 to 11.99 credit hours. Part-time status equals .010 to 5.99 credit hours.

Cancelled and Closed Courses

Courses may be cancelled by the College because of insufficient enrollment. The College also reserves the right to set maximum limits on class enrollment.

Graduation

Graduation is not automatic. Degrees are awarded to candidates in May, September and December. Final application must be made by the first Friday in March for May graduation, by August 15 for August graduation and by the first Friday in November for December graduation. This application may be obtained and filed with the Records Office. The application is also available on the web.

Students applying for two degrees at the same time must submit separate applications (see below). To be eligible for graduation, students must satisfactorily complete all courses required in their curricula, have all transfer credits applied, have a cumulative Grade Point Average of 2.0, and have the approval of the appropriate Department Chair and Dean. Students may not graduate with Incomplete ("I") grades on their transcripts. All financial obligations to the College must be met.

Graduation requirements in restricted programs (Nursing, Respiratory Care) will be determined by the course requirements stated in the catalog under which the student was officially admitted into the restricted program. In addition, candidates in the Early Childhood Education curricula must complete the Early Childhood academic courses with a minimum grade of C.

Commencement exercises are held in May of each year.

Multiple Associate Degrees

In May, 1978, the Board of Trustees adopted the following policy on earning a second associate degree:

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to the minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least 25% of the minimum requirements for the new curriculum at the College through which the second degree is to be conferred.
2. Transfer credit must be applied and appear on the NCC transcript in order to count toward a degree or certificate.
3. A student may earn two degrees simultaneously at a community college by fulfilling all requirements as stated in the above paragraph.
4. Requests for additional degrees beyond the second require prior approval from the academic dean. Students who receive approval must then complete all program requirements, including earning at least 25% of the minimum requirements for the new curriculum at the College through which the degree is to be conferred.
5. Completion of requirements of an additional program option does not constitute a different degree.

Degree Requirements

In order to meet degree requirements, students are required to:

1. Complete the minimum number of semester hours of credit in the degree program being pursued along with a minimum Grade Point Average of 2.0 (see degree program description).
2. Complete at least 25% of the semester hours of credit in programs at Norwalk Community College.
3. Ensure transfer credits have been applied by checking the unofficial transcript through myCommNet.
4. Complete the required courses in the curriculum pursued. In addition, candidates in Nursing and Respiratory Care curricula must complete the clinical and academic courses in those departments with a minimum grade of C. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.
5. Fulfill all other Admissions and Records Office requirements.
6. Submit a formal Application for Graduation and a Curriculum Checklist to the Records Office, room E102, by the deadline date.
7. Fulfill all financial obligations to the College.

Application for Certificates

Those students who complete the requirements for a certificate program of studies with a minimum Grade Point Average of 2.0 must file an application for a certificate through the Records Office. Students who are applying for a certificate and a degree at the same time must submit separate applications. When a degree and certificate are earned simultaneously, the certificate context must be substantially different.

The College encourages certificate recipients to participate in commencement exercises.

Classification of Students: Definitions

- A *full-time* student takes a minimum of 12 semester hours per semester.
- A *first-year* student has completed fewer than one half of the semester hours required to graduate from his/her program.
- A *second-year* student has completed at least one-half of the semester hours required to graduate from his/her program.

Matriculated Status

Students are considered matriculated at the College if they are enrolled in credit-bearing courses applicable to the requirements of a degree or certificate program.

Advanced Placement/Credit by Examination

1. Advanced placement may be granted on the basis of scores on the College Entrance Examination Board Advanced Placement Examination as follows: Scores of 3, 4 and 5 are granted exemption and degree credit for equivalent courses offered at the College. The credit value shall be that of the equivalent course.
2. Credit may be granted on the basis of scores on the College Entrance Examination Board College Level Examination Program (CLEP) and the American College Testing Program Proficiency Examination Program (PEP). The objective of these programs is to evaluate and grant credit for nontraditional college-level education, including independent study, correspondence work and practical experience achieved through employment. General examinations are offered in various subject areas. For specific information, contact the Counseling Center at (203) 857-7033.
3. Credit may be granted on the basis of credit recommendations for non-collegiate courses as stipulated in the American Council on Education's National Guide.
4. Credit by examination may be obtained for NSG 101, Introduction to Nursing, by taking standardized tests in May or June. For information, contact the Nursing Department at (203) 857-7122.
    a. NSG 101 tests are open to licensed practical nurses.
    b. Applicant must have been admitted to the Nursing Curriculum.
    c. A $15 fee is required.
5. In courses where a CLEP Examination is not available, any matriculated student who has acquired substantial knowledge in a given subject may apply to the appropriate Department Chair to take an examination for credit in that subject. The criteria for passing the exam will be explained to the student prior to taking the exam. A $10 fee for each credit is charged for each examination. Credits earned by examination shall be granted only when the Department concerned agrees that the student has performed satisfactorily. Such examinations may not be repeated or taken to acquire credit for a course previously failed at Norwalk Community College. Unsuccessful attempts to earn credit by examination shall become part of the student's file. All such examinations shall be scheduled within the first two weeks of either academic term during the regular academic year.

Applicants may appeal this process or individual decisions as they relate to this process to the Department that has responsibility for the subject involved. Final determination is made by the Department in conjunction with the Academic Dean.

Credit for Life Experience

Some adults have, in certain subjects, reached a college-level of education through experiences outside the classroom. This level may have been reached through correspondence study, television courses, independent study, work experience, on-the-job training, vocational training programs and other non-traditional means.

Credit for Life Experience is given to students who can demonstrate learned competency in specific and general areas acquired through life experience that is equivalent to college-level studies. The faculty sees this program as the means whereby adults can demonstrate their achievement and validate the learning they have acquired. (The deadline for submitting an application and completed portfolio is October 15 for the fall semester and March 15 for the spring semester.) For additional information, contact Dr. Kristina Testa-Buzzee, ktesta-buzzee@norwalk.edu, (203) 857-7220 on West Campus in room W116.

It is important that students apply at least one year prior to expected graduation date. Credit for Life Experience may not be granted in subject areas in which a CLEP test is available.

Credit through Proficiency Exams

If you have already acquired substantial knowledge in a subject, you may be able to take an exam to receive course credit for what you know. Norwalk Community College offers proficiency exams for the computer-based course CSA 105 Introduction to Software Applications. The Faculty Coordinator is Professor Tom Duffy, who can be reached at (203) 857-6892.

Policy on Acceptance of Credit at Connecticut Community Colleges

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

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

Transfer of Credit to NCC

Students who have previously attended another college or university and intend to transfer credits to NCC must follow this procedure:

- Fill out a transcript evaluation request form located in the Counseling Center, room E104. Once the form has been completely filled out, please submit it to the Counseling Center.
- Have an official college transcript sent to the Admissions Office (if you are a first semester student) and to the Records Office (if you are a continuing student).
- Students should request that their credits be evaluated early in the application process by the transfer counselor. For further information, contact the Counseling Department at (203) 857-7033.

Note that institutional credit prevails over transfer credit. Institutional and transfer credit cannot be earned for the same course.

Foreign Educational Credentials

Students who have attended college in another country and wish to transfer credits to NCC must follow this procedure:

1. Have your college(s) send an official copy of your transcript directly to the Admissions Office (if you are a first-semester student) and to the Records Office (if you are a continuing student).

2. Contact your previous Educational Instution to request an official transcript to be sent to WES (the World Eduaction Service) who will provide a course-by-course analysis of your credits. All transcripts are to be translated into English prior to being sent to WES.
3. Fill out an evaluation request form located in the Counseling Department.

Upon receipt of the official course analysis evaluation from WES, transfer credit will be evaluated based on the student's program of study.

Transcripts

Official

Students without a SSN on file may request, either in writing or in person, that official transcripts be sent out. Such requests should include the student's name used during attendance at NCC, student ID number, dates of attendance and the complete name and address of the agency to receive the transcript.

All other students can request e-transcripts or paper transcripts online by following the directions found here: https://norwalk.edu/records/transcript-request/

Any questions regarding students' education records should be directed to the Records Office. Official transcripts may be withheld if students have outstanding obligations to the College, including tuition fees, library debts/material or unreturned college equipment such as video cameras, etc. No telephone requests for transcripts are accepted.

Unofficial

For current or recent NCC students, an unofficial transcript can be accessed through myCommNet. Unofficial transcripts may be used for internal college activities, such as registration.

Fresh Start Option

The Fresh Start Option (FSO) gives the readmitting student an opportunity to start again without the burden of a poor academic history. Any student readmitted to NCC after two or more consecutive academic years of absence may request to readmit without the handicap of a prior GPA that is below 2.0. This must be done prior to, or during, the semester of readmission.

The FSO awards credit for any course in which a grade of C- or higher has been earned. For courses in which the student previously earned grades of D+ and lower, no credit is awarded. All courses and grades remain on the student's record and are identified with a carat (^) next to each course. Grades in these courses are not used in the GPA calculation.

GPA is calculated for the FSO student based on coursework after the FSO is implemented. The FSO can be implemented only once for a student. Students who elect the option are subject to the existing residency requirement. A minimum of 25% of the program's requirements must be completed through the coursework at NCC after the FSO is implemented.

Application to request the FSO is done by way of a letter approved by a counselor or advisor to the Registrar or staff designee prior to or during the semester in which the student readmits to NCC. If so invoked, the student's academic record will reflect the previous coursework affected by the FSO and the student's GPA will be calculated based only on coursework from the time of readmittance forward.

Note: A student readmitted by the College under the Fresh Start Option, who seeks readmission to the Nursing Program, must apply through the Nursing readmission process.

Official Enrollment Verification Requests

Log on to myCommNet, click on the student tab, and student records Official Enrollment Verifications are now supplied through the National Student Clearinghouse. Students can print their own Enrollment Verification Certificate via myCommNet two weeks after the semester begins. Log on to myCommNet using your eight digit NetID followed by "@student.commnet.edu" and your password. Follow the prompts to request an official Enrollment Verification. It will connect directly to the National Student Clearinghouse.

Summer School Registration

Norwalk Community College welcomes students from other colleges and universities who wish to make up courses or earn advanced standing at their home institutions. Day and evening courses are offered by the College during the summer.

Credits earned at Norwalk Community College are generally accepted by other colleges, but students are advised to consult their home institutions for information regarding transfer of credits.

Beginning on the first day of each summer session, there are no refunds. We strongly encourage all students to check with the advisors at their home institutions prior to registering for classes.

Summer college class schedules are available in February and may be obtained online via the NCC website. Click on "Course Search."

Rights of Students to Access Records

The right of a student to access his or her own student records is protected by the Family Education Rights and Privacy Act of 1974, and the subsequent regulations for the act issued by the U.S. Department of Health, Education and Welfare. United States Code section 1232g(d) states that "whenever a student has attained 18 years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student." Parents can have access to postsecondary records of the student if the college official has obtained the signed written consent of the student.

Students may inspect and review their own records subject to the exclusions detailed in the Act prohibiting the disclosure of confidential information contained in records of instructional, supervisory and administrative personnel.

Also excluded are confidential recommendations concerning the student respecting employment or admission to another educational agency or institution.

Financial records of parents of the student or any information contained therein are subject to exclusion as are other special circumstances as detailed in the Privacy Act. The act requires Norwalk Community College to make educational records not excluded above available to the student within a reasonable time after the request is made, but not exceeding a period of 45 days. Officials are instructed to record the name of the student making the request and the date.

Students wishing to challenge the accuracy of their records should present their comments in writing to the College Registrar. If informal efforts to resolve problems fail, a student may request a hearing and address a complaint of alleged violations to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

FERPA Directory Information Opt-Out Procedure

If you do not want the College to disclose directory information from your education records without your prior written consent, you must complete a form and return it to the Registrar/Records Office. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the College may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

The Connecticut Community College System has designated the following information as directory information that may be released to third parties upon request: student names and addresses, full- versus part-time student status, dates of attendance, awards and honors, graduation date and major/program of study.

In addition, the following additional categories of information are designated as directory information for military recruiters: telephone listing, age and level of education.

Please complete the FERPA Directory Information Opt-Out form (available in the Records Office) if you do not wish to have your directory information disclosed to third parties. Upon receipt, your request will remain in effect until such time as you tell us that you no longer wish to keep your information private. Prior to filing your request, please consider all the consequences of opting out. For example, if you tell us not to disclose your directory information to third parties, we will not share your information with anyone (except persons who have a right to see your information under the law), including persons or agencies offering jobs and educational benefits such as scholarships and discounts; media sources; companies that manufacture class rings and publish yearbooks, etc. Also note that if you have requested that we not disclose your directory information but you would like to have your name appear in the college commencement program, you must provide signed written consent prior to that time.

Disclosure

The College will, upon request, furnish information pertaining to retention and graduation rates. Please contact the Dean of Students for this information.

Definition of Electives

College Core Requirement Electives

NCC's Humanities, Liberal Arts, Mathematics, Science, Social Science and Computer Literacy elective courses are used to meet the College Core Requirements, and are listed below. No course numbered below 100 may be used for credit towards any degree requirement.

Open Electives

Open electives are additional courses students may take to meet graduation requirements beyond their College Core Requirements and specific major requirements. Open electives are defined as any credit course offered by the College with the exception of courses below the 100 level. Selected ESL credit courses may be used as open electives.

Humanities Electives

click here

Liberal Arts Electives

Architecture (ARC), Art (ART), Communication/Speech (COM), English (ENG), Foreign Languages (ARA, CHI, FRE, GER, ITA, SPA), Graphic/Web Design (GRA), Interdisciplinary Studies (IDS), Interior Design (IND), International Studies (INT),

Mathematics (MAT), Theater (THR), English as a Second Language (ESL 142 and above), Humanities Electives, Science Electives, Social Science Electives.

Mathematics Electives:

Mathematics (MAT), except for MAT 121 in Transfer Degree Programs.

Science Electives

Biology (BIO), Chemistry (CHE), General Sciences (AST 101, BIO 111, GLG 121, SCI 114, SCI 295), Physics (PHY).

Social Science Electives

Anthropology/Archeology (ANT), Economics (ECN), Individuals and Society (IDS 220), History (HIS), Political Science (POL), Psychology (PSY), Sociology (SOC).

Computer Literacy

Any course above the 100-level in CST, CSC or CSA. Business majors take BBG 114. Refer to your program of study as computer course requirements may vary in different programs. Students who wish to test out of the basic computer course for non-majors (CSA 105) should visit http://www.norwalk.edu/cs/#csa105 for more information.

ESL Courses

A maximum of six credits of ESL courses may be applied to meet graduation requirements for all degree programs with the exception of General Studies. A maximum of 10 ESL credits may be used to meet General Studies requirements. The ESL courses which may be applied to meet graduation requirements are ESL 142 Reading / Writing IV, ESL 152 Reading / Writing V and ESL 192 ESL Writing Workshop. These ESL credits would be applied as Foreign Language, Humanities, Liberal Arts or open electives.

Definitions

Computer Requirement

Many degree programs have a requirement of computer skills which can be fulfilled by passing BBG 114 or any CSA, CSC, or CST course.

Course Prerequisites

Many courses have prerequisites which include eligibility for a particular level of English or Math, successful completion of a particular course, or permission of the instructor or Program Coordinator. It is necessary to pass the required prerequisite courses before enrolling in the more advanced courses. Please check the course descriptions in this catalog to determine prerequisites, and if you have met them, before enrolling in a course.

Course Co-requisites

A co-requisite is a course that the student must take during the same semester if not taken previously. Please refer to the course description to determine if a course has a co-requisite.

Course Descriptions

Most courses have been reorganized and renumbered to reflect the common course numbering system of the Connecticut Community College system. Students should not re-enroll in the same course they may have taken previously under the old numbering system. Read the course descriptions chapter of this catalog carefully. It is not possible to receive credit for a course previously taken even though it has a new number.

Course Syllabus

A syllabus is a document that provides students with essentials course information, including what is expected of them throughout the semester and how their performance in the course will be evaluated. Students need to become familiar with the syllabus and be aware of the information contained in it.

Interdisciplinary Course Requirement

Students are required to take one designated Interdisciplinary course to graduate. The Interdisciplinary course will meet the College Core requirement in the Humanities, Social Science or Science area. The following courses meet the Interdisciplinary requirement:

- BIO 180 Principals of Environmental Science (Science requirement)
- BIO 181 Environmental Science (Science requirement)
- IDS 210 Humanities: The Creative Voice (Humanities requirement)
- IDS 230 Liberal Arts / Humanities: Great Books (Humanities requirement)
- IDS 230-01 What are the Foundations of American Democracy? (Humanities requirement)
- IDS 230-02 How Do Dreams Create Reality? (Humanities requirement)
- IDS 232 Great Books: What is Evil and Guilt? (Humanities requirement)
- IDS 220 Social Science: Individuals and Society (Social Science requirement)
- IDS 225 Contemporary Global Issues (Social Science requirement)
- SCI 114 Survey of Science (Science requirement)

Refer to your program of study because Interdisciplinary course requirements may vary in different programs. Students who have earned a bachelor's degree in any discipline and from an accredited institution, meet the NCC College Core Interdisciplinary requirement.

Types of Academic Programs and Degrees

The College offers transfer and career programs that lead to the award of the associate degree. It also offers programs that lead to the award of a certificate.

Transfer Programs (A.A. or A.S.)

Transfer programs are designed to provide introductory level coursework in a major combined with foundation of general education courses in a variety of liberal arts and sciences disciplines. These are intended to provide the first two years of study for a bachelor's degree in the same field (or one that is closely related). Degree requirements vary considerably among four-year colleges. Students who wish to transfer should familiarize themselves with specific programs at the institutions to which they may transfer. College transfer catalogs are available in the Counseling Center where counselors can assist in determining requirements.

Modifications in stated curricular requirements may be approved if they are necessary to meet the transfer requirements of a four-year institution. Requests for waivers or substitutions should be submitted to the NCC Department Chairperson for the degree sought. Any substitutions must be approved in writing.

Career Programs (A.S. or A.A.S.)

Career programs are designed to provide the necessary knowledge and skills that will enable graduates to enter the job market or advance in their careers. The curriculum consists of both major and general education courses. Although some graduates pursue bachelor's degrees, career programs are not designed specifically for that purpose.

Certificate Programs (Cert.)

Certificate programs are designed to provide a career curriculum that is highly focused and limited in scope. Its purpose is to provide the skills necessary for immediate employment in a specific employment category. Some certificate programs articulate with associate degree programs, providing students with a clear path for continuing their studies and earning a college degree.

Requirements for All Associate Degrees

General Education at NCC

NCC is dedicated to the process of preparing graduates for full participation in a dynamic, global environment. The General Education curriculum is designed to create independent learners who are able to think critically across disciplines, interact constructively across cultures, and participate responsibly in society. Such learners are characterized by the following abilities:

- *Communication:* The ability to articulate and communicate thoughts and ideas effectively through writing and speech, the ability to read within disciplines, and the ability to listen and work in groups.
- *Quantitative and Scientific Reasoning:* The ability to use the laws of logic, mathematics, and scientific reasoning to solve problems and to demonstrate understanding of scientific phenomena.
- *Critical Thinking:* The ability to evaluate, analyze, and synthesize information within and across disciplines, to draw reasonable inferences and conclusions, and to solve problems and make decisions based on analytical processes.
- *Information Literacy:* The ability to recognize when information is needed and the ability to find, assess and effectively use that information, as information increasingly comes to us through unfiltered and unsubstantiated sources.
- *Ethics and Social Responsibility:* The ability to recognize and analyze ethical issues, make and defend ethical decisions, and demonstrate ethical behavior and social responsibility.
- *U.S. and World Cultures:* The ability to understand the contemporary world and the forces that have shaped and continue to shape it.
- *Arts and Humanities:* The ability to appreciate artistic expression by understanding and engaging in creative processes.

The College Core Curriculum

NCC's College Core is intended to develop competence in the general education abilities in each NCC student. The Core consists of courses in a range of academic disciplines and skills areas, as well as ones that cross disciplinary boundaries. Core requirements have been incorporated into all programs at the College.

College Core Requirements for the A.A. and A.S. Degrees (30-32 credits)

ENG 101 Composition
ENG 102 Literature and Composition

COM 173 Public Speaking
Mathematics elective (100 level or higher)
Computer Literacy elective** (at the 101-level or higher)
Humanities elective*
Social Sciences elective*
Science elective* (a course in the biological, physical, or general sciences at the 100-level or above)
Liberal Arts electives* *6 credits*

College Core Requirements for the A.A.S. Degree (24-26 credits)

ENG 101 Composition
ENG 102 Literature and Composition
COM 173 Public Speaking
Mathematics elective (100 level or higher)
Computer Literacy elective** (at the 101-level or higher)
Humanities elective*
Social Sciences elective*
Science elective* (a course in the biological, physical, or general sciences at the 100-level or above)

*Students are required to take one designated Interdisciplinary course to graduate. The Interdisciplinary course will meet the College Core requirement in the Humanities, Social Science or Science area. Refer to your program of study because Interdisciplinary course requirements may vary in different programs. Students who have earned a bachelor's degree in any discipline and from an accredited institution, meet the NCC College Core Interdisciplinary requirement.

**Many degree programs have a requirement of computer skills which can be fulfilled by passing BBG 114 or any CSA, CSC or CST course.

Service-Learning

Service-Learning is a process that links academic learning and community participation. Service-Learning at Norwalk Community College has served as a dynamic method of integrating classroom lessons with community action. Each traditional Service-Learning course is matched, based on its course goals and objectives, with organizations in need around the community

The goals of Service-Learning are to:

- Facilitate the development of effective community participants.
- Teach academic content in an applied, experiential, and reflective manner.
- Contribute to the community in ways that build on community identified assets and strengths and address community needs.

Food Pantry at NCC

The Food Pantry is a free resource for all registered students. The Pantry seeks to alleviate the barriers and challenges associated with food insecurity and hunger so that students can remain in school, and ultimately, earn their degrees.

Interfaith Center and the MPQ (Meditation, Prayer and Quiet) Room

Celebrating diversity in all faith traditions, the Interfaith Center provides for the spiritual needs of all the members of the NCC community--regardless of religious history/affiliation, cultural background, sexual orientation, gender identity, or any other factor. Primarily for the students, these opportunities are open for all, to involve as many members of our community as possible.

Course Discipline Areas

Course descriptions are arranged by discipline area. The following list gives the Department or Division in which discipline areas are housed, and where appropriate, the Academic Program within the Department that has responsibility for the course.

If more information on a course is needed, please contact the Department Chair/Division Director or the Program Coordinator for that area. A list of the Department Chairs and Division Directors, along with their telephone numbers and email addresses can be found here.

Course Discipline	Department/Division - Program
Accounting	Business
Anthropology/Archeology	Social Sciences
Architectural Engineering	Art, Architecture and Design
Art/Graphic/Web Design	Art, Architecture and Design
Athletic Coaching	Wellness Center
Biology	Science
Business Administration	Business
Chemistry	Science
College Experience	Academic Enrichment and First-Year Experience Division
Communication Arts	Humanities/Communication Arts
Computer Aided Drafting	Art, Architecture and Design
Computer	Computer/Information Systems
Construction Technology	Art, Architecture and Design
Criminal Justice	Social and Behavioral Sciences and Human Services
Drug/Alcohol Rehabilitation	Gateway Community College
Early Childhood Education	Social Sciences - Early Childhood Education
Economics	Social Sciences
Emergency Management	Extended Studies and Workforce Education
Engineering	Mathematics - Engineering
English	English

English as a Second Language	English as a Second Language
Exercise Science	Social Sciences
Film	Humanities/Communication Arts
First-Year Experience	Academic Enrichment and First-Year Experience Division
Foreign Languages	Humanities/Communication Arts
General Studies (Co-op)	Co-Operative
Geography	Social Sciences
History	Social Sciences
Honors Program	Honors Program
Hospitality Management	Business - Hospitality Management and Culinary Arts
Human Services	Social Sciences - Human Services
Insurance and Financial Services	Business
Interdisciplinary Studies	210 Humanities, 220 Social Sciences, 230 English, SCI 114 Science, BIO 181 Environmental Science
Interior Design	Art, Architecture and Design
Journalism	Humanities/Communication Arts
Legal Assistant	Business - Legal Assistant
Management	Business
Marketing	Business
Mathematics	Mathematics
Medical Assistant	Nursing/Allied Health
Music	Humanities/Communication Arts
Nursing	Nursing/Allied Health
Paramedic	Nursing/Allied Health
Philosophy/Religion	Humanities/Communication Arts
Physical Activities	Wellness Center
Physical Therapist Assistant	Nursing/Allied Health
Physics	Science
Political Science	Social Sciences

Psychology	Social Sciences
Public Speaking	Humanities/Communication Arts
Respiratory Care	Nursing/Allied Health
Sciences (General)	Science
Sociology	Social Sciences
Television Production	Humanities/Communication Arts
Theater Arts	Humanities/Communication Arts
Veterinary Technology	Science

Using MYCOMMNET

What is NetID and What is It Used For?

All Norwalk Community College students are issued a NetID (student identification number). You will use this number to enter myCommNet, Blackboard Learn and other services. Your NetID is a permanent ID #. You must use this same ID # at all Connecticut Community Colleges.

If you do not know your NetID or remember your Password, you have several options in retrieving it:

- Go to the NCC website (www.norwalk.edu) and login to **myCommNet** and click on the NetID Lookup Utility.
- Use one of the many self-service kiosks located on both the east and west campuses.
- Bring photo identification (e.g. driver's license, state identification card) to the Records Office, room E102, or the IT Help Desk, room E319.

Q. What is my NetID?

A. If you are a student, your NetID is made up of the following information:

- Eight digit Student ID # without the @ sign at the beginning (student ID # generated by the college software)
  Example: A student with a Student ID # of @87654321, will have the following NetID:
  87654321@student.commnet.edu
  NOTE: Your NetID (Student ID) is a permanent ID #. You must use this same ID # at all Connecticut Community Colleges.

Q. What is my initial NetID password?

A. The initial password for all new NetID users will be the following:

- First three characters of your birth month (with first letter capitalized)
- Ampersand character ("&")
- Last four digits of your Social Security number*
  Example: For a user with a birth date on 11/24/98 and a social security number of 123-45-6789, the initial password

will be the following: **Nov&6789**

NOTE: You will be forced to change your password the first time you logon.

Students without a Social Security number must have their password set by going in-person to either the Records Office or the IT Help Desk, with a photo ID.

Q. What are the requirements for a NetID password?

A. These are the requirements for selecting a new NetID password:

- *Password must be at least eight characters.*
- Password must be complex and difficult to guess.
- A password must contain characters from three of the four categories:
    1. uppercase characters (A through Z)
    2. lowercase characters (a through z)
    3. numeric digits (0 through 9)
    4. special characters (for example: !, $, #)
- Password must not contain all or part of the user's NetID account name.
- Password must differ from previous passwords.
- Password is forced to change every 90 days, but users have the ability to change the password sooner.

Q. How do I set or change my Security Question?

A. Your Security Question must be set up in advance using **myCommNet**. New users who login to **myCommNet** will be prompted to select a Security Question and answer the Security Question.

Q. What if I forgot my NetID password?

A. You can go to the **myCommNet** Login area and click on **Forgot your NetID or your Password** to access your NetID or reset your password.

Q. What should I do if I have missing or incorrect identity information?

A. Go to the Records Office on the East Campus, room E102 to update missing or incorrect information (Social Security Number, Date of Birth). Please bring your driver's license, state identification card and social security card.

How to Access Information Online

Go to: http://my.commnet.edu or click on the **myCommNet** link on the NCC website (www.norwalk.edu)
Enter: your **NetID** and your **password**
Click on: **Login**
Click on: the **Student** tab
Click on: the hyperlink **Click here to access your Student/Academic records**

Select the appropriate option:

Account Summary - View your account detail by term; account summary; payment history and information related to your T1098.

Financial Aid - Review the status of your application; Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

Personal Information - Students can view their address(es); phone number(s); view name change and Social Security number change information.

Registration and Payment - Check your registration status; review charges and make payments; Add or Drop classes; Display your Concise Student Schedule.

Student Records - View your holds; Display your grades and transcripts; Print enrollment verification for insurance companies; Review charges and payments; View or print your Student Degree Evaluation(s); Apply for the Nursing Program.

How to View Current Course Offerings

Go to: www.norwalk.edu
Select and click on: **Course Schedule Search**
By Term: select appropriate term
By College: select **Norwalk CC**
By (O)pen (C)losed: select **Both**
By Course Level: select **credit** or **non-credit**
By Instruction Type: select **all**
Scroll down to bottom of screen, click on: **Get courses**

How to Register for or Withdraw from Courses Online

Go to: http://my.commnet.edu or click on the **myCommNet** link on the NCC website
Enter: your **NetID** and your **password**
Click on: **Login**
Click on: the **Student** tab
Click on: the hyperlink **Click here to access your Student/Academic records**
Select and click on: **Registration and Payment**
Select and click on: **Register (add/drop) Classes**
Select the appropriate term: (for example Spring 2017)
Click on: **Submit**
Scroll down to bottom of screen and enter **CRN**s for classes that you want to register for, OR
Classes may be dropped by selecting the **Drop** menu selection under **Action**. Check with the college regarding refund procedures and with the Financial Aid Office if receiving FA or a scholarship.
Click on: **Submit Changes**
Scroll down to bottom of screen and select: **Initiate Payment**
Select a term: choose appropriate term
Click on: **Submit**
On **Credit Card Payment** Screen:

> Credit Card: choose MasterCard, Visa or Discover ONLY
> Card Number: enter your credit card number
> Expiration Date: enter credit card expiration date
> Payment Amount: enter partial payment amount or pay full balance due as appropriate (do not key in dollar sign)

Click on: **Submit Payment**
Click on: **Okay to Submit Payment** (if correct amount was entered)
Otherwise click on: **Change Information** (to change payment amount)

How to View or Print Your Class Schedule

(for currently registered students)

Go to: http://my.commnet.edu or click on the **myCommNet** link on the NCC website
Enter: your **NetID** and your **password**
Click on: **Login**
Click on: the **Student** tab
Click on: the hyperlink **Click here to access your Student/Academic records**
Select and click on: **Registration and Payment**
Select and click on: **Concise Student Schedule, Student Schedule by Day and Time** or **Student Detail Schedule**
Select a term: choose appropriate term
Click on: **Submit**
Print your schedule

How to Access Records Office Forms

Go to: www.norwalk.edu
Under **Records/Registration**, select: **Records Office**
Under **Downloadable Forms**, select and download the form of your choice

How to Access/Obtain Student Records

Go to: http://my.commnet.edu or click on the **myCommNet** link on the NCC website
Enter: your **NetID** and your **password**
Click on: **Login**
Click on: the **Student** tab
Click on: the hyperlink **Click here to access your Student/Academic records**
Select and click on: **Student Records**
Select and click on:

- **View Holds**
- **Midterm Grades**
- **Final Grades**
- **Unofficial Transcripts**
- **Request Official Transcript**
- **View Status of Transcript Requests**
- **Account Summary by Term**
- **Account Summary**
- **Select Tax Year**
- **Tax Notification**
- **Student Degree Evaluations**
- **Title IV Authorization**
- **Request for Enrollment Verification**
  Click on: **Current enrollment** or **All enrollment**
  Click on: **Obtain an enrollment certificate**
  Print certificate
- **View Student Information**
- **Direct Deposit Enrollment**
- **Nursing Application & Required Item(s) Status**
  Select a term: choose appropriate term
  Click on: Submit

myCommNet Alert

myCommNet Alert is a notification system that delivers critical information to students, faculty and staff in the event of an emergency which may include campus-related immediate health or safety situations through text messaging over cellular phones.

Please note that text message costs will follow your calling plan's terms for receiving and opening text messages.

Once you log into **myCommNet**, students, faculty and staff will have the opportunity to register for **myCommNet Alert**.

Registration is voluntary, free, quick and easy!

Degree Works

Degree Works Q&A

Q. What is Degree Works?

A. Degree Works is a web-based tool for students to monitor their academic progress toward degree completion. Degree Works also allows students and their faculty advisors to plan future academic coursework by viewing courses remaining.

Q. What is Degree Evaluation?

A. A Degree Works degree evaluation is a review of past, current and in-progress coursework that provides information on completed and outstanding requirements necessary to complete a degree or certificate.

Q. What if I am Enrolled in Two Programs?

A. Students who are enrolled in two academic programs will be able to view both programs by choosing from the Program drop-down list next to the right of their name in the Degree Works display.

Q. How Do I Login to Degree Works?

A. Once you have logged into myCommNet you will see the Degree works portal with links to the college (or colleges) where you are a student. Choose the Norwalk Community College link to view your NCC degree evaluation.

Q. How To Do A Degree Works Evaluation?

A. http://norwalk.edu/wp-content/uploads/2018/03/Degree-Works-Instructions-2018.pdf?ver=1.1

Q. Is My Information Confidential?

A. Yes. Degree Works is accessed through secure login to myCommNet. Once logged in you can access Degree Works by clicking the college name in the Degree Works portal. Degree Works will open in a new window. It is very important that you log out when you are finished to ensure that your information remains confidential.

Q. Who Has The Ability To Access My Degree Works Account?

A. Only you and your faculty advisor will be able to see your degree evaluation, other students will not be able to see your degree evaluation unless you let them, or if you fail to logout when you are finished.

Q. Can I Register For Classes In Degree Works?

A. No. Degree Works is a snapshot of courses in-progress and in academic history. Registration, add/drop, etc., are still handled through the registration function in myCommNet.

Q. Are My Grades Visible In Degree Works?

A. Yes. Once grades have been processed at the end of the semester, they are viewable in Degree Works. Courses in-progress are listed with a grade of "IP" and the credits in parentheses.

Q. Is A Degree Works Evaluation A Transcript, Or Is This The Same As My Transcript ?

A. No. Degree Works is a degree evaluation of your progress toward graduation as well as an outline of requirements still needed to complete your program of study.

Q. Can I See A List Of All Of The Classes I've Taken?

A. Yes. Click on the "Class History" link at the top for a printable list of courses taken.

Q. What Do I Do If I Believe My Information Is Incorrect?

A. You should consult your faculty advisor and review your degree evaluation with him/her to ensure accuracy.

Q. How Can I Update Information?

A. You cannot update course or curriculum information in Degree Works. If you need to change your major you must complete a Request to Declare, Change or Add a Major form available on the NCC website under "Records/Registration", or in the Registrar's office (E102).

Using the Degree Evaluation

Q. WHAT WILL MY DEGREE EVALUATION SHOW ME?

A. Your degree evaluation will display the courses you've taken and any courses that are in progress. The degree evaluation will show you any degree requirements that have been met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.

Q. WILL I BE ABLE TO VIEW MY ENTIRE HISTORY OF COURSES TAKEN AT NCC?

A. Degree Works uses the information that is current on your transcript. You will be able to view any courses that have been completed, registered for, transferred in by the date your degree evaluation was last refreshed (an overnight process each night). Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your degree evaluation.

Q. HOW DO I KNOW WHAT CLASSES I NEED TO TAKE?

A. Your degree evaluation will outline the courses still needed to meet degree requirements. You will be able to use this information to discuss your plan with your faculty advisor.

Note: In order to view only the courses remaining choose the "Courses Remaining" tab in the drop-down box.

Q. CAN I VIEW COURSE INFORMATION IN DEGREE WORKS?

A. Yes. By clicking on a course in your degree evaluation you can view any pre-requisites required, as well as course sections available for the upcoming semester.

Q. IF I WITHDRAW FROM A CLASS, WILL THAT BE REFLECTED IN MY DEGREE EVALUATION?

A. Courses from which you have withdrawn will appear in the Insufficient block on your degree evaluation.

"What If" Feature

Q. WHAT IS THE "WHAT IF" FEATURE?

A. The "What If" function shows what a degree evaluation would look like with a different program. Your new "What If" degree evaluation will show you what coursework is required for this major, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

Note: New programs may appear in the "What If" Feature before they appear in the NCC college catalog.

Q. IF I USE THE "WHAT IF" FEATURE DOES THIS MEAN THAT I HAVE CHANGED MY MAJOR?

A. No. The "What If" function shows what a degree evaluation would look like with a different program. This DOES NOT officially change the student's record.

Q. CAN MY FACULTY ADVISOR SEE MY "WHAT IF" SCENARIO?

A. Yes, but only if you process the "What If" while working with your faculty advisor in Degree Works or if you click the "Process as PDF" button and then save the PDF to your desktop. The PDF can then be emailed or printed.

Q. CAN I SAVE MY "WHAT IF" SCENARIO IN DEGREE WORKS?

A. No. "What If" plans are not saved in Degree Works. You would need to run a new "What If" scenario next time you log in to see it again. You may save a "What If" as a PDF by choosing the "Process as PDF" button and then saving to your desktop.

Note: If you view your "What If" when your advisor is logged into Degree Works the the advisor can save the "What If" to be viewed later.

Q. IF I LIKE WHAT I SEE IN MY "WHAT IF" SCENARIO, HOW DO I INITIATE THOSE CHANGES?

A. Speak with your faculty advisor. If you would like to change your major you must complete a Request to Declare, Change or Add a Major form available on the NCC website under "Records/Registration", or in the Registrar's office (E102).

Printing from Degree Works

Q. CAN I PRINT MY DEGREE EVALUATION?

A. You can print your degree evaluation by clicking on the "Print" button at the top. For a more print-friendly view, save your degree evaluation as a PDF (click Save as PDF button) and then print the document.

GPA Calculator

Q. WHAT IS THE GRADUATION CALCULATOR?

A. The Graduation Calculator enables you to determine the GPA you will need to earn on AVERAGE for the rest of the courses you need to take in order to graduate with a specific desired GPA.

Q. WHAT IS THE TERM CALCULATOR?

A. The Term Calculator enables you to estimate the Term GPA based on the projected grades for the classes that you are currently taking.

Q. WHAT IS THE ADVICE CALCULATOR?

A. The Advice Calculator provides you with different "paths" that you can potentially take to earn a desired GPA.

STUDENT SERVICES

Academic Advising

Since college work represents an enormous investment on the part of the student and on the part of the College, all course selections must be reviewed and approved by faculty advisors/counselors prior to registration. Careful advising ensures that students take appropriate courses to meet their needs and the College maintains high academic standards.

Advisors are assigned to students according to curriculum and program area. During times when faculty advisors are not on campus, counselors are available by appointment for program advisement and registration. Students who have met course prerequisites can web register using myCommNet. A student is required to have written approval by a faculty member or counselor before he/she can register in person. A student who wishes to change his/her program of study may do so by going to the Records Office, room E102, and filing a Change of Major form. Documentation must be provided.

The Student Success Center

The Student Success Center, funded through grants from UBS, the Nellie Mae Educational Foundation and Achieving the Dream, is aimed at improving the success of community college students, particularly those who have been underserved in higher education.

The UBS Student Success Center at NCC provides an array of student services and guidance to help every student "Achieve their Dream." All students are welcome to visit the Center in room E107, or call (203) 857-7234.

The Everett I.L. Baker Library

The Everett I.L. Baker Library serves the students, faculty and staff of NCC, as well as the community at large. The Library provides a gateway to information through acquired materials or subscriptions to resources available on or off campus as well as authoritative resources on the Internet.

NCC's library is part of the Board of Regents Connecticut State Colleges and Universities (CSCU) consortium that also includes Charter Oak State College and the State of Connecticut Library. The CSCU Library Consortium offers the NCC students, faculty and staff delivery of physical materials from these libraries.

In support of the College's mission and academic curricula, the Library provides a broad range of services in a welcoming environment for our diverse population of users. The Library is dedicated to achieving the educational objectives of the College by promoting innovative technologies and extending instructional venues that encourage success in the retrieval and critical analysis and citation of authoritative sources. Working together with faculty, the library provides resources, subject guides and instruction in discipline specific areas.

NCC students and faculty are able to access the items on course reserve. All other users may access print and electronic materials and streaming films. This includes our reference collection, books and e-books, journals, newspapers, databases, films, music and spoken recordings. NCC students may and access via more than 50 computers, campus WIFI, and authentication from off campus. There is also a computer workstation for the visually impaired. A black-and-white photocopier and a scanner are available to users on the first floor. Three study rooms that are part of NCC's Learning Commons with white boards and computers are available to NCC students. Additional study space is available elsewhere on the first floor and on the second floor where the circulating book collection is located. A Library Instruction Area/Open Computer Lab is available in the southwest corner of the first floor of the Library.

Students seeking reference assistance may consult the Library staff at the Information Desk, arrange an in-depth reference session by calling (203) 857-7379 or contact librarians via the Subject Guides on the Library's website. Library Instruction classes are

available either through regular courses or as open workshops to assist students in understanding the complex skills needed to utilized the resources, narrow topics for papers, evaluate authoritative resources and how to cite sources in different disciplines to avoid plagiarism.

Materials may be borrowed at the Check-Out Desk using a current NCC ID Card which is obtained at the East Campus Security Desk. Reserve materials may not be removed from the Library without authorization. Reserve materials may only circulate to NCC students and faculty. Circulating books may be renewed in person at the Check-Out Desk or online if the item is not overdue. Awareness of the renewal dates are the responsibility of the borrower. Lost materials and fees may be paid at the Business Office and a copy of the voucher presented to Library staff to unblock holds and update borrower's records.

Library Hours

During the fall and spring semesters, the Library is open Monday through Thursday from 8:30 am to 8 pm, Friday from 8:30 am to 3 pm and Saturday from 10 am to 3 pm.

Visit the library's home page at www.norwalk.edu/library to find out more information about the library's hours, services, links to faculty requests for library instruction sessions and newly accessible resources.

Tutoring Services Center

The NCC Tutoring Center is committed to helping students at all levels to achieve academic success. Tutoring is provided in a lively and supportive learning environment, accessible at no charge to students enrolled in credit courses at the College. Small group and individual tutoring is offered in a variety of disciplines, conducted on a drop-in basis.

The Center, which has been awarded international certification by the College Reading and Learning Association, is staffed by highly qualified peer tutors, professional tutors and faculty. These tutors help students to become active and independent learners while improving their self-confidence and academic skills. They work with students to review and master concepts, help with learning strategies and improve study methods. Posted daily schedules vary in response to student needs. For more information, students should come to the Tutoring Center in room W110, or call (203) 857-7205.

Writing Center

At the Writing Center, all NCC students can receive help with a wide variety of writing tasks, including understanding writing assignments, brainstorming, drafting, outlining, critical reading/thinking, researching and documentation. The tutors in the Center will help students understand their own writing process and help them reach their goals to become stronger, more confident writers. Computers, textbooks and other resources are available for student use.

Students may make appointments at the Writing Center, located in W110A, or simply walk in. Appointments cannot be made over the phone. For more information, call (203) 857-3374 or visit the NCC website.

Math and Science Recitations

Mathematics and Science courses are required for all degree programs at NCC. In order to improve student success and retention in these courses, the Mathematics and Science Departments instituted a rigorous out-of-classroom approach called recitations. Both departments have embraced the recitation approach to improving student performance by offering these one-hour extra classroom sessions designed to reinforce the materials that were presented in the lecture.

The purpose of recitations is to give students a review of the material in a setting that is not as formal as a lecture setting, and the material is often presented using a different pedagogy. For example, the recitation session may offer more practical examples of a concept or may go over "problems" that students may encounter in homework assignments or on exams. This allows students to

ask questions and possibly direct what material will be covered during the recitation. All sessions are taught by faculty members in both departments.

Statistics show a positive correlation between attendance at recitations and student success. Students should consult their professor(s) for locations and times.

Center For Career Development

The Center for Career Development 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. Through assessments of personality styles, interests, abilities and values, students are assisted in exploring and planning for career goals and options.

The Center for Career Development offers professional services to students and alumni, including:

- Career Assessment
- Effective Career Planning
- Job and Internship Search
- Resume/Cover Letter Writing
- Mock Interviews
- Professional Networking

Resources

NCC Career Connections (https://ncc-csm.symplicity.com/students) serves as the College's internal job portal which contains information on internships, part-time and full-time positions posted by employers. Students and alumni can search jobs/internships and submit their resumes online. There is no placement fee for students, alumni or employers.

Career Assessment Choices 360 (www.choices360.com)

NCC Library (http://norwalkcc.libguides.com/c.php?g=199282&p=1310959): the Library contains resources that can help you with job search, resume writing, career exploration, interview preparation, and social networking.

Services to Employers

The Center for Career Development offers numerous ways to partner with your organization:

- Post jobs and internship opportunities through NCC Career Connections (https://ncc-csm.symplicity.com/employers)
- Host information sessions/information tables
- Participate in NCC's Annual Career Expo
- Engage in presentations, panel discussions and guest speaking opportunities
- Connect with NCC clubs and organizations (https://norwalk.edu/student-activities/clubs/)
- Conduct career workshops and networking events

Information about services to students, alumni and employers can be accessed by visiting: https://norwalk.edu/career-development/. The Center for Career Development is located on the West Campus in room W118 and can be reached at (203) 857-6947.

Cooperative Education Work Experience

Cooperative Education places students in part-time or full-time semester-long work experiences, most of which are paid. Students earn credit while earning wages and gain degree-related experience before graduation. To qualify, students must attain sophomore standing in an academic program with a GPA of at least 2.0, complete ENG 101 and complete any prerequisites set by that program.

Recruiting Guidelines

NCC welcomes local recruiters to campus. However, recruiters who come to the College must check-in first with the contact person who extended the invitation or the person who assisted them in making the arrangements on campus. Employers, military personnel and college admission representatives are limited to one visit per month for recruiting purposes. Recruiters will be provided with a table and chair and are required to interact with students from that location.

Counseling Center

Norwalk Community College encourages students to achieve their maximum development and potential. To facilitate this objective a professional staff of counselors is available to assist students at the college. Students are frequently faced with questions or concerns about academic performance, life goals and relationships with others.

Students are encouraged to make an appointment with a counselor. Services include educational counseling, developing an academic plan, finding the right major, graduation planning, personal counseling and transfer counseling. Your discussions with counselors are always treated with respect and confidentiality. Bilingual counselors are available.

The Center is located in room E104 and can be reached at (203) 857-7033.

Services that are not provided by the NCC Counseling Center may be referred to a local agency.

Transfer Assistance

Planning for the transfer process is important and the Counseling Center, room E104, is here to help. There are many things to consider when exploring transfer institutions. This includes cost, size, location, program of study, financial aid package, major offered, and credits transferred. Counselors are experienced in assisting students with transfer to four-year institutions. Students may also use available college planning websites to help in the transfer process.

A college fair is held each fall for transfer information to four-year institutions, colleges and universities visit campus daily. See the Counseling Center for a schedule of college visits. Resources in the Counseling Center will provide you with information on colleges relevant to cost, college description and scholarship information for hundreds of colleges. Each institution determines the amount and availability of scholarships.

The Norwalk Community College Foundation offer scholarships for transferring graduates. The application deadline for these scholarships varies, please visit the Foundation website. https://ncc-foundation.org/apply-for-scholarships/

Transfer Agreements with Four-Year Institutions

As a fully accredited institution, NCC credits (with the exception of remedial level courses) are transferable to other colleges and universities. However, each institution has special degree programs and requirements that will determine the specific transfer credit it will grant. Graduates of NCC are eligible for admission to the Connecticut State Universities (CSUs) and University of Connecticut (UConn). Policies on transfer and articulation with NCC have been established to expedite transfer to these institutions.

NCC participates in the Connecticut College of Technology which has developed Pathway Programs leading to a bachelor's degree in Engineering Science Transfer Program A.S.# or Technology Studies (Pathway) Transfer Program A.S. #

CSCU Transfer and Articulation Policy (TAP)

Community College students can complete associate degree programs that transfer without hassle to all four 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 being required to take any extra credits.

Students in a TAP pathway will complete the first 60-63 credits of a bachelor's degree at a Community College and the final 60-63 credits at Charter Oak State College or a Connecticut State University (TAP is not applicable to University of Connecticut). Through TAP, students enrolled at a Connecticut Community College can select from concentrations that prepare them to complete a bachelor's degree.

Initiated in 2012 by the Board of Regents' interpretation of the state Assembly's Public Act #12-31, TAP has three key elements:

- A common, competency-based, general election core
- Common lower-division, pre-major pathways that include at least 30 credits of transferable general education credits
- Guaranteed junior status upon transfer

More information about the TAP Pathways is available at www.ct.edu/transfer/tickets.

In addition to these are: a statewide articulation for registered nurses, transfer agreements with Western Connecticut State University for the NCC Criminal Justice and Human Services programs and a general articulation agreement with Eastern Connecticut State University and Southern Connecticut State University. Students have the option of continuing their education in the participating Early Childhood Education Teacher Certification programs; in the University of Connecticut's Human Development and Family Relations major or in Charter Oak State College's Child Studies Concentration. The terms for credit award and student eligibility vary under each option. The CSU system and the Community College system continue to work jointly on articulation agreements to facilitate the transfer of students. Also, discussions with private universities are at various stages in the process of arranging articulation agreements.

Several state and private universities including Western Connecticut State University, Southern Connecticut State University and UConn have published course equivalency reports showing transferability of courses. Information on articulation agreements and course equivalency reports is available in the Counseling Center and the Learning Resources Center. Students who plan to transfer should confer with their counselor or academic advisor as early as possible.

Transfer Opportunities with University of Connecticut

An important element of the College's mission is to provide the first two years of a baccalaureate program to meet the needs of those students who wish to transfer to another college or university and complete the requirements for a bachelor's degree. To further this goal, the Community Colleges of Connecticut (CC) and UConn have entered into a Transfer Agreement in order to facilitate transfer between the two systems.

UConn Guaranteed Admission Program (GAP)

The Guaranteed Admissions Program is an agreement between the University of Connecticut and the Connecticut Community College System. It is designed for students who are enrolled in a Liberal Arts transfer program at one of the Connecticut community colleges and plan to earn a bachelors degree in the College of Liberal Arts and Sciences and/or the College of Agriculture and Natural Resources at the University of Connecticut. To qualify for admission, students must:

- complete and submit an application for the GAP program before completing 30 or fewer transferable credits (applications are available in the Counseling Center or from the Liberal Arts Coordinator)
- earn an Associate Degree in Liberal Arts within five years

- plan to earn a Bachelor's Degree in Liberal Arts and Sciences at UConn

Other Transfer Paths

The NCC Liberal Arts and Science Program with psychology emphasis is intended to provide the first two years of a four-year psychology degree. The academic experience in this area allows psychology majors to enter the University of Connecticut with all prerequisites for major courses they need to take. This curriculum leads to the Associate in Arts degree.

Students intending to transfer to a specific four-year institution must work closely with their faculty advisor and the Counseling Center.

In addition, students completing the NCC associate degree program in Business Administration Transfer may enter the UConn School of Business to pursue a bachelor of science degree in Business and Technology at the University of Connecticut at Stamford (UConn Stamford).

Transfer applicants should begin the application process in the fall of their second year in the Business Administration Transfer program. In order to facilitate a more seamless transition from NCC to UConn Stamford via this route, applicants who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieved a B (3.0) or higher in courses being used for 200-level major requirements are guaranteed admission to the School of Business in the Business and Technology major. See your academic advisor for articulation details.

Admissions Opportunity with the Connecticut State Colleges & Universities (CSCU)

The Transfer Compact

The Connecticut State Colleges & University (CSCU) system maintains a Transfer Compact which offers Dual Admission to students who are planning to enroll at a CSCU university after completing an associate degree. Through the Compact, students are guaranteed admission to the selected CSCU university upon successful completion of their associate degree with a minimum of 2.0. (Specific academic and professional programs may have additional admission requirements.)

While completing the associate degree, students receive personalized academic advising from both community college and university advisors to ensure that appropriate coursework is completed and that all credits taken at the community college will apply toward their bachelor's degree. Students have full library privileges at the university they have designated, even while completing their associate degree at a community college. After earning an associate degree, students are given course registration and on-campus housing options equivalent to university juniors.

To be eligible for the Compact, students must have earned 15 or fewer transferable college credits at a Connecticut community college at the time of application, earn an associate degree from NCC (in five years or less), and start pursuing a bachelor's degree at one of the CSCU campuses. For further information, contact Orlando Soto at (203) 857-7030 or http://www.ct.edu/admission/dual.

General Transfer

Graduates of the Connecticut community colleges with a GPA of 2.0 or higher are guaranteed admission within the CSCU system. Community college graduates admitted to the Connecticut State University of their choice shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university. In the case of majors for which articulation agreements have been adopted, community college students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages and other requirements stated in the agreement.

Graduates of the community colleges will be admitted as juniors and will be expected to complete two years of full-time (or equivalent part-time) study at the university to be eligible for the bachelor's degree.

Graduates of the community colleges must make application by the date and on the forms prescribed by the university, including the submission of all the required transcripts, documents and fees.

Child Care

The Norwalk Community College Child Development Laboratory School (CDLS) is an integrated training environment for NCC students in the Early Childhood Education (ECE) Program and a quality early care and education facility for children ages six months to five years.

The CDLS is a nationally accredited (National Association for the Education of Young Children) and state licensed (Office of Early Childhood) child care center for children six months to five years. The CDLS provides care to eight children in its Infant/Toddler classroom, and 16 children in each of two Preschool classrooms. There are multiple enrollment options ranging from five days, three days or two days per week. The CDLS is open Monday through Friday, when the college is open, September through mid-June.

Our professional staff (director and experienced teachers) offer quality care for children of NCC students, faculty and staff as well as for families in surrounding communities. Our environment is developed to support the whole child and to promote his/her emotional, social, cognitive, physical and creative development. The curriculum is designed to meet the individual needs and interests of the child with emphasis placed on his/her world.

While meeting the child and family's needs, the CDLS enhances the academic component of the ECE Program by providing a model for appropriate practices for early childhood care and education. ECE students utilize the laboratory school for observation, internships and student teaching practicums.

For information, please call the CDLS parent line at (203)857-6804.

Services for Adult Learners and Students with Children

In support of the Norwalk Community College mission to recognize the diverse needs of our students, we are proud to welcome adult learners and students with children by supporting their academic achievement through existing support services. If you are an adult learner and/or a student with children and would like to learn about available services to support you in your academic endeavors please visit: (1) the Counseling Center (room E104) to learn about personal counseling and referrals, general academic advisement, transfer related information, and career and life planning and (2) the Child Development Center and Laboratory School (CDLS) that offers students, faculty, staff, and the community with high- quality childcare that fosters child development in a warm and nurturing environment and serves as a learning center for Early Childhood Education students.

Student Support Services Program (TRIO)

The Students Support Services Program (TRIO) is funded by the U.S. Department of Education. The program is designed to promote the success and retention of non-traditional students who can benefit from academic support. Participants must demonstrate a commitment to earning an associate degree within a four-year period after acceptance into the program. Students increase their opportunities for success when they choose to participate in the Student Support Services Program, and they are expected to utilize some aspect of program services throughout their time at NCC. Our program staff is committed to helping students make their college experience productive, fulfilling and enjoyable.

The Student Support Services Program offers the following services to participants: Counseling, Academic Advising, Tutoring, Study Skills Workshops, Professional Development Seminars, Free Summer Courses for College Credit and more.

In order to be eligible for services, the U.S. Department of Education requires that a program participant meet the federal income requirement, (First Generation Student) come from a family in which neither parent has a four-year college degree, or have a physical or learning disability.

For more information, please contact Jacqueline Santiago, Program Director, at (203) 857-7107, or come to room W209.

Services for Students with Disabilities

NCC is committed to providing accessible post-secondary education to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. For helpful information about that legislation, disability services in higher education, and the transition from Special Education please review the Student AccessAbility Services Home Page.

Students with disabilities who have been diagnosed by a qualified professional may be eligible for services, depending on the documentation provided by the student. The documentation should be recent, specify the diagnostician's qualifications, specifically name the diagnosed disability, identify diagnostic testing mechanisms, procedures, results, and contain a narrative relating the testing results to the effect of the disability on learning and functioning in an educational environment.

Services are determined on a case-by-case basis. Due to the high demand for services and the nature of certain disabilities, students are advised to contact Student AccessAbility Services at least six weeks in advance of the beginning of the semester. While we will make every effort to arrange academic adjustments in a timely fashion, failure to provide sufficient advance notice may impede service delivery.

In order to begin the process with Student AccessAbility Services, you should have a letter of acceptance from the college with a student I.D. number. In order to apply for services students can click Apply for Services or navigate to "Student Services" on the main menu of the NCC website. Select "Disability Services" from the drop down menu. Then select "Apply for Services" from the navigation panel on the left of the Student AccessAbility Services web page (https://norwalk.edu/sas/apply-for-services). After we receive your completed Intake Form, we will contact you for an appointment.

If you need further assistance with this process, come to Student AccessAbility Services located in the UBS Student Success Center (Room E-107) or call (203-857-7234). The Coordinator of Student AccessAbility Services, Dr. Apfel, can be reached by telephone (203-857-7291) or email (fapfel@norwalk.edu). Students who have questions or concerns related to Student AccessAbility Services or the Americans with Disabilities Act (ADA) may also contact Cheryl DeVonish, Chief Operating Officer, at (203) 857-7016.

Servicios Para Los Estudiantes Hispanos

NCC ofrece cursos de inglés como segundo idioma destinados, a facilitar y dessarollar destrezas básicas en el idioma inglés. También se ofrecen cursos de literatura, cultura y civilización, enseñados en español. Además ofrecemos un Certificado en Inglés como Segunda Lengua. El colegio tiene disponible para los estudiantes servicios de orientación en el Departmento de Orientación, (203) 857-7033. Para más información, favor de communicarse con Charles Kruzshak, (203) 857-7015 or Orlando Soto, (203) 857-7030.

Connecticut Talent Assistance Cooperative (CONNTAC)

CONNTAC is a cooperative effort of 34 institutions in the State of Connecticut that seeks promising students from disadvantaged circumstances who have never attended a college. Colleges will usually waive the program enrollment fee for students referred by CONNTAC. CONNTAC assists individuals who qualify to find the institution of higher education which best suits their needs and potential. Connecticut high school students can obtain further information about CONNTAC from their high school

counselors. For additional information, call either the Norwalk office at (203) 857-7109 or the CONNTAC central office at (203) 634-7669.

Student Activities Programs

NCC provides a program of student activities designed to meet both individual and community needs. This program consists of five parts: Leadership Training, Student Clubs, Student Government, Fitness/Wellness Activities and Cultural Activities listed below.

Information on joining existing clubs and forming new ones is available in the Student Activities Office. Clubs are regulated according to information in the Student Handbook.

Student Organizations

Accounting Society • African Culture Club • Archaeology Club • Architecture and Interior Design Club • Art Club • Asian Club • Ballroom Club • Biology Club • Chemistry Club • Criminal Justice Club • Dance Club • Drama Club • Early Childhood Education Club • Euro Club • Engineering Club • Exercise Science Club • Film and TV Club • French Club • Gaming Club • Gay Straight Alliance • Haitian Awareness (HASTA) Club • Hay Motivo • Hillel Club • Hosteurs • Language and Cultural Exchange Society • Legal Assistant Society • Literature Club • Marketing Club • Math and Physics Club • Medical Assistants Club • Model United Nations Club • Multi-Cultural Club • Music Club • Musings Literary Magazine • NCC Military Veterans Club • Nursing Club • Peace Club • Philosophy Club • Phi Theta Kappa International Honor Society • Physical Therapy Club • Respiratory Care Club • Roteract Club • Soccer Club • Speech Club • Student Government • Student World Assembly • Theater Arts Club • TRIO Club • The Voice Student Newspaper • Wellness Club

Student Government

The Student Government serves as the student governing body. It is the purpose of the Student Government to create and maintain channels of communication with faculty and administration and to participate meaningfully in college affairs and the governance of student activities. The Student Government functions as the coordinator of student interests, grants recognition to student organizations and sponsors a variety of social, cultural and educational activities throughout the year.

As the coordinating agency for student activities, the Student Government makes major decisions concerning expenditures from the student activities fund and is responsible for recruiting student members for various committees and councils to assist the President and faculty in arriving at college policies. The Student Activities Director serves as advisor to the Student Government.

Honor Societies

Phi Theta Kappa, the honor society for two-year colleges, is recognized by the American Association of Community and Junior Colleges. Alpha lota Nu, the chapter at NCC, is a five star chapter of PTK, which indicates chapter activity at the highest level. To qualify for membership, a student must have earned a 3.50 minimum cumulative grade point average and completed 12 credits.

Leadership Development

The Student Activities Office does ongoing leadership training through weekend retreats, campus programming and/or individual advisement. These programs are open to all students.

Pitney Bowes Foundation Wellness Center

The Wellness Center is located on the ground floor of the Center for Science, Health and Wellness in room H003.

Mission Statement

The Pitney Bowes Wellness Center is a state-of-the-art facility that is committed to improving the general well-being of all patrons. We encourage safe and effective exercise and lifestyle modification in an effort to improve one's quality of life.

Services

The Wellness Center offers a variety of services to all patrons. These services include equipment orientation, exercise assessment and prescription, stress management, lifestyle coaching, and much more.

Registration

There are two easy steps for registration:

1. **NCC ID Cards** - All patrons must present a valid NCC ID card upon entry to the facility. ID cards are available at the East Campus Security Desk during hours of operation.
2. **New Member Packet** - All first-time members must complete a Physical Activity Readiness Questionnaire (PAR-Q) and sign off on terms and agreements of use. The New Member Packet is available at the Wellness Center's front desk and can be downloaded from the department's web page.

Group Fitness Courses

All group fitness courses are 0.5 credit, 10-week courses that are graded on a pass/fail basis. Credits earned in these courses are transferable to some four-year institutions. There are no prerequisites for registration. Group fitness courses range from one hour to one hour and 30 minutes and meet once or twice weekly. A complete listing of group fitness courses are located in the course search under "Health and Physical Education (HPE)." To register for these courses please visit our Registrar Office or go to My.Commnet.edu.

Group fitness courses are a great way to stay motivated and learn about new forms of exercise. Our elite group of certified instructors will guarantee a safe, fun and challenging experience for all levels of fitness.

Learning Outcomes

1. Students will have an understanding of history and background of the discipline they are participating in.
2. Students will apply information and experiences of these courses to personal wellness as a lifelong activity to obtain optimal health.
3. The student will be able to demonstrate and perform safe and appropriate form and technique specific to course activities as taught by each instructor.

Cultural and Social Programming

The diversity of the NCC student population is recognized through campus-wide social gatherings, cultural diversity festivals, guest speakers, field trips and more. For more information about Student Activities Programs and Services, contact Javon Noblin, Director of Student Activities, at (203) 857-7249. The office is located in room W111.

Accident and Health Insurance Programs For Students

All enrolled students attending a Connecticut regional community college are automatically covered under the School Time Only Accident Insurance Plan. Students may also obtain broad 24-hour accident and sickness insurance. Students who will attain age 23 during the college year may not be covered by family insurance and should consider enrolling. For further information, contact the NCC Business Office, room E103.

Cafeteria

The cafeteria on the West Campus is available to students during the following hours: Monday through Thursday from 8 am to 8 pm, and Friday from 8 am to 1 pm. Food is also available from the Snack Bar and vending machines on the second floor bridge of the East Campus. The East Campus Snack Bar is open 8 am to 8 pm Monday through
Thursday, 8 am to 1 pm Friday, and 8 am to noon Saturday.

Bookstore

The Follett Bookstore is located in the East Campus building on the first floor, opposite the PepsiCo Theater. Text and trade books are available as well as clothing, gifts and a wide selection of supplies needed for class. Regular hours are Monday through Thursday, 8:30 am to 5:30 pm and Friday, 8:30 am to noon. At the start of each semester, hours are extended.

For additional information, visit the Bookstore's website at www.norwalk.edu/bookstore or call the Follett Bookstore Manager Laury Thomas,(203)-857-7347 or Kevin Gibson,(203) 857-7240.

Graduation Disclosure Rates and Campus Safety

Information regarding graduation rates is available in the Admissions Office, room E106. Information on Campus Safety is available in brochures campus-wide.

Connecticut Community College System Policy on Student Conduct

Section 1: Student Code of Conduct

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and Universities ("CSCU") has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

INTRODUCTION

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

PART A: DEFINITIONS

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. *"Accused Student"* means any student accused of violating this Student Code.

2. *"Advisor"* means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).

3. *"Appellate Body"* means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.

4. *"Calendar Days"* means the weekdays (Mondays through Fridays)

when the University or College is open.

5. *"College"* means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

6. *"Complainant(s)"* means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.

7. *"CSCU"* means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck

Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

8. *"CSCU Affiliates"* means individuals and/or entities with whom or with which the College or University has a contractual relationship.

9. *"CSCU Official"* means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.

10. *"CSCU Premises"* means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.

11. "*Disciplinary Officer" or "Conduct Administrator*" means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.

12. *"Hearing Body" or "Hearing Panel"* means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

13. *"Institution"* means the University or College within CSCU.

14. *"Instructor"* means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.

15. *"Member of the CSCU Community"* means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).

16. *"Policy"* means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.

17. *"Prohibited Conduct"* means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.

18. *"Reporting Party"* means any person who alleges that a student has violated this Code.

19. *"Student"* means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part- time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.

20. *"Student Code" or "Code"* means this Student Code of Conduct.

21. *"Student Organization"* means an association or group of persons that have complied with the formal requirements for University or College recognition.

22. *"Support Person"* means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

23. *"University"* means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.

24. *"Shall" and "will"* are used in the imperative sense.

25. *"May"* is used in the permissive sense.

PART B: APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a

single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

PART C: SCOPE OF AUTHORITY

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the

College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

PART D: **PROHIBITED CONDUCT**

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.

b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

• sexual flirtation, touching, advances or propositions

• verbal abuse of a sexual nature

• pressure to engage in sexual activity

• graphic or suggestive comments about an individual's dress or appearance

• use of sexually degrading words to describe an individual

• display of sexually suggestive objects, pictures or photographs

• sexual jokes

• stereotypic comments based upon gender

• threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

• Prostituting another person;

• Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

• Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

• Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);

• Engaging in non-consensual voyeurism;

• Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;

• Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or

• Possessing, distributing, viewing or forcing others to view illegal pornography.

 6. Intimate partner violence is defined as:

• Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.

• Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.

• Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.

• Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

a. The contacting person knows or should know that the contact is unwanted by the other person; and

b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instantmessage, on- line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarmor recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU

Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

a. Unauthorized access to CSCU computer programs or files;

b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;

c. Unauthorized use of another individual's identification and/or password;

d. Deliberate disruption of the operation of CSCU computer systems and networks;

e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);

f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond

customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and

g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;

b. Falsification, distortion, or intentional misrepresentation of information to a

Disciplinary Officer or Conduct Administrator, or before a Hearing Body;

c. Initiation of a conduct or disciplinary proceeding knowingly without cause;

d. Disruption or interference with the orderly conduct of a disciplinary proceeding;

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;

f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;

g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;

h. Failure to comply with the sanction(s) imposed under the Student Code; and

i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights::

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent1" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity .

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased.

Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

7. The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

PART F: CONDUCT AND DISCIPLINARY RECORDS

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

PART G: INTERPRETATION AND REVISION

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

Section 2: CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set for in this Section III of the Code.

PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic

program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

 b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

 3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents.

If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it ismore likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:

a. a concise statement of the alleged facts;

b. the provision(s) of Section I.D. that appear to have been violated;

c. the maximum permissible sanction; and

d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:

a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;

b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;

c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;

d. to hear and to question the information presented;

e. to present information, to present witnesses, and to make a statement on his or her behalf; and

f. to receive a written decision following the hearing.

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the

commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or

b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,

c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

PART B: **DISCIPLINARY SANCTIONS**

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A "sanction" may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

1. "Expulsion" is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;

2. "Suspension" is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

3. "Removal of College Privileges" involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;

4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;

5. A "Warning" is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;

6. "Community Restitution" requires a Student to perform a number of hours of service on the campus or in the community at large.

Approved by Board of Regents 3/13/2014; amended 4/17/2014; 1/15/2015, 6/16/2016

Sexual Misconduct Reporting, Support Services and Processes Policy

Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

Terms, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision - indicated clearly by words or actions - to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution**.**

Sexual misconduct includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(b) *Sexual assault* shall include but is not limited to a sexual act directed against another person

without the consent (as defined herein) of the other person or when that person is not capable

of giving such consent.

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b

and 53a-73a of the Connecticut General Statutes.

(c) *Sexual exploitation* occurs when a person takes non-consensual or abusive sexual advantage of

another for anyone's advantage or benefit other than the person being exploited, and that behavior

does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of

behavior that could rise to the level of sexual exploitation include:

• Prostituting another person;

• Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

• Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

• Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);

• Engaging in non-consensual voyeurism;

• Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;

• Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or

• Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) *Intimate partner, domestic and/or dating violence means* any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as "domestic violence" are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a "dating relationship" existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) *Stalking*, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

Mandated Reporting by College and University Employees

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Parties

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence − all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

(1) notify law enforcement and receive assistance from campus authorities in making the notification; and,

(2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders;
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- family violence protective orders.

Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Employee Conduct Procedures

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

Student Conduct Procedures

The **Student Code of Conduct** provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein**.**

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Dissemination of this Policy

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

Approved by Board of Regents 1/15/15 revised 6/16/16

PROGRAMS BY DEGREE

Associate of Science

Accounting Career A.S.

Curriculum

This course of study is designed to prepare students for careers in private sector accounting. Successful completion of the program can lead the student to a position in corporate Accounting offices as an office manager, staff or junior accountant, or Accounting clerk. With additional practical experience the student can become a senior or chief accountant. The student is expected to earn at least 15 of the Business and Accounting credits at NCC.

Program Outcomes

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software;
7. Prepare 1040 tax returns and supporting schedules under simulated conditions;
8. Prepare basic federal income tax returns for partnerships and corporations; and
9. Demonstrate an understanding of the interrelationships between Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

Requirements (62 Credits)

College Core Requirements (28 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math)
- BBG 114 Business Application Software *4 credits*
- BBG 210 Business Communication *3 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits* **OR** ECN 102 Principles of Microeconomics
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books
- SCI ELE Science Elective *3-4 credits (with lab) 4 credits*

Major Requirements (33 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- ACC 271 Intermediate Accounting I *3 credits*

- ACC 272 Intermediate Accounting II *3 credits*
- ACC 125 Accounting Computer Applications I *3 credits*
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits*
- ACC 290 Cooperative Education Work Experience *3 credits* *
- **2** out of these 4: ACC 170, ACC 241, ACC 242, ACC 251 *6 credits*
- BBG ELE Business Elective *3 credits 3 credits***

Recommended Sequence of Study

Semester 1

- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*
- ENG 101 Composition *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or higher level MAT)
- BBG ELE Business Elective *3 credits 3 credits***

Semester 2

- ACC 117 Principles of Managerial Accounting *3 credits*
- ACC 271 Intermediate Accounting I *3 credits*
- BBG 114 Business Application Software *4 credits*
- BBG 232 Business Law II *3 credits*
- ENG 102 Literature and Composition *3 credits*

Semester 3

- ACC 272 Intermediate Accounting II *3 credits*
- BBG 210 Business Communication *3 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits* **OR** ECN 102 Principles of Microeconomics *3 credits*
- SCI ELE Science Elective *3-4 credits* (with Lab) *4 credits*

Semester 4

- ACC 125 Accounting Computer Applications I *3 credits*
- **2** out of these 4: ACC 170, ACC 241, ACC 242, ACC 251 *6 credits*
- ACC 290 Cooperative Education Work Experience *3 credits* *
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*

Note:

* May be waived at the discretion of the Program Coordinator for a student currently working in a permanent position.
Depending on the work experience, the coordinator and student will select a business elective as a substitute.

** Any ACC, BBG, BES, BFN, BMG or BMK course.

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

Accounting Transfer A.S.

Curriculum

This course of study is designed for students who wish to transfer to a four-year institution to earn a bachelor's degree in Accounting or a related field. The student is expected to earn at least 15 credits of the business and accounting credits at NCC.

Program Outcomes

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software; and
7. Demonstrate an understanding of the interrelationships between
   Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

Requirements (62 Credits)

Major Requirements (27 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- ACC 271 Intermediate Accounting I *3 credits*
- ACC 272 Intermediate Accounting II *3 credits*
- ACC 290 Cooperative Education Work Experience *3 credits* (Optional)
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- ECN 102 Principles of Microeconomics *3 credits*
- BBG ELE Business Elective *3 credits 3 credits**

College Core Requirements (35 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BBG 114 Business Application Software *4 credits*
- MAT 172 College Algebra *3 credits*

- MAT 201 Statistics *3 credits*
- HIS 101 Western Civilization I *3 credits* **OR** HIS 121 World Civilization I *3 credits*
- HIS 102 Western Civilization II *3 credits* **OR** HIS 122 World Civilization II *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*
- ENG 200 Advanced Composition *3 credits* **OR** BBG 210 Business Communication *3 credits*
- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits*

Recommended Sequence of Study

Semester 1

- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*
- ENG 101 Composition *3 credits*
- HIS 101 Western Civilization I *3 credits* **OR** HIS 121 World Civilization I *3 credits*
- BBG ELE Business Elective *3 credits 3 credits**

Semester 2

- ACC 117 Principles of Managerial Accounting *3 credits*
- BBG 114 Business Application Software *4 credits*
- BBG 232 Business Law II *3 credits*
- ENG 102 Literature and Composition *3 credits*
- ACC 271 Intermediate Accounting I *3 credits*

Semester 3

- ACC 272 Intermediate Accounting II *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- MAT 172 College Algebra *3 credits*
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits*

Semester 4

- ECN 102 Principles of Microeconomics *3 credits*
- MAT 201 Statistics *3 credits*
- HIS 102 Western Civilization II *3 credits* **OR** HIS 122 World Civilization II *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*
- BBG 210 Business Communication *3 credits* **OR** ENG 200 Advanced Composition *3 credits*
- ACC 290 Cooperative Education Work Experience *3 credits* (Optional)

Note:

* Any ACC, BBG, BES, BFN, BMG, BMK or ACC 290 Cooperative Education Work Experience.

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

Architectural Engineering Technology Transfer Program A.S.#

The Architecture program is intended to develop design abilities, technical skills, creativity, and an understanding of all aspects of architectural design. The graduates of the program will be qualified by education, hands-on experience and examination to carry out all phases of sustainable architectural design in order to improve and protect our built environment. Graduates of the program can seek entry-level positions in the field of architecture or transfer to a five-year degree program*.

*Follow the recommended sequence of study if your goal is to transfer.

Program Outcomes

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

- Understand and apply basic design principles for residential and commercial projects
- Prepare design and construction documents
- Specify materials and construction methods for residential and commercial projects
- Prepare AIA documents for construction and design services
- Size simple beams and framing members
- Identify major architectural styles and name architects who designed the most important architectural creations
- Use Computer Aided Drafting and Design (CADD) to prepare design and construction documents
- Render photo realistic images using the latest CADD software
- Have an option of gaining experience through the Cooperative Education Program
- Have the option to pursue coursework to transfer

Requirements (61 Credits)

College Core Requirements (22 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- ART 105 Architecture of the World *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 186 Pre-Calculus *3-4 credits* [1]
- BIO 181 Environmental Science *4 credits* **OR** PHY 121 General Physics I *4 credits* [2]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[3]

Major Requirements (39 Credits)

- ARC 105 Architectural Visualization *4 credits*
- CAD 114 Architectural CAD *3 credits*
- ARC 115 Architectural Fundamentals *4 credits*
- ARC 106 Building Technology *4 credits*
- ARC 201 Architectural Design I *4 credits*
- ARC 215 Construction Documents *4 credits*
- CAD 204 CAD 3D Architectural AutoCAD *3 credits*
- ARC 202 Architectural Design II *4 credits*

- ARC 229 Structures *3 credits*
- ARC 240 Environmental Systems *3 credits*
- ARC ELE Architectural Elective *3-4 credits 3 credits*[4]

Recommended Sequence of Study

Semester 1

- ARC 105 Architectural Visualization *4 credits*
- CAD 114 Architectural CAD *3 credits*
- ENG 101 Composition *3 credits*
- BIO 181 Environmental Science *4 credits* **OR** PHY 121 General Physics I *4 credits* [2]

Semester 2

- ARC 115 Architectural Fundamentals *4 credits*
- ARC 106 Building Technology *4 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 186 Pre-Calculus *3-4 credits* [1]

Semester 3

- ARC 201 Architectural Design I *4 credits*
- ARC 215 Construction Documents *4 credits*
- COM 173 Public Speaking *3 credits*
- CAD 204 CAD 3D Architectural AutoCAD *3 credits*
- ART 105 Architecture of the World *3 credits*

Semester 4

- ARC 202 Architectural Design II *4 credits*
- ARC 229 Structures *3 credits*
- ARC 240 Environmental Systems *3 credits*
- ARC ELE Architectural Elective *3-4 credits 3 credits*[4]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[3]

Note:

[1] Students planning to transfer should consider a higher level Math course: MAT 186.

[2] Students planning to transfer should consider PHY 121.

[3] If PHY 121 is selected, IDS 220 or IDS 225 would be required.

[4] CAD 116 Revit 3D Software is recommended

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

Art and Design: Graphic Design Career Program A.S.#

The Graphic Design program serves to introduce students to the fundamental skills, principles, techniques, terminology, technology and history of graphic design while also providing a strong liberal arts background. Students must complete a minimum of 22-23 credits in graphic design courses; at least 15 of these credits must be completed at NCC.

Working with the program advisor, students are required to create a portfolio of design work that exhibits proficiency in visual communication. The contents of the portfolio provide evidence of student skill level, aesthetic sensibility and technical mastery to future employers or transferring institutions.

Students should also work closely with their faculty advisor to choose electives that best meet their goals.

Program Outcomes

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

1. Use graphic design elements, principles, and procedures to create appropriate visual communication;
2. Understand the historical foundations of visual communications and recognize contemporary design concepts/trends;
3. Demonstrate proficiency with industry-standard manual and digital tools;
4. Demonstrate critical, analytical and aesthetic thought processes, as well as industry-standard vocabulary;
5. Create a career, transfer or personal portfolio that demonstrates a broad understanding of graphic design skills, sensibilities, and techniques;
6. Gain industry experience through an internship (optional).

Requirements (61-64 Credits)

College Core Requirements (21-24 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]
- General elective *3-4 credits*[*]

Major Requirements (40 Credits)

- ART 102 Art History II: Modern Art *3 credits* **OR** ART 207 History of Graphic Design *3 credits*
- ART 109 Color Theory *3 credits*
- ART 111 Drawing I *3 credits*
- ART 112 Drawing II *3 credits* **OR** ART 113 Figure Drawing I *3 credits*
- ART 141 Photography I *3 credits* **OR** ART 250 Digital Photography *3 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*
- GRA 202 Typography *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*
- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*
- GRA 236 Digital Illustration: Adobe Illustrator *3 credits*

- GRA 252 Graphic Design II: Process and Presentation *3 credits*
- GRA 290 Portfolio Preparation I *1 credit*
- GRA ELE Graphic Design Elective **OR** ART ELE *3 Credits*
- GRA 296 Graphic Design Internship I *3 credits* **OR** GRA ELE **OR** ART ELE *3 credits*[**]

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- ART 109 Color Theory *3 credits*
- ART 111 Drawing I *3 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- ART 112 Drawing II *3 credits* **OR** ART 113 Figure Drawing I *3 credits*
- GRA 202 Typography *3 credits*
- GRA 236 Digital Illustration: Adobe Illustrator *3 credits*

Semester 3

- ART 102 Art History II: Modern Art *3 credits* **OR** ART 207 History of Graphic Design *3 credits*
- ART 141 Photography I *3 credits* **OR** ART 250 Digital Photography *3 credits*
- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]

Semester 4

- GRA 252 Graphic Design II: Process and Presentation *3 credits*
- GRA 290 Portfolio Preparation I *1 credit*
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]
- ART ELE Art Elective **OR** GRA ELE *3 credits*
- GRA 296 Graphic Design Internship I *3 credits* **OR** GRA ELE **OR** ART ELE *3 credits*[**]
- General elective *3 credits* *

Note:

* Interdisciplinary requirement - of the three courses in science, humanities, and social science, one of the courses must be an IDS ELE Interdisciplinary Elective course.

** GRA 296 can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/GRA requirements, being in good academic standing, and the recommendation of the Department Chair or Program Coordinator.

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

Business Administration A.S.#

The Business Administration associate degree program is designed for students who plan to earn a bachelor's degree in business. It provides a 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 general business courses. Students in this program may elect to focus in one of three areas: marketing, management, or finance.

Advanced business courses should be taken at the institution to which the student wishes to transfer to obtain the baccalaureate degree. Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, students should see an advisor before choosing elective courses because each transfer institution may have specific requirements.

Students should have a foundation in mathematics before entering this program.

Program Outcomes

Upon successful completion of all the Business Administration degree program requirements, graduates will be able to:

1. Prepare and interpret financial statements;
2. Understand and discuss financial issues;
3. Understand the American legal system and its impact on the operations of American and international business. Understand and apply principles of tort law, contract law, the uniform commercial code, law and government regulation;
4. Examine and assess the role of fiduciary duties and ethical and social responsibilities;
5. Analyze principles, techniques and major functions (planning, organizing, leading and controlling) of business enterprise management, improve decision-making, problem-solving and team-related skills;
6. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior;
7. Demonstrate computer skills in word processing, electronic spreadsheets, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis;
8. Demonstrate an understanding of the United States economic system, its functions and impact on the global economy; and
9. Demonstrate proficiencies in all aspects of business communication, professional business etiquette and business presentations.

Requirements (61 Credits)

College Core Requirements (31 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- BBG 114 Business Application Software *4 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- LA ELE Liberal Arts Elective   *3 credits 3 credits*[*]
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]

Business Core Requirements (21 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- BMG 202 Principles of Management *3 credits*
- BFN 201 Principles of Finance *3 credits*
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits* **OR** BBG 240 Business Ethics *3 credits*

Major Requirements (9 Credits)

- BBG 295 Cooperative Education Work Experience *3 credits* ***
- BBG ELE Business Elective *3 credits* **
- Business elective *3 credits***

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- BMG 202 Principles of Management *3 credits*
- BBG 114 Business Application Software *4 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BBG 232 Business Law II *3 credits* **OR** BBG 240 Business Ethics *3 credits*

Semester 3

- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- BBG ELE Business Elective *3 credits* **
- LA ELE Liberal Arts Elective   *3 credits 3 credits*[*]
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]

Semester 4

- COM 173 Public Speaking *3 credits*

- BFN 201 Principles of Finance *3 credits*
- BBG 295 Cooperative Education Work Experience *3 credits* ***
- HUM ELE Humanities Elective *3-4 credits* *
- BBG ELE Business Elective *3 credits* **

Note:

* One of these must be an IDS ELE Interdisciplinary Elective course.

** Any ACC, BBG, BES, BFN, BMG or BMK course.

*** With permission of Coordinator, a Business elective may be substituted (ACC, BBG, BES, BFN, BMG, BMK).

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

Business Administration: Option in Finance A.S.#

Students pursuing a Business Administration A.S. with a focus in Finance should be interested in quantitative analysis and practical market knowledge with analytical skills. In addition to required business courses, students will be required to take liberal arts courses normally taken in the first two years at a four-year institution.

Advanced business finance courses should be taken at an institution to which the student wishes to transfer to obtain the baccalaureate degree. Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, students should see an advisor before choosing elective courses because each transfer institution may have specific requirements.

Students should have a foundation in mathematics before entering this program.

Program Outcomes

Upon successful completion of all the Business Administration degree program requirements, graduates will be able to:

1. Prepare and interpret financial statements;
2. Understand and discuss financial issues;
3. Understand the American legal system and its impact on the operations of American and international business. Understand and apply principles of tort law, contract law, the uniform commercial code, law and government regulation;
4. Examine and assess the role of fiduciary duties and ethical and social responsibilities;
5. Analyze principles, techniques and major functions (planning, organizing, lending and controlling) of business enterprise management, improve decision-making, problem-solving and team-related skills;
6. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior;
7. Demonstrate computer skills in word processing, electronic spreadsheets, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis;
8. Demonstrate an understanding of the United States economic system, its functions and impact on the global economy; and
9. Demonstrate proficiencies in all aspects of business communication, professional business etiquette and business presentations.

Requirements (61 Credits)

College Core Requirements (31 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- BBG 114 Business Application Software *4 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- LA ELE Liberal Arts Elective   *3 credits 3 credits*[*]
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]

Business Core Requirements (21 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- BMG 202 Principles of Management *3 credits*
- BFN 201 Principles of Finance *3 credits*
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits* **OR** BBG 240 Business Ethics *3 credits*

Major Requirements (9 Credits)

- BFN 125 Principles of Banking *3 credits*
- BFN 203 Investment Principles *3 credits*
- Business elective *3 credits***

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 172 or MAT 201 *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- BMG 202 Principles of Management *3 credits*
- BBG 114 Business Application Software *4 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BBG 232 or BBG 240 *3 credits*

Semester 3

- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- Liberal Arts elective *3 credits*[*]
- Science elective *3-4 credits*[*]
- BFN 203 Investment Principles *3 credits*

Semester 4

- COM 173 Public Speaking *3 credits*
- BFN 201 Principles of Finance *3 credits*
- BFN 125 Principles of Banking *3 credits*

- Business elective *3 credits* **
- HUM ELE Humanities Elective *3-4 credits 3 credits* *

Note:

* One of these must be an IDS ELE Interdisciplinary Elective course.

** Any ACC, BBG, BES, BFN, BMG, BMK or BBG 295 Cooperative Education Work Experience.

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

Business Administration: Option in Management A.S.#

Students in Business Administration with an option in Management should be interested in management positions with the desire to lead employees and teams, manage projects, organize materials, and oversee finances, to achieve an organization's goals.

In addition to required business courses such as human resources management, marketing and organizational behavior, students will be required to take liberal arts courses normally taken in the first two years at a four-year institution.

Advanced business management courses should be taken at an institution to which the student wishes to transfer to obtain the baccalaureate degree. Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, students should see an advisor before choosing elective courses because each transfer institution may have specific requirements.

Students should have a foundation in mathematics before entering this program.

Program Outcomes

Upon successful completion of all the Business Administration degree program requirements, graduates will be able to:

1. Prepare and interpret financial statements;
2. Understand and discuss financial issues;
3. Understand the American legal system and its impact on the operations of American and international business. Understand and apply principles of tort law, contract law, the uniform commercial code, law and government regulation;
4. Examine and assess the role of fiduciary duties and ethical and social responsibilities;
5. Analyze principles, techniques and major functions (planning, organizing, lending and controlling) of business enterprise management, improve decision-making, problem-solving and team-related skills;
6. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior;
7. Demonstrate computer skills in word processing, electronic spreadsheets, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis;
8. Demonstrate an understanding of the United States economic system, its functions and impact on the global economy; and
9. Demonstrate proficiencies in all aspects of business communication, professional business etiquette and business presentations.

Requirements (61 Credits)

College Core Requirements (31 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- BBG 114 Business Application Software *4 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- LA ELE Liberal Arts Elective   *3 credits 3 credits* [*]
- SCI ELE Science Elective *3-4 credits 3-4 credits* [*]

Business Core Requirements (21 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- BMG 202 Principles of Management *3 credits*
- BFN 201 Principles of Finance *3 credits*
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits* **OR** BBG 240 Business Ethics *3 credits*

Major Requirements (9 Credits)

- BMG 210 Organizational Behavior *3 credits*
- BMG 220 Human Resources Management *3 credits*
- Business elective *3 credits***

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 172 or MAT 201 *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- BMG 202 Principles of Management *3 credits*
- BBG 114 Business Application Software *4 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BBG 232 or BBG 240 *3 credits*

Semester 3

- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- Liberal Arts elective *3 credits*[*]
- Science elective *3-4 credits*[*]
- BMG 220 Human Resources Management *3 credits*

Semester 4

- COM 173 Public Speaking *3 credits*

- BFN 201 Principles of Finance *3 credits*
- BMG 210 Organizational Behavior *3 credits*
- Business elective *3 credits***
- HUM ELE Humanities Elective *3-4 credits 3 credits* *

Note:

* One of these must be an IDS ELE Interdisciplinary Elective course.

** Any ACC, BBG, BES, BFN, BMG, BMK or BBG 295 Cooperative Education Work Experience.

\# Please see Catalog Home for important information regarding this program and Fall 2023 opening of Connecticut State Community College.

Business Administration: Option in Marketing A.S.#

Business Administration students with a focus in Marketing will take general business classes as well as courses in advertising and selling. In addition to the required business courses, students will be required to take liberal arts courses normally taken in the first two years at a four-year institution.

Advanced business management courses should be taken at an institution to which the student wishes to transfer to obtain the baccalaureate degree. Students should be familiar with the requirements of the institutions to which they will transfer. Therefore, students should see an advisor before choosing elective courses because each transfer institution may have specific requirements.

Students should have a foundation in mathematics before entering this program. Program Outcomes

Upon successful completion of all the Business Administration degree program requirements, graduates will be able to:

1. Prepare and interpret financial statements;
2. Understand and discuss financial issues;
3. Understand the American legal system and its impact on the operations of American and international business. Understand and apply principles of tort law, contract law, the uniform commercial code, law and government regulation;
4. Examine and assess the role of fiduciary duties and ethical and social responsibilities;
5. Analyze principles, techniques and major functions (planning, organizing, lending and controlling) of business enterprise management, improve decision-making, problem-solving and team-related skills;
6. Understand marketing methods and institutions, including analysis and interrelationship of the marketing mix with consumer behavior;
7. Demonstrate computer skills in word processing, electronic spreadsheets, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis;
8. Demonstrate an understanding of the United States economic system, its functions and impact on the global economy; and
9. Demonstrate proficiencies in all aspects of business communication, professional business etiquette and business presentations.

College Core Requirements (31 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- BBG 114 Business Application Software *4 credits*
- COM 173 Public Speaking *3 credits*
- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- LA ELE Liberal Arts Elective   *3 credits 3 credits**
- SCI ELE Science Elective *3-4 credits 3-4 credits**

Business Core Requirements (21 Credits)

- ACC 113 Principles of Financial Accounting *3 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- BMG 202 Principles of Management *3 credits*
- BFN 201 Principles of Finance *3 credits*
- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits* **OR** BBG 240 Business Ethics *3 credits*

Major Requirements (9 Credits)

- BMK 106 Principles of Selling *3 credits*
- BMK 241 Principles of Advertising *3 credits*
- Business elective *3 credits* **

Requirements (61 Credits)

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 172 or MAT 201 *3 credits*
- BMK 201 Principles of Marketing *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- BMG 202 Principles of Management *3 credits*
- BBG 114 Business Application Software *4 credits*
- ACC 117 Principles of Managerial Accounting *3 credits*
- BBG 232 or BBG 240 *3 credits*

Semester 3

- ECN 101 Principles of Macroeconomics *3 credits*
- BBG 210 Business Communication *3 credits*
- Liberal Arts elective *3 credits*[*]
- Science elective *3-4 credits*[*]
- BMK 106 Principles of Selling *3 credits*

Semester 4

- COM 173 Public Speaking *3 credits*

- BFN 201 Principles of Finance *3 credits*
- BMK 241 Principles of Advertising *3 credits*
- Business elective *3 credits***
- HUM ELE Humanities Elective *3-4 credits 3 credits* *

Note:

* One of these must be an IDS ELE Interdisciplinary Elective course.

** Any ACC, BBG, BES, BFN, BMG, BMK or BBG 295 Cooperative Education Work Experience.

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

Computer Science Program A.S.#

Program Outcomes

The curriculum includes a foundation of core courses in database development and programming languages, and permits students to select major electives that are best suited to their career goals and interests. This flexibility will enable the College better to prepare students for employment in a fast-moving field.

The mission statement of Norwalk Community College (NCC) in concert with and in support of the Community Colleges' comprehensive System Mission Statement, commits NCC to providing students with a broad range of affordable career, technical, and liberal arts and sciences opportunities leading to employment, transfer, and lifelong learning. Additionally, the College works to promote student success through quality instruction and state-of-the-art technology. The College is also committed to expanding partnerships with business, industry, government and the community by offering educational services, including job training, and by organizing conferences and seminars.

The Associate of Science in Computer Science degree supports NCC's mission by providing a solid general education as well as a thorough coverage of the topics and skills supporting the dynamic information technology field. Programmatic goals relate to the mission in the following manner:

a. provide students with skills needed to gain entry level or higher employment;
b. provide students with appropriate educational experiences that give them the written, verbal, and interpersonal skills necessary to function as a team member in the IT environment as well as transfer to higher level institutions;
c. provide students with course work and experience that improves on existing skills or develops new ones; and
d. work in partnership with business and industry in responding to the employment and training needs in the field of information technology.

The program serves both traditional first-time students as well as professionals currently working in the field. The curriculum is flexible enough to meet the needs of students who wish to transfer to a baccalaureate institution and students preparing for immediate entry into the workplace.

Learning Outcomes

Upon successful completion of all *general education requirements*, graduates will be able to:

1. Articulate and communicate effectively thoughts and ideas through writing and speech, read within disciplines, listen effectively, and work in groups;
2. Use the laws of logic, mathematics, and scientific reasoning to solve problems, and to demonstrate understanding of scientific phenomena;
3. Evaluate, analyze, and synthesize information within and across disciplines, draw reasonable inferences and conclusions, and solve problems and make decisions based on analytical processes;
4. Use appropriate resources to identify, access, evaluate, and present information relevant to the topic being studied;
5. Recognize and analyze ethical issues, make and defend ethical decisions, and demonstrate ethical behavior and social responsibility;
6. Understand the contemporary world and the forces that shaped and continue to shape it; and
7. Understand creative process and appreciate artistic expression.

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

1. Demonstrate an understanding of connections between various platforms and programming languages;
2. Work with and study the underlying technologies that support the internet;
3. Demonstrate the ability to use an IDE (integrated development environment);
4. Demonstrate the use of OOP (object oriented programming) techniques in program design and development;
5. Demonstrate writing, compiling and executing code in Object Oriented programming languages;

6. Test programs and troubleshoot simple problems;
7. Understand relational database design methodology and be able to use database software to build, modify, and query relational databases; and
8. Produce logical software solutions to problems.

Requirements (60-67 Credits)

College Core Requirements (33-35 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 186 Pre-Calculus *4 credits*
- CSC 108 Introduction to Programming *4 credits*
- HUM ELE Humanities Elective *3-4 credits 3-4 credits*[*]
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective with Lab *4 credits*[*]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]
- Open ELE Open Elective *6-8 credits*[*]

Major Requirements (18-20 Credits)

- CSC 233 Database Development I *4 credits*
- CSC 234 Database Development II *4 credits*
- CST 255 XML for the World Wide Web *4 credits*
- Two semesters of a programming sequence *6-8 credits*[***]

Major Electives (9-12 credits)

- CSC **OR** CST **OR** MAT courses to be selected in consultation with advisor *9-12 credits*[***]

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- CSC 108 Introduction to Programming *4 credits*
- Open ELE Open Elective *3-4 credits*[*]
- SCI ELE Science Elective with Lab *4 credits*[*]

Semester 2

- ENG 102 Literature and Composition *3 credits*
- MAT 186 Pre-Calculus *4 credits*
- CSC 233 Database Development I *4 credits*
- First Semester Programming Sequence *4 credits*[***]

- HUM ELE Humanities Elective *3-4 credits 3-4 credits*[*]

Semester 3

- COM 173 Public Speaking *3 credits*
- CSC 234 Database Development II *4 credits*
- Second Semester Programming Sequence *4 credits*[***]
- CST 255 XML for the World Wide Web *4 credits*
- SSC ELE Social Science Elective *3-4 credits 3-4 credits*[*]

Semester 4

- Open ELE Open Elective *3-4 credits*[*]
- Approved electives 9-*12 credits*[**]

Note:

* One must be an IDS ELE Interdisciplinary Elective course.

** Approved Elective - Any CSC or CST class or MAT 201 Statistics, MAT 254 Calculus I, MAT 256 Calculus II, MAT 268 Calculus III: Multivariable, MAT 272 Linear Algebra, MAT 285 Differential Equations

*** Choose from:

- Programming Sequence 100 (CSC 226 Object Oriented Programming Using Java and CSC 241 Data Structures and Algorithms)
- Programming Sequence 400 (CSC 245 Introduction to C# and CSC 246 Advanced C#)
- Programming Sequence 500 (CSC 262 Programming Mobile Devices I and CSC 263 Programming Mobile Devices ll)
- Programming Sequence 600 (CST 153 Web Development and Design I and CST 252 Web Development and Design II)

\# Please see Catalog Home for important information regarding this program and Fall 2023 opening of Connecticut State Community College.

Construction Technology Career Program A.S.#

This program is unique in Fairfield County. It provides technical knowledge for individuals interested in active participation in building our communities. Graduates are prepared for careers in the construction industry as construction managers, project superintendents and building officials.

Program Outcomes

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

1. Be familiar with building materials and methods of construction;
2. Be able to understand and handle construction contract documents;
3. Be equipped to estimate construction;
4. Understand structural and mechanical systems;
5. Be able to read and interpret blueprints;
6. Be familiar with surveying equipment and able to work with them;
7. Have proper communication skills in written and spoken language as well as in spreadsheets;
8. Possess basic business and accounting skills;
9. Have a strong overall general education;
10. Be able to handle the responsibilities of an entry-level job in the construction industry; and
11. Be prepared to continue their education for the baccalaureate degree in Construction Management.

Requirements (61 Credits)

College Core Requirements (26 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 172 College Algebra *3 credits* (Or higher level MAT 3-4 credits)
- BBG 114 Business Application Software *4 credits*
- COM 173 Public Speaking *3 credits*
- BIO 181 Environmental Science *4 credits* - satisfies NCC IDS requirement
- HUM ELE Humanities Elective *3-4 credits*
- SSC ELE Social Science Elective *3-4 credits*

Major Requirements (35 Credits)

- CTC 106 Blueprint Reading *3 credits*
- BBG 101 Introduction to Business *3 credits*
- ARC 106 Building Technology *4 credits*
- ARC 240 Environmental Systems *3 credits*
- ARC 215 Construction Documents *4 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- ARC 229 Structures *3 credits*
- BBG 210 Business Communication *3 credits*
- LA ELE Liberal Arts Elective   *3 credits 3 credits*
- Open ELE Open Elective *3 credits*

- CTC ELE Construction Elective *3 credits*[*]

Recommended Sequence of Study

Semester 1

- CTC 106 Blueprint Reading *3 credits*
- BBG 101 Introduction to Business *3 credits*
- ENG 101 Composition *3 credits*
- MAT 172 College Algebra *3 credits* (Or higher level MAT 3-4 credits)
- HUM ELE Humanities Elective *3-4 credits*

Semester 2

- BBG 114 Business Application Software *4 credits*
- ARC 106 Building Technology *4 credits*
- ENG 102 Literature and Composition *3 credits*
- LA ELE Liberal Arts Elective   *3 credits*
- SSC ELE Social Science Elective *3-4 credits*

Semester 3

- ARC 240 Environmental Systems *3 credits*
- COM 173 Public Speaking *3 credits*
- ARC 215 Construction Documents *4 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- CTC ELE Construction Elective *3 credits*[*]

Semester 4

- ARC 229 Structures *3 credits*
- BBG 210 Business Communication *3 credits*
- BIO 181 Environmental Science *4 credits*
- Open ELE Open Elective *3 credits*

Notes:

* ARC or CAD or CTC course

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

Criminal Justice Career Program A.S.#

The Criminal Justice program is dedicated to offering a high quality education to students in the three areas of the criminal justice system: law enforcement, courts and corrections. The program is designed to provide students with a strong liberal arts education while providing the theoretical and practical knowledge and skills needed to pursue careers in municipal, state, and federal criminal justice agencies, not-for-profit social services, and private and public loss prevention. The program utilizes a variety of teaching methods designed to create a stimulating learning environment and to promote learner success.

After successful completion of this program, students will be prepared to pursue entry-level careers in local and state law enforcement, and as support personnel in juvenile justice, social service agencies, corrections, private security, law offices and the criminal courts.

Credit for criminal justice courses may be available to students who submit police and criminal justice-related training and work experience for evaluation.

Program Outcomes

Upon successful completion of the program requirements, students will be able to:

1. Apply terminology to explain the roles and functions of the criminal justice system agencies and think critically about how the criminal system works in a multicultural society;
2. Apply constitutional principles that protect the rights of citizens and regulate criminal justice agencies;
3. Demonstrate knowledge of theories, principles, judicial and correctional processes, legal institutions and methods of law enforcement;
4. Develop proficient communication and interpersonal and research skills needed for a career in law enforcement and criminal justice; and
5. Apply scientific methods and quantitative knowledge when processing crime scenes, presenting evidence and evaluating crime statistics.

Requirements (60-62 Credits)

College Core Requirements (30-32 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* , **OR** MAT 121 Applications for Business and Other Careers *3 credits,* **OR** higher level math *3-4 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- PSY 111 General Psychology I *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- SOC 101 Principles of Sociology *3 credits*
- SCI ELE Science Elective *3-4 credits* (lab recommended) *3-4 credits*[*]
- POL 111 American Government *3 credits* **OR** HIS 201 United States History I *3 credits*

Major Requirements (30 Credits)

- CJS 101 Introduction to Criminal Justice *3 credits*

- CJS 102 Introduction to Corrections *3 credits* , **OR** CJS 155 Probation, Parole and Community Corrections *3 credits*
- CJS 105 Introduction to Law Enforcement *3 credits* , **OR** CJS 120 Police and the Community *3 credits,* **OR** CJS 250 Police Organization and Administration *3 credits,* **OR** CJS 259 Writing and Research for Law Enforcement Officers *3 credits*
- CJS 201 / SOC 240 Criminology *3 credits*
- CJS 203 Juvenile Justice *3 credits*
- CJS 210 Constitutional Law *3 credits* , **OR** CJS 213 Evidence and Criminal Procedure *3 credits*
- CJS 211 Criminal Law I *3 credits*
- CJS 220 Criminal Investigation *3 credits* , **OR** CJS 225 Forensic Science *3 credits*
- CJS 290 Practicum in Criminal Justice *3 credits*
- CJS 294 Contemporary Issues in Criminal Justice *3 credits* , **OR** CJS 255 Ethical Issues in Criminal Justice *3 credits*, **OR** CJS 280 Victimology *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* , **OR** MAT 121 Applications for Business and Other Careers *3 credits,* **OR** higher level MAT *3-4 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- CJS 101 Introduction to Criminal Justice *3 credits*
- PSY 111 General Psychology I *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- COM 173 Public Speaking *3 credits*
- CJS 105 Introduction to Law Enforcement *3 credits* , **OR** CJS 120 Police and the Community *3 credits,* **OR** CJS 250 Police Organization and Administration *3 credits* **OR** CJS 259 Writing and Research for Law Enforcement Officers *3 credits*
- SCI ELE Science Elective *3-4 credits* (lab recommended) *3-4 credits*[*]

Semester 3

- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- POL 111 American Government *3 credits* **OR** HIS 201 United States History I *3 credits*
- CJS 102 Introduction to Corrections *3 credits* , **OR** CJS 155 Probation, Parole and Community Corrections *3 credits*
- CJS 201 / SOC 240 Criminology *3 credits*
- CJS 203 Juvenile Justice *3 credits*

Semester 4

- CJS 210 Constitutional Law *3 credits* , **OR** CJS 213 Evidence and Criminal Procedure *3 credits*

- CJS 211 Criminal Law I *3 credits*
- CJS 220 Criminal Investigation *3 credits* , **OR** CJS 225 Forensic Science *3 credits*
- CJS 290 Practicum in Criminal Justice *3 credits*
- CJS 294 Contemporary Issues in Criminal Justice *3 credits* , **OR** CJS 255 Ethical Issues in Criminal Justice *3 credits* , **OR** CJS 280 Victimology *3 credits*

Note:

* One of these courses must be an IDS ELE Interdisciplinary Elective course: IDS 210 Humanities: The Creative Voice, IDS 230 Liberal Arts / Humanities: Great Books, SCI 114 Survey of Science, BIO 180 Principles of Environmental Science or BIO 181 Environmental Science. IDS 220 Social Science: Individuals and Society does not satisfy the Humanities requirement.

\# Please see Catalog Home for important information regarding this program and Fall 2023 opening of Connecticut State Community College.

Early Childhood Education Career A.S.#

This program has been designed to meet the ongoing career and educational goals of students who want to enter the field of Early Childhood Education upon graduation, or are already employed in an early care situation and desire to improve their knowledge and competency in working with young children. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

Program Outcomes

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

1. Recognize and identify current and historical theoretical Early Childhood approaches;
2. Recognize quality Early Childhood Education programs;
3. Apply child development theory to practice;
4. Design developmentally appropriate curriculum;
5. Be a reflective practitioner;
6. Become early childhood advocates;
7. Value and translate theory into practice utilizing the Preschool Curriculum Framework (PCF), NAEYC Accreditation Standards, and the NAEYC code of Ethical and Professional Conduct; and
8. Be a collaborative community partner.

Requirements (61-62 Credits)

College Core Requirements (28-29 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math)
- CSA 105 Introduction to Software Applications *3 credits*
- COM 173 Public Speaking *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books) *3 credits*
- BIO 105 Introduction to Biology *4 credits* **OR** SCI ELE *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits*

Major Requirements (33 Credits)

- ECE 101 Introduction to Early Childhood Education *3 credits* **OR** ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*
- ECE 103 Creative Experiences for Children *3 credits* **OR** ECE ELE *3 credits*
- ECE 106 Music and Movement for Children *3 credits* **OR** ECE 109 Science and Math for Children *3 credits*
- ECE 182 Child Growth and Development *3 credits* **OR** ECE 141 Infant / Toddler Growth and Development *3 credits*
- ECE 210 Observation, Participation and Seminar *3 credits*
- ECE 215 The Exceptional Learner *3 credits*
- ECE 222 Methods and Techniques in Early Childhood Education *3 credits*

- ECE 231 Early Language and Literacy Development *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*
- ECE 295 Student Teaching Practicum* *6 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- ECE 141 Infant / Toddler Growth and Development *3 credits* **OR** ECE 182 Child Growth and Development *3 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math)
- PSY 111 General Psychology I *3 credits* **

Semester 2

- ECE 101 Introduction to Early Childhood Education *3 credits* **OR** ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits* **
- BIO 105 Introduction to Biology *4 credits* **OR** SCI ELE *3-4 credits*
- ECE 106 Music and Movement for Children *3 credits* **OR** ECE 109 Science and Math for Children
- ECE 103 Creative Experiences for Children *3 credits* **OR** ECE ELE *3 credits***

Semester 3

- ECE 215 The Exceptional Learner *3 credits*
- ECE 231 Early Language and Literacy Development *3 credits*
- ECE 222 Methods and Techniques in Early Childhood Education *3 credits*
- ECE 210 Observation, Participation and Seminar *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits***
- ECE 275 Child, Family and School Relations *3 credits*

Semester 4

- SOC 101 Principles of Sociology *3 credits* **
- ECE 295 Student Teaching Practicum* *6 credits*

Notes

* For ECE 295 Student Teaching Practicum* you must have completed:

- ECE 182 or ECE 141
- ECE 101 or ECE 241
- ECE 210, ECE 215, ECE 222, ECE 231, ECE 275

** Students may consider taking these courses during summer session.

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

Engineering Science Transfer Program A.S.#

The Engineering Science curriculum offers the courses that are required in the first two years of study in many bachelor's degree programs in a variety of engineering disciplines such as Mechanical, Civil, Chemical, Electrical, and Biomedical Engineering. The Engineering Science degree is part of the statewide College of Technology (COT) initiative that is an umbrella for Connecticut's twelve community colleges and six public and private partner universities. Through COT's articulation agreement with partner universities, students who get an Associate degree in Engineering Science (with certain GPA's) can transfer seamlessly at junior level to the following institutions: University of Connecticut, Central Connecticut State University, Fairfield University, University of Hartford, University of New Haven, and Charter Oak State College.

Program Outcomes

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

1. Transfer seamlessly into a Bachelor of Science Degree Program in Engineering with junior level status
2. Demonstrate the ability to assist in research, development, design, production, and testing 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 related engineering fields
6. Demonstrate the ability to think through a problem in a logical manner
7. Organize and carry through to conclusion and solution to a problem
8. Demonstrate good communication skills, and
9. Demonstrate teamwork skills.

Requirements (63 Credits)

College Core Requirements (26 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 254 Calculus I *4 credits*
- CHE 121 General Chemistry I *4 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]
- ART ELE Art Elective **OR** HUM ELE *6 credits*[*]
- HIS ELE History Elective *3 credits*[*]

Major Requirements (37 Credits)

- EGR 111 Introduction to Engineering *3 credits*
- MAT 256 Calculus II *4 credits*
- MAT 268 Calculus III: Multivariable *4 credits*
- MAT 285 Differential Equations *3 credits*
- EGR 211 Engineering Statics *3 credits*
- PHY 221 Calculus-Based Physics I *4 credits*
- PHY 222 Calculus-Based Physics II *4 credits*
- EGR ELE Engineering Elective *12-14 credits*[**]

Recommended Sequence of Study

Semester 1

- MAT 254 Calculus I *4 credits*
- CHE 121 General Chemistry I *4 credits*
- ENG 101 Composition *3 credits*
- EGR 111 Introduction to Engineering *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]

Semester 2

- MAT 256 Calculus II *4 credits*
- PHY 221 Calculus-Based Physics I *4 credits*
- ENG 102 Literature and Composition *3 credits*
- ART ELE Art Elective **OR** HUM ELE *3 credits*[*]
- EGR ELE Engineering Elective *3 credits*[**]

Semester 3

- MAT 268 Calculus III: Multivariable *4 credits*
- PHY 222 Calculus-Based Physics II *4 credits*
- EGR 211 Engineering Statics *3 credits*
- EGR ELE Engineering Elective *3 credits*[**]
- ART ELE Art Elective **OR** HUM ELE *3 credits*[*]

Semester 4

- MAT 285 Differential Equations *3 credits*
- EGR ELE Engineering Elective *6-8 credits*[**]
- HIS ELE History Elective *3 credits*[*]

Note:

* These courses can be taken at any order

** Pick four courses from CAD 133 , EGR 115, BIO 121 , CHE 122 , MAT 272 , EGR 212 , and EGR 214. At least two courses must be EGR courses.

For transferable electives to the various universities, see the pathway coordinator.

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

Exercise Science Career Program A.S.#

The Exercise Science Program at Norwalk Community College is designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a health fitness professional in commercial and clinical settings. With an emphasis on exercise physiology and health, the program integrates cutting edge research with fundamental theories of learning and basic clinical skills. Graduates of the program will be prepared for a career in health fitness and will demonstrate sound communication skills, life-long learning, safe and effective care, within their legal scope, and compassion for those they work with. Completion of the program will provide opportunities for further education leading to careers in exercise physiology and allied health.

Program Outcomes

To provide quality instruction that prepares highly qualified entry level Health Fitness Professionals to:

1. Demonstrate an understanding of basic human anatomy and physiology and the impacts of exercise stressors on such structures and systems;
2. Demonstrate entry level knowledge and skills necessary for safe and appropriate health screenings and appraisals;
3. Display sound knowledge and clinical skills needed for exercise testing and prescription with a variety of populations;
4. Practice sound, prudent, and ethical duties necessary in the health fitness profession;
5. Develop leadership, interpersonal, and communication skills necessary to be an effective professional in this career path; and
6. Effect continuous improvement of the profession by actively pursuing career development and maintenance of certifications.

Requirements (60 Credits)

College Core Requirements (32 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- BIO 105 Introduction to Biology *4 credits*
- BIO 211 Anatomy and Physiology I *4 credits*
- PSY 111 General Psychology I *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits*
- COM 173 Public Speaking *3 credits*
- CSA 105 Introduction to Software Applications *3 credits* [*]
- Any MAT higher than MAT 136
- Choose from any course under Historical Knowledge and Understanding

Major Requirements (28 Credits)

- HPE 105 Introduction to Exercise Science *3 credits*
- HPE 241 Exercise Physiology with Lab *4 credits*
- HPE 243 Kinesiology with Lab *4 credits*
- HPE 245 Programming and Prescription I *4 credits*
- HPE 295 Field Practice with Seminar *3 credits*
- BIO 111 Introduction to Nutrition *3 credits*

- BIO 212 Anatomy and Physiology II *4 credits*
- HPE 246 Programming and Prescription II *3 credits* **OR** HPE 247 Aspects of Strength and Conditioning *3 credits*

Semester 1

- ENG 101 Composition *3 credits*
- BIO 105 Introduction to Biology *4 credits*
- CSA 105 Introduction to Software Applications *3 credits* *
- HPE 105 Introduction to Exercise Science *3 credits*
  Any MAT higher than MAT 136

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BIO 211 Anatomy and Physiology I *4 credits*
- PSY 111 General Psychology I *3 credits*
- HPE 245 Programming and Prescription I *4 credits*

Semester 3

- BIO 111 Introduction to Nutrition *3 credits*
- BIO 212 Anatomy and Physiology II *4 credits*
- HPE 241 Exercise Physiology with Lab *4 credits*
- HPE 246 Programming and Prescription II *3 credits* **OR** HPE 247 Aspects of Strength and Conditioning *3 credits*

Semester 4

- IDS 210 Humanities: The Creative Voice *3 credits*
- HPE 243 Kinesiology with Lab *4 credits*
- HPE 295 Field Practice with Seminar *3 credits*
- Choose from any course under Historical Knowledge and Understanding

Note

* Computer proficiency may be demonstrated through a designated college examination

 # Please see Catalog Home for important information regarding this program and Fall 2023 opening of Connecticut State Community College

General Studies Program A.S.

The General Studies curriculum is designed for students who wish to graduate with a well-balanced general education. It also allows students who have not yet decided on an area of concentration to explore and enrich themselves before specialization. It is an appropriate choice for students who wish to increase their knowledge or skills to qualify for other curricula while pursuing a wide range of interests.

General Studies students should coordinate with a particular program in a baccalaureate institution if transfer is desired. The requirements of senior institutions determine the transferability of credit.

Program Outcomes

Upon successful completion of all program requirements, graduates will:

1. Develop written texts of varying lengths and styles that communicate effectively and appropriately;
2. Develop oral messages of varying lengths and styles that communicate effectively and appropriately;
3. Recognize, understand, and use quantitative elements;
4. Become familiar with science as a method of inquiry;
5. Use traditional and digital technology to access, evaluate, and apply information;
6. Understand the interrelatedness of various realms of human experience;
7. Understand the systems of influences that shape a person's, or group's attitudes, beliefs, emotions, symbols, and actions;
8. Understand the diverse nature, meanings, and functions of creative endeavors through the study and practice of the creative arts;
9. Identify and apply ethical principles that guide individual and collective actions; and
10. Understand how elective courses reflect personal, occupational and academic interests.

Requirements (60-65 Credits)

College Core Requirements (36-41 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- Computer course (100-level or higher) *3 credits*
- Science elective *3-4 credits* *
- Mathematics or Science elective *3-4 credits* *
- Social Science electives *9 credits* *
- Math Elective 100 level or higher (3-4 credits)
- HUM ELE Humanities Elective *3-4 credits 6-8 credits*[*]

Open Electives (24 Credits)

No more than 15 credit hours of open electives may be taken in any one subject area.

Recommended Sequence of Study

Semester 1

134

- ENG 101 Composition *3 credits*
- Mathematics elective (100-level or higher) *3-4 credits*
- Computer course (100 level or higher) *3 credits*
- Social Science elective *3 credits* *
- Open elective *3-4 credits* *

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- Social Science elective *3 credits* *
- Science elective *3-4 credits* *
- Humanities elective *3-4 credits* *
- HUM ELE Humanities Elective *3-4 credits*
  3-4 credits[*]

Semester 3

- HUM ELE Humanities Elective *3-4 credits 3-4 credits*[*]
- Mathematics or Science elective *3-4 credits* *
- Social Science elective *3 credits* *
- Open elective *6-8 credits* *

Semester 4

- Open electives *15 credits* **

Note:

* One of the three courses in Science, Humanities, or Social Sciences must be an IDS ELE Interdisciplinary Elective course.

** Cooperative Education Work Experience (GEN 296) may be substituted for a maximum of six credits in the open elective category.

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

Human Services Program Career Option A.S.#

The Human Services Program, Career Option, is designed to prepare qualified students for a wide variety of entry-level employment positions in the Human Services field and to thereby improve the quality of life for all of society. Individuals with an A.S. degree may be employed as case management aides, human services workers, residential managers, special education teacher aides, mental health aides, and social service technicians. The theory and practice skills needed to work in these areas are emphasized as well as hands-on experience and community networking. Students interested in the Human Services curriculum are required to arrange an appointment with the coordinator prior to enrolling in the program.

Most of the Human Service courses must be taken in sequence. Field experience, utilizing nearby community agencies, is planned as an integral part of the second, third and fourth semesters. Opportunities for this experience are provided in a variety of community service agencies and students are expected to devote six hours a week to field placement in each semester.

Field placements are assigned by the coordinator of the program. The students should be available to do a substantial portion of their field work experience weekdays between 9 am and 5 pm, although some limited evening and weekend hours may be available.

A participant may be counseled out of the program if, in the judgment of the program staff, the individual is not temperamentally, emotionally or intellectually equipped to work effectively and sensitively in a human services capacity.

Program Outcomes

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

1. Demonstrate an awareness of the realities of employment or continued study in the field of Human Services;
2. Demonstrate an awareness of the variety of agencies and services to specific target groups of people needing assistance;
3. Understand the structure and purpose of various community agencies;
4. Develop self-awareness, use problem-solving skills, and develop supportive positive relationships with clients; and
5. Develop an understanding of the issues of confidentiality and the client's right to self-determination.
6. Demonstrate an awareness of the role Cultural Competency plays in the needs of diverse populations.

Requirements (60-62 Credits)

College Core Requirements (27-29 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- PSY 111 General Psychology I *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- IDS 210 Humanities: The Creative Voice *3 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- HIS ELE History Elective *3 credits*

Major Requirements (33 Credits)

- HSE 101 Introduction to Human Services *3 credits*

- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- HSE 215 Crisis Intervention *3 credits*
- HSE 216 Family Dynamics and Intervention *3 credits*
- HSE 281 Human Services Field Work I *3 credits*
- HSE 282 Human Services Field Work II *3 credits*
- Psychology, Sociology or Human Services elective *3 credits*
- PSY 105 Group Dynamics *3 credits*
- PSY 245 Abnormal Psychology *3 credits*
- Open ELE Open Elective *3 credits*
- SOC ELE Sociology Elective *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- HSE 101 Introduction to Human Services *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- Open ELE Open Elective *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- PSY 111 General Psychology I *3 credits*
- HIS ELE History Elective *3 credits*

Semester 3

- COM 173 Public Speaking *3 credits*
- HSE 216 Family Dynamics and Intervention *3 credits*
- HSE 281 Human Services Field Work I *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits*
- PSY 105 Group Dynamics *3 credits*

Semester 4

- HSE 282 Human Services Field Work II *3 credits*
- HSE 215 Crisis Intervention *3 credits*
- PSY 245 Abnormal Psychology *3 credits*
- Psychology, Sociology or Human Services elective *3 credits*
- SOC ELE Sociology Elective *3 credits*

Note

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

Human Services Program Transfer Option A.S.#

The Human Services Program, Transfer Option, is designed to provide a comprehensive two-year undergraduate education while exposing students to the broad and diverse field of human services. The goal of the program is to improve the quality of life for all of society. The A.S. degree curriculum provides a general background for work with special populations, children, families and adults. Most professions in human services require academic work beyond the A.S. degree level for continuing professional work and advancement. Instruction is cross-disciplinary and is designed for maximum transferability for those wishing to continue their studies. Students interested in the Human Services curriculum are required to arrange an appointment with the NCC coordinator prior to enrolling in the program.

Most of the Human Services courses must be taken in sequence. Field experience, utilizing nearby community agencies, is planned as an integral part of the third and fourth semesters. Opportunities for this experience are provided in a variety of community service agencies and students are expected to devote six hours a week to field placement in both semesters.

Field placements are assigned by the program coordinator. The students should be available to do their field work experience sometime between 9 am and 5 pm, Monday through Friday, as most social service agencies are closed evenings and weekends. However, there are a limited number of agencies that can accommodate a student in the evening and on weekends.

A participant may be counseled out of the program if, in the judgment of the program staff, the individual is not temperamentally, emotionally or intellectually equipped to work effectively and sensitively in a human services capacity.

Program Outcomes

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

1. Demonstrate an awareness of the realities of employment or continued study in the field of Human Services;
2. Demonstrate an awareness of the variety of agencies and services to specific target groups of people needing assistance;
3. Understand the structure and purpose of various community agencies;
4. Develop self-awareness, use problem-solving skills, and develop supportive positive relationships with clients;
5. Develop an understanding of the issues of confidentiality and the client's right to self-determination; and
6. Develop critical thinking skills within the context of professional human services practice to solve problems, to apply learning and reasoning strategies, and to acquire and utilize information.
7. Demonstrate an awareness of the role Cultural Competency plays in the needs of diverse populations.

Requirements (63-67 Credits)

College Core Requirements (36-40 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- Foreign Language *6-8 credits*
- CSA 105 Introduction to Software Applications *3 credits* *
- COM 173 Public Speaking *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*
- HIS ELE History Elective **OR** Political Science Elective *3 credits*

- SOC ELE Sociology Elective **OR** Anthropology elective *3 credits*

Major Requirements (24 Credits)

- HSE 101 Introduction to Human Services *3 credits*
- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- PSY 105 Group Dynamics *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- HSE 281 Human Services Field Work I *3 credits*
- HSE 282 Human Services Field Work II *3 credits*
- HSE 216 Family Dynamics and Intervention *3 credits*
- HSE 215 Crisis Intervention *3 credits*
- Open ELE Open Elective *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- HSE 101 Introduction to Human Services *3 credits*
- PSY 111 General Psychology I *3 credits*
- Foreign Language *3-4 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- PSY 105 Group Dynamics *3 credits*
- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- SOC 101 Principles of Sociology *3 credits*
- Foreign Language *3-4 credits*

Semester 3

- HSE 281 Human Services Field Work I *3 credits*
- HSE 216 Family Dynamics and Intervention *3 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*

Semester 4

- HSE 282 Human Services Field Work II *3 credits*
- HSE 215 Crisis Intervention *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits*

- HIS ELE History Elective **OR** Political Science Elective *3 credits*
- SOC ELE Sociology Elective **OR** Anthropology Elective *3 credits*

Note

* Computer proficiency may be demonstrated through a designated college examination and a Liberal Arts course substituted.

Note

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

Legal Assistant Degree Program A.S.#

The degree and certificate programs are designed to prepare students to serve as legal assistants in law offices, corporations, and public agencies. The Legal Assistant is a paraprofessional who, under the supervision of an attorney, performs specifically delegated substantive legal work that may ethically be performed by a non-lawyer. The terms legal assistant and paralegal are interchangeable.

Both the degree and certificate programs provide students with a general background in the major areas of law practiced in law offices, and train students to prepare the necessary documents involved, such as probate forms, title reviews, closing documents, pleadings and discovery proceedings, legal memoranda, corporate filings and minutes, thereby permitting an attorney to perform legal services more efficiently and economically.

Skillful use of the English language and a high level of verbal and written competence are essential for successful completion of the Legal Assistant courses. Students must be eligible for ENG 101 to register in the Legal Assistant Program.

Approval of the Program Coordinator is necessary for admission to either Legal Assistant Program.

Unauthorized Practice of Law

Paralegals may not provide legal services directly to the public, except as permitted by law.

Program Outcomes

Upon successful completion of the degree or certificate program requirements, graduates will be able to:

1. Demonstrate reasoning and analytical skills in the application of legal concepts to the issues faced day-to-day in a law office;
2. Understand the ethical issues involved in working as a paraprofessional in the legal field;
3. Apply basic knowledge from social sciences, arts, literature, science and mathematics to understand and create solutions to problems encountered in the legal field;
4. Acquire, organize and present information effectively orally and in writing;
5. Research legal issues, both in the traditional manner and through computer research, identifying applicable statutes, regulations and case law;
6. Demonstrate the writing skills necessary to work in a law office;
7. Gather information and interview clients and witnesses in a meaningful manner in support of the particular casework involved;
8. Understand and prepare real estate closing documents such as deeds, mortgages, settlement statements and title insurance binders;
9. Gather information and prepare estate inventories, inheritance tax forms or prepare court documents in divorce and other family law proceedings;
10. Understand the trial process and draft and answer complaints and other pleadings and discovery documents such as interrogatories and requests for production;
11. Understand the administrative process and how to interface with administrative agencies and respond to information requests by agencies and to prepare and file administrative claims;
12. Demonstrate an understanding of the various different business organizations and how to prepare the documents to establish, incorporate or organize them;
13. Know and understand the functions and benefits of membership in local and national paralegal associations;
14. Possess the eligibility requirements for taking the Certified Legal Assistant Examination (CLA), a private, non-mandatory certification offered by the National Association of Legal Assistants; and
15. Display the ability to work in a law office and the traits and attitudes necessary for a successful career as a paralegal.

Requirements (61 Credits)

College Core Requirements (31 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 114 Business Application Software *4 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT) *3-4 credits*
- COM 173 Public Speaking *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- SCI ELE Science Elective *3-4 credits 3 credits*[*]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]
- ENG 200 Advanced Composition *3 credits* **OR** BBG 210 Business Communication *3 credits*

Major Requirements (30 Credits)

- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits*
- LGL 101 Introduction to Paralegalism *3 credits*
- LGL 102 Legal Research and Writing *3 credits*
- LGL 104 Real Estate Practice *3 credits*
- LGL 208 Litigation *3 credits*
- LGL 211 Business Organization *3 credits*
- LGL 280 Internship *3 credits* [**]
- LGL electives. Must select **two(2)** of the following: LGL 209 Probate Practice and Estate Administration, LGL 210 Family Law, or LGL 216 Administrative Law *6 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- BBG 114 Business Application Software *4 credits*
- Social Science elective *3 credits* [*]
- BBG 231 Business Law I *3 credits*
- LGL 101 Introduction to Paralegalism *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (Or higher level MAT *3-4 credits*)
- LGL 104 Real Estate Practice *3 credits*
- BBG 232 Business Law II *3 credits*
- LGL 102 Legal Research and Writing *3 credits*

Semester 3

- COM 173 Public Speaking *3 credits*
- Legal Assistant Elective: LGL 209 Probate Practice and Estate Administration **OR** LGL 210 Family Law **OR** LGL 216 Administrative Law *3 credits*
- LGL 208 Litigation *3 credits*
- LGL 211 Business Organization *3 credits*
- SCI ELE Science Elective *3-4 credits 3 credits*[*]

Semester 4

- ACC 113 Principles of Financial Accounting *3 credits*
- Legal Assistant Elective: LGL 209 Probate Practice and Estate Administration **OR** LGL 210 Family Law **OR** LGL 216 Administrative Law *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- LGL 280 Internship *3 credits* [**]
- ENG 200 Advanced Composition *3 credits* **OR** BBG 210 Business Communication *3 credits*

Note:

[*] At least one of the Social Science, Humanities or Science electives is required to be an IDS ELE Interdisciplinary Elective course.

[**] May be waived and a course substituted at the discretion of the Coordinator for a student currently working in a permanent position as a paralegal.

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

Medical Office Management Program A.S. - Administrative

Students in the Administrative Medical Office Management Program course of study will learn the skills necessary to function as an entry-level administrative assistant in a medical setting. They will learn how to process insurance submissions; front desk activities such as scheduling patients, collecting co-pays, billing and collecting patient demographic information. They will also learn the use of ICD-10 medical coding and CPT-4 medical procedure coding. They will demonstrate effective and therapeutic communication skills.

Program Outcomes

Upon successful completion of the requirements of the Medical Office Management A.S. - Administrative program, graduates will be able to:

1. Discuss principles of supervision in an office domain related to the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains;
2. Discuss administrative skills including proper telephone techniques, maintaining appointment calendar, filing and retrieving medical records, maintaining monthly accounting records and more;
3. Communicate effectively with patients and office co-workers using appropriate knowledge of psychology;
4. Demonstrate a thorough understanding of the legal and ethical standards and dilemmas facing the medical profession;
5. Demonstrate appropriate interpersonal communication skills using both verbal and written communication.

Prerequisites

HS keyboarding with a C or better or Passing grade within the last five years or a keyboarding class from another institution.

College Core Requirements (27-28 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or higher level)
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*
- CSA 105 Introduction to Software Applications *3 credits* **OR** BBG 114 Business Application Software *3 credits*[*]
- IDS 220 Social Science: Individuals and Society *3 credits* **OR** Sociology Elective **OR** Anthropology Elective *3 credits*[**]
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** HUM ELE Humanities Elective *3 credits*[**]

Medical Office Management Core Courses (27 Credits)

- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- MED 125 Medical Terminology *3 credits*
- MED 217 Medical Coding *3 credits*
- PHL 112 Medical Ethics *3 credits*
- BBG 101 Introduction to Business *3 credits*
- BMG 202 Principles of Management *3 credits*

- BMG 220 Human Resources Management *3 credits*
- MED 296 Cooperative Education Work Experience *3 credits* ***

Administrative Track Core Courses (6 Credits)

- BBG 231 Business Law I *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*

Recommended Sequence of Study

Semester 1

- BBG 114 Business Application Software *4 credits* **OR** CSA 105 Introduction to Software Applications[*]
- MED 125 Medical Terminology *3 credits*
- BBG 101 Introduction to Business *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- ENG 101 Composition *3 credits*

Semester 2

- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- MED 217 Medical Coding *3 credits*
- COM 173 Public Speaking *3 credits*
- PSY 111 General Psychology I *3 credits*
- MED 296 Cooperative Education Work Experience *3 credits* ***

Semester 3

- PHL 112 Medical Ethics *3 credits*
- BMG 202 Principles of Management *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or higher)
- ENG 102 Literature and Composition *3 credits*
- BBG 231 Business Law I *3 credits*

Semester 4

- BMG 220 Human Resources Management *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** Humanities Elective **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*[**]
- IDS 220 Social Science: Individuals and Society *3 credits* **OR** Sociology Elective **OR** Anthropology Elective 3 c*redits*[**]
- SCI ELE Science Elective *3-4 credits 3-4 credits*

Note

* Students may satisfy this requirement by taking a proficiency exam.

** One of these must be an IDS ELE Interdisciplinary Elective course.

*** Selective Admission course

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

Medical Office Management Program A.S. - Clinical

Students in the Clinical Medical Office Management course of study will need to complete a certificate from the Medical Assistant Program. In addition to the clinical and/or administrative skills acquired through their certificate program, students will acquire professional and business skills through courses that incorporate current technology for managing a medical office.

Course work is focused on (1) clinical and/or administrative and skills, (2) fulfillment of core curriculum requirements to provide the student with the broad base of knowledge necessary to succeed in the work environment. The program leads to an Associate of Science degree in Medical Office Management - Clinical.

Program Outcomes

Upon successful completion of the requirements of the Medical Office Management program, graduates will be able to:

1. Discuss principles of supervision in an office domain related to the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains;
2. Discuss clinical skills including the performance of vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy, and EKG's as well as its impact on medical coding;
3. Carry out and manage front office duties such as reception, insurance monitoring, record maintenance and bookkeeping;
4. Communicate effectively with patients and personnel using appropriate knowledge of psychology;
5. Demonstrate appropriate interpersonal communication skills using both the written and spoken word;
6. Assist the health care provider with patient teaching related to pharmacology, anatomy and physiology, and nutrition;
7. Uses principles of total quality patient care collaboratively with health care personnel to bring all groups of personnel together to reach the goal of quality patient care;
8. Demonstrate knowledge of state and federal rules and regulations required of health care facilities;
9. Demonstrate a thorough understanding of the legal and ethical standards and dilemmas facing the medical profession.

HS Keyboarding with a C or better or Passing grade within the last five years or a keyboarding class from another institution.

College Core Requirements (27-28 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or higher level)
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*
- CSA 105 Introduction to Software Applications *3 credits* **OR** BBG 114 Business Application Software *3 credits*[*]
- IDS 220 Social Science: Individuals and Society *3 credits* **OR** Sociology Elective **OR** Anthropology Elective *3 credits*[**]
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** HUM ELE Humanities Elective *3 credits*[**]

Medical Office Management Core Courses (27 Credits)

- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- MED 125 Medical Terminology *3 credits*
- MED 217 Medical Coding *3 credits*
- PHL 112 Medical Ethics *3 credits*
- BBG 101 Introduction to Business *3 credits*

- BMG 202 Principles of Management *3 credits*
- BMG 220 Human Resources Management *3 credits*
- MED 296 Cooperative Education Work Experience *3 credits* ***

Clinical Track Core Courses (9 Credits) for Medical Assistant Certificate

- MED 245 Clinical Lab Procedures I *4 credits* ***
- MED 246 Clinical Lab Procedures II *5 credits* ***

Clinical Track Core Courses

- ACC 113 Principles of Financial Accounting *3 credits* **OR** BBG 231 Business Law I

Recommended Sequence of Study

Semester 1

- BBG 114 Business Application Software *4 credits* **OR** CSA 105 Introduction to Software Applications *4 credits*[*]
- MED 125 Medical Terminology *3 credits*
- MED 245 Clinical Lab Procedures I *4 credits* [***]
- MED 112 Medical Insurance and Billing *3 credits*
- ENG 101 Composition *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- MED 217 Medical Coding *3 credits*
- BBG 101 Introduction to Business *3 credits*
- PSY 111 General Psychology I *3 credits*
- MED 246 Clinical Lab Procedures II *5 credits* [***]

Summer Session

- MED 296 Cooperative Education Work Experience *3 credits* ***

Semester 3

- PHL 112 Medical Ethics *3 credits*
- BMG 202 Principles of Management *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or higher)
- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- IDS 220 Social Science: Individuals and Society *3 credits* **OR** Sociology Elective **OR** Anthropology Elective 3 cr*edits*[**]

Semester 4

- COM 173 Public Speaking *3 credits*
- BMG 220 Human Resources Management *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits* **OR** BBG 231 Business Law I
- SCI ELE Science Elective *3-4 credits 3-4 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** Humanities Elective **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*[**]

Note

* Students may satisfy this requirement by taking a proficiency exam.

** One of these must be an IDS ELE Interdisciplinary Elective course.

*** Selective Admission courses.

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

Nursing Career Program A.S.

(Information may be subject to change)

The Connecticut Community Colleges Nursing Program (CTCCNP) is an innovative associate degree nursing program offered at six Connecticut Community Colleges. The nursing program is a four semester program designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing. These courses provide the foundation for the practice of nursing.

For further information about The Nursing Career Program, see the links below:

- Nursing Information Packet
- TEAS Study Manual
- Student Outcomes

Requirements (65 Credits)

Admission Requirements

- ENG 101 Composition *3 credits*
- BIO 211 Anatomy and Physiology I *4 credits*

Pre-Requisite Requirements

- BIO 212 Anatomy and Physiology II *4 credits*

College Core and Major Requirements (65 Credits)

General Education   30

    Science (12 credits)

    English (6 credits)

    Social and Behavioral Science (9 credits)

    Humanities and Fine Arts (3 credits)

Nursing Program   38

Recommended Sequence of Study

Semester 1

- NUR 120 Nursing in Health & Illness I *9 credits *
- BIO 235 Microbiology *4 credits *
- PSY 111 General Psychology I *3 credits*

Semester 2

- NUR 125 Nursing in Health & Illness II *8 credits*
- PSY 201 Lifespan Development *3 credits* *
- SOC 101 Principles of Sociology *3 credits*

Semester 3

- NUR 220 Nursing In Health & Illness III *9 credits*
- ENG 102 Literature and Composition *3 credits*

Semester 4

- NUR 225 Nursing In Health & Illness IV *8 CREDITS*
- NUR 226 Transition To Practice *2 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books

Note:

* There may be a prerequisite course that must be successfully completed prior to taking the course.

Non-Nursing courses must be taken in the semester indicated above or they may be taken earlier. Nursing courses must be taken in the stated sequence.

COM 173 Public Speaking is **NOT** required for the nursing program.

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

Physical Therapist Assistant Career Program A.S.

The Physical Therapist Assistant (PTA) Program[1] is designed to provide fundamental and theoretical knowledge as well as practical skills to prepare the student to assume the role of the PTA. This program prepares the student to be a paraprofessional to work under the direction and supervision of the physical therapist providing physical therapy interventions and associated data collection techniques, such as therapeutic exercise, physical modalities and other specialized clinical skills needed in a rehabilitation setting.

Graduates are eligible to take the National Physical Therapist Assistant Examination administered by the Federation of State Boards of Physical Therapy. Graduates who pass this exam are eligible for licensure in the State of Connecticut and elsewhere.

[1]The Physical Therapist Assistant Program at Norwalk Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (203) 857-7198 or email jbresnick@norwalk.edu.

The program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Colombia, Puerto Rico, and the U.S. Virgin Islands secondary to its accreditation by the Commission on Accreditation in Physical Therapy Education, based on the following:

CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist and physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org.

Admissions Policy

The PTA program will have competitive admissions and requirements to which all students must adhere. Applicants must achieve a composite ATI-TEAS test score of 50% or higher.

Program Outcomes

To provide quality instruction that prepares highly qualified entry level PTAs who:

1. Apply clinical concepts to deliver safe, appropriate and effective physical therapy interventions and associated data collection to patients throughout the lifespan in a variety of settings;
2. Integrate appropriate communication strategies to effectively interact with and educate patients/clients, caregivers, health care providers, third-party payers and the general population;
3. Apply strategies to effect continuous improvement of the physical therapy profession;
4. Utilize human, fiscal and systems resources appropriately to provide efficient, ethical physical therapy services;
5. Display professionalism, accountability, integrity and cultural competence in all of the duties associated with being a PTA; and
6. Display compassion, caring, altruism and social responsibility, not only as a PTA, but as citizens of the community.

Requirements (68 Credits)

College Core Requirements (29 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- PSY 111 General Psychology I *3 credits*
- BIO 211 Anatomy and Physiology I *4 credits*
- BIO 212 Anatomy and Physiology II *4 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*

Major Requirements (39 Credits)

- PTA 120 Introduction to Physical Therapy *3 credits*
- PTA 125 Physical Therapy for Function *4 credits*
- PTA 230 Physical Agents in Physical Therapy *4 credits*
- PTA 235 Kinesiology for Rehabilitation *4 credits*
- PTA 250 Therapeutic Exercise *5 credits*
- PTA 253 Pathophysiology for Rehabilitation *3 credits*
- PTA 258 PTA in the Healthcare Arena *2 credits*
- PTA 259 Clinical Experience Orientation *1 credit*
- PTA 261 PTA Internship I *3 credits* (120 hours)
- PTA 262 PTA Internship II *5 credits* (280 hours)
- PTA 265 PTA Internship III *5 credits* (280 hours)

Recommended Sequence of Study

Prerequisite

- BIO 211 Anatomy and Physiology I *4 credits*

Fall Session 1

- ENG 101 Composition *3 credits*
- BIO 212 Anatomy and Physiology II *4 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- PTA 120 Introduction to Physical Therapy *3 credits*
- PTA 125 Physical Therapy for Function *4 credits*

Spring Session 1

- ENG 102 Literature and Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- PTA 235 Kinesiology for Rehabilitation *4 credits*
- PTA 253 Pathophysiology for Rehabilitation *3 credits*
- MAT 172 College Algebra *3 credits* **OR** MAT 201 Statistics *3 credits*

Summer Session

- PTA 259 Clinical Experience Orientation *1 credit*

Fall Session 2

- COM 173 Public Speaking *3 credits*
- PTA 230 Physical Agents in Physical Therapy *4 credits*
- PTA 250 Therapeutic Exercise *5 credits*
- PTA 261 PTA Internship I *3 credits* (120 hours)
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*

Spring Session 2

- PTA 258 PTA in the Healthcare Arena *2 credits*
- PTA 262 PTA Internship II *5 credits* (280 hours)
- PTA 265 PTA Internship III *5 credits* (280 hours)

Note:

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

Respiratory Care Career Program A.S.

Respiratory Care is a high tech, direct patient care profession. This field is a life-supporting, life-enhancing allied health care profession practiced under qualified medical direction. Services provided to patients with disorders of the cardiopulmonary system include diagnostic testing, therapeutics, monitoring and rehabilitation. Patient, family and public education are essential to the mission of the profession. Respiratory care services are provided in all health care facilities (acute, sub acute/long-term, skilled nursing) and in the home.

The curriculum consists of five consecutive semesters of study as well as additional clinical practice at affiliating hospitals. The respiratory care and related courses must be taken in the sequence outlined once the student has been admitted into the program. Admission requirements are listed under programs with selective admissions.

Upon completion of the program, the graduate qualifies for an associate in science degree and is eligible to apply to take the Therapist Multiple Choice and Clinical Simulation exam offered by the National Board for Respiratory Care (NBRC).

General Information

1. Students must meet program admission requirements. (See the Respiratory Care Information Packet);
2. Students must earn a minimum grade of "C"[*] (*Minimum of 74*) in all prerequisite and Core requirements, with the exception of BIO 211, where a minimum grade of "C+" is required for the Respiratory Care Program;
3. To graduate from the program, college students must maintain above a 2.0 GPA;
4. Additional costs such as travel, parking, lab coats, uniforms, testing, stethoscopes, physical examinations and data are the responsibility of the student;
5. Students must follow the policies outlined in the Respiratory Care Student Handbook.

* *"C" = 74 minimum*

Mission Statement

The Respiratory Care Program is designed to prepare students as Registered Respiratory Care professionals. The program meets a community need for health care professionals. This affordable and accessible program offers an innovative program of study for the community's diverse population. The faculty believes that a nurturing educational environment will produce lifelong learners who are active and responsible leaders in their careers.

Program Goal

To prepare the student with demonstrated competence in cognitive, psychomotor and affective learning domains of respiratory care practice as performed by Registered Respiratory Therapists.

Accreditation

The Respiratory Care Program is accredited by The Commission on Accreditation for Respiratory Care. Information about COARC can be obtained by visiting www.coarc.com. NCC Program number: 200090. Program outcomes can be obtained by clicking on the link below:

https://coarc.com/students/programmatic-outcomes-data/

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented.

Programmatic outcomes are performance indicators that reflect the extent to which the goals of the program are achieved and by which program effectiveness is documented. Programmatic outcomes data reported on the CoARC include: 3 year time periods reporting; RRT credentialing success; achievement of the high cut score on the TMC exam; attrition rates; job placement; overall graduate and employer satisfaction; total number of program enrollees; total graduates and maximum annual enrollment number.

Licensure

Upon graduation, the student is eligible to sit for the Therapist Multiple Choice examination. Upon successfully completing this examination, the student may obtain licensure. The student will be required to disclose background information, including criminal history at the time of licensure application. Students may contact the CT Department of Health for more information on licensure requirements for Respiratory Care Professionals. Currently in CT, continuing educational units (CEU)s are 10 annually. Go to the Connecticut State Department of Public Health's website for more information.

Student Learning Objectives

Upon graduation from the program, the graduate must be competent in the following areas: psychomotor skills, affective skills and cognitive skills. Each area will be evaluated while enrolled in the program on a semester by semester basis. Learning is through a planned progression of knowledge and skills of increasing complexity. Upon successful completion of all program requirements, the graduate will be able to:

1. Incorporate principles of social, behavioral, and biological sciences and humanities to the role of respiratory therapist;
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of respiratory therapist;
3. Analyze patient information to assist patients affected by cardiopulmonary disorders;
4. Assist physicians in diagnosis, management and treatment of patients affected by cardiopulmonary disorders;
5. Utilize principles of pharmacology when caring for clients with cardiopulmonary disorders in a variety of settings;
6. Employ effective interpersonal, communication and teaching skills when interacting with individuals, families and members of the health team;
7. Exhibit professional behaviors consistent with legal and ethical standards of the profession of respiratory therapy;
8. Practice respiratory care in a safe and effective manner in a variety of settings;
9. Demonstrate proficiency as a respiratory therapist, as described by the National Board for Respiratory Care and the Committee on Accreditation for Respiratory Care.

Graduates of the program receive an Associate in Science degree and are eligible to take the national credentialing examination for Respiratory Care practitioners to achieve the Registered Respiratory Therapist (RRT) Credential.

Technical Standards

In order to perform the tasks required of a respiratory care practitioner certain physical capabilities are required. Students must demonstrate the ability to perform required functions, as a routine part of classroom, laboratory or clinical education. Students should be aware that successful completion of the Respiratory Care Program depends upon their ability to meet the following technical standards. These standards are capabilities associated with the successful practice of respiratory care. Under NO circumstances are they conditions for acceptance to the Respiratory Care Program. These may include: Reasonable amount of strength and mobility, manual dexterity, good motor skills, the ability to communicate effectively orally and in writing in the English language and possess acceptable standards to practice safely, calmly and effectively in the patient care area.

Requirements (68-75 Credits)

College Core Requirements (38 Credits)

- MAT 136 Intermediate Algebra *4 credits*
- CSA 105 Introduction to Software Applications *3 credits* *
- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- CHE 111 Concepts of Chemistry *4 credits* *
- BIO 211 Anatomy and Physiology I *4 credits*
- BIO 212 Anatomy and Physiology II *4 credits*
- BIO 235 Microbiology *4 credits*
- PSY 111 General Psychology I *3 credits*
- COM 173 Public Speaking *3 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*

Major Requirements (37 Credits)

- RSP 141 Principles of Respiratory Care *4 credits*
- RSP 111 Medical Physics *3 credits*
- RSP 120 Respiratory Physiology *2 credits*
- RSP 161 Diagnostic and Therapeutic Procedures *5 credits*
- RSP 151 Cardiopulmonary Pathophysiology *3 credits*
- RSP 281 Advanced Clinical Practicum *2 credits*
- RSP 272 Critical Care I *7 credits*
- RSP 291 Perinatal Care and Pediatric Respiratory Care *2 credits*
- RSP 201 Future Trends *2 credits*
- RSP 273 Critical Care II *7 credits*

Recommended Sequence of Study

Program prerequisites

- CSA 105 Introduction to Software Applications *3 credits* *
- MAT 136 Intermediate Algebra *4 credits*

Pre-Requisites for RSP 141

- CHE 111 Concepts of Chemistry *4 credits* *
- ENG 101 Composition *3 credits*
- BIO 211 Anatomy and Physiology I *4 credits*
- BIO 235 Microbiology *4 credits*

Fall Semester 1

- RSP 141 Principles of Respiratory Care *4 credits*
- RSP 111 Medical Physics *3 credits*

- BIO 212 Anatomy and Physiology II *4 credits*
- PSY 111 General Psychology I *3 credits*

Spring Semester 1

- RSP 120 Respiratory Physiology *2 credits*
- RSP 161 Diagnostic and Therapeutic Procedures *5 credits*
- RSP 151 Cardiopulmonary Pathophysiology *3 credits*

Summer Session

- RSP 281 Advanced Clinical Practicum *2 credits*

Fall Semester 2

- RSP 272 Critical Care I *7 credits*
- RSP 291 Perinatal Care and Pediatric Respiratory Care *2 credits*
- RSP 201 Future Trends *2 credits*
- ENG 102 Literature and Composition *3 credits*

Spring Semester 2

- COM 173 Public Speaking *3 credits*
- RSP 273 Critical Care II *7 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books *3 credits*

Note

* Note: The Respiratory Care Program will accept High School Chemistry (with lab) if taken within 7 years, a passing score for the CSA 105 Introduction to Software Applications proficiency exam, and Math Accuplacer scores above MAT 136 Intermediate Algebra.

The Respiratory Care Program at Norwalk Community College meets the state education requirements for a Respiratory Care Practitioner license in the state of Connecticut.

The Norwalk Community College Respiratory Care Program has not determined if the associate degree in respiratory care meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Applicants should investigate licensure requirements prior to accepting an offer of admission to the program.

Each state is responsible for establishing the requirements for licensure/certification. Students who intend to seek licensure in any state other than Connecticut need to consult with the state professional licensing board or the state's department of public health. The states make the decision on whether an individual is eligible for licensure based on the rules and regulations in place at the time the individual submits their application for licensure.

For more information on each state's requirements, please click here

*** TEAs score of 53% or greater will be required before applying to program for admission beginning Fall 2021.

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

Technology Studies (Pathway) Transfer Program A.S.

The Technology Studies curriculum offers the courses that are required in the first two years of study in specific engineering technology programs. The Technology Studies degree is part of the statewide College of Technology (COT) initiative that is an umbrella for Connecticut's twelve community colleges and six public and private partner universities. Through COT's articulation agreement, students who get an associate degree in Technology Studies can transfer seamlessly at junior level to specific engineering technology programs at Central Connecticut State University.

Program Outcomes

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

1. Transfer seamlessly into a Bachelor of Science Degree Program in Engineering Technology with junior level status
2. Demonstrate the ability to assist in development, design, production, and testing associated with engineering technology
3. Demonstrate proficiency in technical fundamentals to analyze engineering technology problems
4. Apply appropriate mathematical and scientific principles to engineering technology applications
5. Maintain a practical knowledge of state-of-the-art hardware and software in related engineering technology fields
6. Demonstrate the ability to think through a problem in a logical manner
7. Apply skills and knowledge to effectively and efficiently plan, organize, implement, measure, and manage technology
8. Demonstrate good communication skills, and
9. Demonstrate teamwork skills.

Requirements (63-67 Credits)

College Core Requirements (28-29 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- CHE 121 General Chemistry I *4 credits*
- SSC ELE Social Science Elective(Economics) *3 credits*
- HUM ELE Humanities Elective *3-4 credits* (Philosophy) *3 credits*
- SSC ELE Social Science Elective *3-4 credits* (Geography **OR** Political Science **OR** History) *3 credits*
- FA ELE Fine Arts Elective *3 credits*
- Behavioral Science elective (Psychology or Sociology) *3 credits*
- HIS ELE History Elective **OR** Economics *3 credits*

Major Requirements (29-33 Credits)

- CAD 133 CAD Mechanical AutoCAD *3 credits*
- MAT 186 Pre-Calculus *4 credits*
- MAT 201 Statistics *3 credits*
- Tech electives *12 - 16 credits**
- EGR 111 Introduction to Engineering *3 credits*
- EGR 115 Programming for Engineers *3 credits*
- PHY 121 General Physics I *4 credits* **OR** PHY 221 Calculus-Based Physics I *4 credits*

Recommended Sequence of Study

Semester 1

- MAT 186 Pre-Calculus *4 credits*
- CHE 121 General Chemistry I *4 credits*
- ENG 101 Composition *3 credits*
- EGR 111 Introduction to Engineering *3 credits*
- COM 173 Public Speaking *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- PHY 121 General Physics I *4 credits* **OR** PHY 221 Calculus-Based Physics I *4 credits*
- EGR 115 Programming for Engineers *3 credits*
- Tech elective *3-4 credits*[**]
- HUM ELE Humanities Elective *3-4 credits*
  Behavioral Science Elective (Psychology **OR** Sociology) *3 credits*[*]

Semester 3

- CAD 133 CAD Mechanical AutoCAD *3 credits*
- Tech electives *6-8 credits*[**]
- SSC ELE Social Science Elective *3-4 credits* (Economics) *3 credits*
- SSC ELE Social Science Elective(Geography **OR** Political Science **OR** History) *3 credits*[*]

Semester 4

- MAT 201 Statistics *3 credits*
- Tech elective *3 -4 credits*[**]
- FA ELE Fine Arts Elective *3 credits*[*]
- HIS ELE History Elective **OR** Economics elective *3 credits*[*]
- HUM ELE Humanities Elective *3-4 credits* (Philosophy) *3 credits*[*]

Note:

* These courses can be taken at any order

** Pick four courses from MAT 254, MAT 256, PHY 122 or PHY 222, 200 level CAD, 200 level EGR. It is neccesary to consult the program advisor to ensure the correct choices for transfer options to four year programs.

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

Veterinary Technology Degree Program A.S.

Program Description

The field of Veterinary Technology is a rapidly growing profession that offers qualified individuals many exciting and diverse opportunities. The AVMA-CVTEA accredited Veterinary Technology Program at NCC is a two-year, full-time Associate Degree program. Veterinary technology students who graduate successfully from a program that has received AVMA-CVTEA accreditation may take the Veterinary Technician National Examination (VTNE). The objective of the program is to provide the classroom, laboratory, and field experience that will prepare students to be highly qualified for immediate employment in veterinary offices, specialty practices, shelters and animal rehabilitation clinics, biological research facilities, stables and dairies, drug and feed manufacturing companies, and in the animal production industry. Graduates will also be able to continue their studies as veterinary technology specialists. NCC's Veterinary Technology program aims to integrate the needs of the student, veterinary, public and global communities.

Click here for full program details and application packet

Program Entry

Applicants must be in overall good health and be capable of lifting a minimum of 55 lbs (25 kgs), and submit medical authorization to participate in the program. Rabies immunization is strongly recommended for Veterinary Technology students.

In addition, applicants must demonstrate competency in College Math, Biology, Chemistry and Basic Computing Skills (*see Admission Requirements*). Veterinary Technology is a selective admissions program with limited enrollment.

Once enrolled in the program, students must maintain a cumulative GPA of 2.0 or higher to progress.

Program Outcomes

1. Care knowledgeably for animals with respect and compassion;
2. Enter the workforce with entry-level clinical expertise that satisfies the accreditation requirements of the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA-CVTEA);
3. Enter the workforce as team players, with a professional demeanor and skill set;
4. Take the Veterinary Technician National Examination (VTNE) and be eligible for recognition by the Connecticut Veterinary Medical Association (CVMA) after passing the VTNE;
5. Foster awareness and recognition of our program and its mission in the veterinary and public community;
6. Continue studies as veterinary technician specialists, or apply to pre-veterinary or other four-year degree programs.

Click here for full program details and application packet

Program Prerequisites (11 Credits)

Mathematics competency may be demonstrated by one of the following: qualifying SAT score, ACT score, Accuplacer score(s), or passing MAT 136 with grade of "C" or better (see Admissions Requirements).

- BIO 121 General Biology I *4 credits* ** (with a C or better, taken within five years prior to program admission)
- CHE 111 Concepts of Chemistry *4 credits* ** (with a C or better, taken within five years prior to program admission)
- CSA 105 Introduction to Software Applications *3 credits* ***

Requirements (70 Credits)

Major Requirements (43 Credits)

- VET 100 Introduction to Animal Care *2 credits*
- VET 101 Introduction to Veterinary Technology *3 credits*
- VET 103 Communication and Office Management for Veterinary Technicians *2 credits*
- VET 125 Veterinary Medical Terminology *1 credit*
- VET 151 Small Animal Veterinary Technology with Lab *4 credits*
- VET 152 Large Animal Veterinary Technology with Lab *4 credits*
- VET 201 Veterinary Anatomy and Physiology I with Lab *4 credits*
- VET 202 Veterinary Anatomy and Physiology II with Lab *4 credits*
- VET 207 Clinical Veterinary Technology Procedures with Lab *2 credits*
- VET 212 Principles of Imaging with Lab *1 credit*
- VET 221 Diseases of Animals *2 credits*
- VET 230 Veterinary Anesthesia and Surgical Nursing with Lab *4 credits*
- VET 238 Parasitology *3 credits*
- VET 241 Dentistry for Veterinary Technicians with Lab *1 credit*
- VET 250 Principles of Pharmacology for Veterinary Technicians *3 credits*
- VET 280 Veterinary Technology Externship I *1 credit*
- VET 281 Veterinary Technology Externship II *2 credits*

College Core Requirements (27 Credits)

- CSA 105 Introduction to Software Applications *3 credits*
- BIO 121 General Biology I *4 credits*
- CHE 111 Concepts of Chemistry *4 credits*
- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- VET 235 Veterinary Microbiology *4 credits*
- SSC ELE Social Science Elective *3-4 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books [*]

Recommended Sequence of Study (70 Credits)

Prerequisites (11 Credits)

See above for prerequisites to this program.

Semester 1 (15 Credits)

- ENG 101 Composition *3 credits*
- VET 100 Introduction to Animal Care *2 credits*
- VET 101 Introduction to Veterinary Technology *3 credits*
- VET 103 Communication and Office Management for Veterinary Technicians *2 credits*

- VET 125 Veterinary Medical Terminology *1 credit*
- VET 201 Veterinary Anatomy and Physiology I with Lab *4 credits*

Semester 2 (15 Credits)

- VET 151 Small Animal Veterinary Technology with Lab *4 credits*
- VET 152 Large Animal Veterinary Technology with Lab *4 credits*
- VET 202 Veterinary Anatomy and Physiology II with Lab *4 credits*
- VET 250 Principles of Pharmacology for Veterinary Technicians *3 credits*

Semester 3 (14 Credits)

- ENG 102 Literature and Composition *3 credits*
- VET 207 Clinical Veterinary Technology Procedures with Lab *2 credits*
- VET 212 Principles of Imaging with Lab *1 credit*
- VET 230 Veterinary Anesthesia and Surgical Nursing with Lab *4 credits*
- VET 280 Veterinary Technology Externship I *1 credit*
- SSC ELE Social Science Elective *3-4 credits*

Semester 4 (15 Credits)

- VET 221 Diseases of Animals *2 credits*
- VET 235 Veterinary Microbiology *4 credits*
- VET 238 Parasitology *3 credits*
- VET 241 Dentistry for Veterinary Technicians with Lab *1 credit*
- VET 281 Veterinary Technology Externship II *2 credits*
- IDS 210 Humanities: The Creative Voice *3 credits* **OR** IDS 230 Liberal Arts / Humanities: Great Books[*]

Note:

*Students who have completed a B.A. or B.S. degree are not required to take the Humanities IDS elective

**There may be a pre-requisite that must be completed prior to taking these courses

***A Proficiency test is available from NCC's Computer Science Department to meet this requirement

Note: No Communications (COM) Course is required for graduation with an A.S. degree in Veterinary Technology.

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

Associate of Arts

Art Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Biology Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Business Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Chemistry Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Communication Arts Transfer Program A.A., Film and Television Production Option

This program is designed to provide the first two years of course work necessary for a baccalaureate degree in communication fields. It emphasizes a strong liberal arts background and an introduction to a variety of print and digital media. Students are offered options in Journalism, Media Studies and Film and Television Production. The program offers strong media production opportunities, including a fully equipped television studio, a student newspaper, graphic design laboratories and multimedia projects that combine these areas. Completion of the program leads to the Associate in Arts degree.

Program Outcomes

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

1. Write competently in styles appropriate to a variety of media;
2. Explain the function of media to influence, inform and entertain;
3. Apply ethical reasoning to media-related situations;
4. Create and edit basic digital film projects;
5. Work individually and as part of a production team;
6. Demonstrate an understanding of how corporate media systems work;
7. Analyze the impact of media on our everyday lives.

Upon completing the FILM AND TELEVISION PRODUCTION option, graduates will be able to:

1. Research, plan and create a digital project;
2. Direct all functions of a live or recorded television broadcast.
3. Edit advanced digital film projects.

Requirements (60-68 Credits)

College Core Requirements (30-35 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* **OR** higher level MAT *3-4 credits*
- CSC ELE Computer Elective *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- SSC ELE Social Science Elective *3-4 credits* [*]
- SCI ELE Science Elective *3-4 credits* (with or without lab)[*]
- 2x LA ELE Liberal Arts Elective *3 credits* (6 credits)[*]

Communication Arts Requirements (15 Credits)

- COM 101 Introduction to Mass Communication *3 credits*
- COM 121 Journalism *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM ELE Communication Arts Elective (100 level) *3 credits*
- COM 295 Internship I *3 credits* **OR** COM ELE Communications Arts Elective (200 level) [***]

Additional Requirements For Each Option

Option 1: Film and Television Production (15 Credits)

- COM 143 Film and Television Production II *3 credits*
- COM 243 Film and Television Production III *3 credits*
- COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production *3 credits*
- COM 215 Media Writing *3 credits* **OR** COM ELE Communications Arts Writing Course (200 level) **
- COM ELE Communications Arts Elective (200 level) *3 credits* ***

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 101 Introduction to Mass Communication *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM 173 Public Speaking *3 credits*
- LA ELE Liberal Arts Elective *3 credits* *

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 121 Journalism *3 credits*
- COM 143 Film and Television Production II *3 credits*
- MAT 136 Intermediate Algebra *4 credits* **OR** higher level MAT *3-4 credits*
- LA ELE Liberal Arts Elective *3 credits* *

Semester 3

- CSC ELE Computer Elective *3-4 credits*
- COM 243 Film and Television Production III *3 credits*
- COM ELE Communications Arts Elective (200 level) *3 credits* **OR** COM 295 Internship I ***
- SCI ELE Science Elective *3-4 credits* *
- COM 215 Media Writing *3 credits* **OR** COM ELE Communications Arts Writing Course (200 level) **

Semester 4

- COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production *3 credits*
- COM ELE Communication Arts Elective (100 level) *3 credits* ***
- COM ELE Communications Arts Elective (200 level) *3 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- SSC ELE Social Science Elective *3-4 credits* *

Note:

* One of these courses must be an IDS ELE Interdisciplinary Elective course.

** 200-level Communication Arts Writing courses include COM 211, COM 215, COM 217, COM 218 , COM 274.

*** COM 172 Interpersonal Communication, COM 202 Intercultural Communication and COM 209 Gender and Communication can be used as liberal arts electives, but cannot be used as Communication Arts electives.

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

Communication Arts Transfer Program A.A., Journalism Option

This program is designed to provide the first two years of course work necessary for a baccalaureate degree in communication fields. It emphasizes a strong liberal arts background and an introduction to a variety of print and digital media. Students are offered options in Journalism, Media Studies and Film and Television Production. The program offers strong media production opportunities, including a fully equipped television studio, a student newspaper, graphic design laboratories and multimedia projects that combine these areas. Completion of the program leads to the Associate in Arts degree.

Program Outcomes

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

1. Write competently in styles appropriate to a variety of media;
2. Explain the function of media to influence, inform and entertain;
3. Apply ethical reasoning to media-related situations;
4. Create and edit basic digital film projects;
5. Work individually and as part of a production team;
6. Demonstrate an understanding of how corporate media systems work;
7. Analyze the impact of media on our everyday lives.

Upon completing the JOURNALISM option, graduates will be able to:

1. Write information for publication in a variety of styles;
2. Produce information for a variety of media;
3. Report skillfully and in depth.

Requirements (60-68 Credits)

College Core Requirements (30-35 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* **OR** higher level MAT *3-4 credits*
- CSC ELE Computer Elective *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- SSC ELE Social Science Elective *3-4 credits* [*]
- SCI ELE Science Elective *3-4 credits* (with or without lab)[*]
- 2x LA ELE Liberal Arts Elective   *3 credits* (6 credits)[*]

Communication Arts Requirements (15 Credits)

- COM 101 Introduction to Mass Communication *3 credits*
- COM 121 Journalism *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM ELE Communication Arts Elective (100 level) *3 credits*
- COM 295 Internship I *3 credits* **OR** COM ELE Communications Arts Elective (200 level) [***]

Additional Requirements For Each Option

Option 2: Journalism (15 Credits)

- COM 221 Digital Journalism *3 credits*
- COM 215 Media Writing *3 credits*
- 2x COM ELE Communications Arts Elective (200 level) *3 credits* (**6 credits**) ***
- COM ELE Communications Arts Writing Course (200 level) *3 credits* **

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 101 Introduction to Mass Communication *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM 173 Public Speaking *3 credits*
- LA ELE Liberal Arts Elective *3 credits* *

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 121 Journalism *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (Or higher level MAT *3-4 credits*)
- COM ELE Communication Arts Elective (100 level) *3 credits*
- LA ELE Liberal Arts Elective *3 credits* *

Semester 3

- CSC ELE Computer Elective *3-4 credits*
- SCI ELE Science Elective *3-4 credits* (with or without lab)*
- COM ELE Communications Arts Writing Course (200 level) *3 credits*
- COM ELE Communications Arts Elective (200 level) **OR** COM 295 Internship I *3 credits*
- COM ELE Communications Arts Elective (200 level) *3 credits*

Semester 4

- COM 221 Digital Journalism *3 credits*
- COM 215 Media Writing *3 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- COM ELE Communications Arts Writing Course (200 level) *3 credits*
- SSC ELE Social Science Elective *3-4 credits* *

Note:

* One of these courses must be an IDS ELE Interdisciplinary Elective course.

** 200-level Communication Arts Writing courses include COM 211, COM 215, COM 217, COM 218 , COM 274.

*** COM 172 Interpersonal Communication, COM 202 Intercultural Communication and COM 209 Gender and Communication can be used as liberal arts electives, but cannot be used as Communication Arts electives.

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

Communication Arts Transfer Program A.A., Media Studies Option#

This program is designed to provide the first two years of course work necessary for a baccalaureate degree in communication fields. It emphasizes a strong liberal arts background and an introduction to a variety of print and digital media. Students are offered options in Journalism, Media Studies and Film and Television Production. The program offers strong media production opportunities, including a fully equipped television studio, a student newspaper, graphic design laboratories and multimedia projects that combine these areas. Completion of the program leads to the Associate in Arts degree.

Program Outcomes

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

1. Write competently in styles appropriate to a variety of media;
2. Explain the function of media to influence, inform and entertain;
3. Apply ethical reasoning to media-related situations;
4. Create and edit basic digital film projects;
5. Work individually and as part of a production team;
6. Demonstrate an understanding of how corporate media systems work;
7. Analyze the impact of media on our everyday lives.

Upon completing the MEDIA STUDIES option, graduates will be able to:

1. Analyze visual composition from an aesthetic point of view;
2. Apply critical thought to mediated messages.

Requirements (60-68 Credits)

College Core Requirements (30-35 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* **OR** higher level MAT *3-4 credits*
- CSC ELE Computer Elective *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- SSC ELE Social Science Elective *3-4 credits* *
- SCI ELE Science Elective *3-4 credits* (with or without lab)*
- 2x LA ELE Liberal Arts Elective *3 credits* (6 credits)*

Communication Arts Requirements (15 Credits)

- COM 101 Introduction to Mass Communication *3 credits*
- COM 121 Journalism *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM ELE Communication Arts Elective (100 level) *3 credits*
- COM 295 Internship I *3 credits* **OR** COM ELE Communications Arts Elective (200 level) ***

Additional Requirements For Each Option

Option 3: Media Studies (15 Credits)

- *3x COM ELE Communication Arts Elective (100 level) 12 credits[***]*
- COM ELE Communications Arts Writing Course (200 level) *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 101 Introduction to Mass Communication *3 credits*
- COM 140 Film and Television Production I *3 credits*
- COM 173 Public Speaking *3 credits*
- LA ELE Liberal Arts Elective   *3 credits [*]*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 121 Journalism *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (Or higher level MAT *3-4 credits*)
- COM ELE Communication Arts Elective (100 level) *3 credits*
- LA ELE Liberal Arts Elective   *3 credits [*]*

Semester 3

- *2x COM ELE Communication Arts Elective (100 level) 6 credits[***]*
- CSC ELE Computer Elective *3-4 credits*
- SCI ELE Science Elective *3-4 credits 3 credits[*]*
- COM ELE Communications Arts Writing Course (200 level) *3 credits [**]*

Semester 4

- HUM ELE Humanities Elective *3-4 credits [*]*
- COM 295 Internship I *3 credits* **OR** COM ELE *3 credits[***]*
- *2x COM ELE Communication Arts Elective (100 level) 6 credits[***]*
- SSC ELE Social Science Elective *3-4 credits [*]*

Note:

* One of these courses must be an IDS ELE Interdisciplinary Elective course.

** 200-level Communication Arts Writing courses include COM 211, COM 215, COM 217, COM 218 , COM 274.

*** COM 172 Interpersonal Communication, COM 202 Intercultural Communication and COM 209 Gender and Communication can be used as liberal arts electives, but cannot be used as Communication Arts electives.

\# Please see Catalog Home for important information regarding this program and Fall 2023 opening of Connecticut State Community College.

Communication Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Criminology Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Early Childhood Teacher Credential Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

English Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Exercise Science A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

French Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

German Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

History Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Italian Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Liberal Arts and Sciences A.A. Transfer Program

This curriculum has been designed to provide a solid foundation in the liberal arts and sciences which prepares students for transfer to a four-year college and for study in a wide range of academic majors. Students may select the fundamental curriculum, which offers the greatest flexibility for customization, or follow an advisement sequence in one of the following programmatic areas: Foreign Languages, Global Studies, Psychology, Teaching Careers Pathway, Women's Studies.

Students must work closely with their faculty advisor to determine the specific courses that will transfer and meet the program requirements of the four year college they plan to attend.

The following Liberal Arts and Sciences programs are independent of the Transfer program: Fine Arts, Mathematics and Science, Studio Art.

Program Outcomes

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

1. Communicate effectively orally and in writing;
2. Think critically to evaluate and present well-reasoned arguments;
3. Reason scientifically and apply scientific principles to understand the natural world;
4. Reason quantitatively and apply mathematical principles to the inquiry process;
5. Recognize the value of artistic expression for oneself and others;
6. Demonstrate an understanding of Western history and culture;
7. Demonstrate an understanding of the complex and diverse ways in which human beings construct communities;
8. Demonstrate proficiency in a foreign language to the intermediate level;
9. Demonstrate an understanding of one's values and the values of others;
10. Demonstrate an understanding of the interrelatedness of multiple disciplines and perspectives.

Requirements (61-65 Credits)

College Core Requirements (30-34 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- HIS 101 Western Civilization I *3 credits* **OR** HIS 102 Western Civilization II *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[**]
- SCI ELE Science Elective *3-4 credits 3-4 credits*[**]
- CSC ELE Computer Elective *3-4 credits* (CSA/CSC/CST 100-level or higher) *3 credits*
- MAT ELE Mathematics Elective   (MAT 146 or above) *3-4 credits*
- Foreign Language *6-8 credits*[*]

Directed Electives (31 Credits)

- Philosophy Elective (any PHL) *3 credits*
- FA ELE Fine Arts Elective (any ART, MUS, THR, IDS 210) *3 credits*[**]
- Directed Social Science Elective (ANT, ECN, PSY, or SOC) *3 credits*[**]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[**]

- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits***
- Liberal Arts Elective (100-level or higher) 6 credits**
- *Liberal Arts Elective 200 level 6 credits****
- Open ELE Open Elective *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT ELE Mathematics Elective   (MAT 146 or above) *3-4 credits*
- CSC ELE Computer Elective *3-4 credits* (CSA/CSC/CST 100-level or higher) *3 credits*
- Foreign Language *3-4 credits**

Semester 2

- ENG 102 Literature and Composition *3 credits*
- HIS 101 Western Civilization I *3 credits* **OR** HIS 102 Western Civilization II *3 credits*
- Foreign Language *3-4 credits**
- Directed Social Science elective (ANT, ECN, PSY or SOC) *3 credits***
- SCI ELE Science Elective *3-4 credits 3-4 credits***

Semester 3

- Philosophy Elective (any PHL) *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits***
- LA ELE Liberal Arts Elective   *3 credits 3 credits*
- Liberal Arts (200-level) *3 credits****
- HUM ELE Humanities Elective *3-4 credits 3 credits***

Semester 4

- FA ELE Fine Arts Elective (any ART, MUS, THR, IDS 210) *3 credits***
- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits***
- LA ELE Liberal Arts Elective   *3 credits* (100-level or higher) *3 credits***
- LA ELE Liberal Arts Elective (200-level) *3 credits****
- Open ELE Open Elective *3 credits*

Note:

* Foreign Language: Students with high school credits must take the placement test to determine placement. Students can receive credit for 111 and 112. ESL 142, ESL 152, and/or ESL 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One IDS ELE Interdisciplinary Elective course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

*** Intermediate level Foreign Language is recommended for those students transferring to an institution which requires more than two semesters of a single Foreign Language.

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

Liberal Arts and Sciences A.A. Degree Program, Advisement Sequence in Mathematics and Science#

This curriculum is intended to provide a sound knowledge of basic sciences and mathematics as well as an appreciation of the humanities and social sciences. The curriculum allows graduates to enter a four-year institution as juniors, with a minimum of unsatisfied prerequisites for major courses they plan to take. Students who plan to transfer and major in Biology, related fields, or pre-professional areas such as pre-Medical, pre-Pharmacy, pre-Dental, pre-Veterinary should take CHE 211, CHE 212 and at least two of the following: BIO 211, BIO 212, BIO 235, CHE 112 . Students planning to transfer and major in Mathematics, Biology, Chemistry, Physics, Geology, Nutrition, or pre-Engineering should be aware that the requirements of bachelor's degree programs in these areas vary considerably. Students should work closely with their program coordinators, and check with the colleges to which they are transferring to design an individualized course of study.

Program Outcomes

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

1. Transfer to a four-year institution;
2. Demonstrate a strong mathematical background;
3. Demonstrate a strong and varied science background;
4. Analyze and solve problems numerically, symbolically, and graphically;
5. Understand and apply scientific principles;
6. Communicate effectively;
7. Use mathematical technology; and
8. Think critically and apply the scientific method to solving problems.

Requirements (62-68 Credits)

College Core Requirements (38 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- CSC ELE Computer Elective *3-4 credits* / Data Processing elective *3 credits*
- HUM ELE Humanities Elective *3-4 credits 6 credits*[4]
- SCI ELE Science Elective *3-4 credits 8 credits*[2]
- SSC ELE Social Science Elective *3-4 credits 6 credits*[4]
- MAT ELE Mathematics Elective   (MAT 172 College Algebra or higher level) *6 credits*[1]

Major Requirements (12-16 Credits)

- SCI ELE Science Elective *3-4 credits* (s) **OR** Mathematics elective(s) *12-16 credits*[3]

Electives (12-14 Credits)

- LA ELE Liberal Arts Elective   *3 credits 6-8 credits* **AND** Open Electives *6 credits*[4]

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- LA ELE Liberal Arts Elective   *3 credits 3-4 credits*[4]
- MAT ELE Mathematics Elective   (MAT 172 or higher) *3 credits*[1]
- CSC ELE Computer Elective *3-4 credits* / Data Processing elective *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- MAT ELE Mathematics Elective   (MAT 172 or higher) *3 credits*[1]
- Open ELE Open Elective *3 credits*
- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits*[2]
- Science **OR** Mathematics elective *3-4 credits*[3]

Semester 3

- SCI ELE Science Elective *3-4 credits* (with lab) *4 credits*[2]
- MAT ELE Mathematics Elective   **OR** Science Elective *3-4 credits*[3]
- HUM ELE Humanities Elective *3-4 credits 3 credits*[4]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[4]
- Open ELE Open Elective *3 credits*[4]

Semester 4

- SCI ELE Science Elective *3-4 credits* **OR** Mathematics Elective *6-8 credits*[3]
- HUM ELE Humanities Elective *3-4 credits 3 credits*[4]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[4]
- LA ELE Liberal Arts Elective   *3 credits 3-4 credits*[4]

Note:

[1] Recommended *math courses*: MAT 172, MAT 186, MAT 201, MAT 254, MAT 256, MAT 268, MAT 272, MAT 285.

[2] Recommended *science courses*: BIO 105, BIO 121, BIO 122, BIO 181, BIO 211, BIO 212, BIO 235, CHE 111, CHE 121, CHE 122, CHE 211, CHE 212, PHY 121, PHY 122, PHY 221, PHY 222.

[3] Recommended *science or math electives*: BIO 105, BIO 111, BIO 121, BIO 122, BIO 180, BIO 181, BIO 211, BIO 212, BIO 235, CHE 111, CHE 121, CHE 122, CHE 211, CHE 212, MAT 201, MAT 254, MAT 256, MAT 268, MAT 272, MAT 285, PHY 121, PHY 122, PHY 221, PHY 222.

[4] One of these must be an IDS ELE Interdisciplinary Elective course to fulfill college core requirements.

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

Liberal Arts and Sciences A.A., Advisement Sequence in Art and Design: Fine Arts

This curriculum is intended for students planning to transfer to a four-year institution that offers programs in art education, art history or fine arts. The curriculum provides a strong liberal arts background with emphasis on the humanities, art history and the fundamentals of the visual arts. Students in the Fine Arts curriculum should work closely with the faculty advisor to choose their electives and to determine specific requirements of transfer institutions in their intended area of specialization.

Program Outcomes

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

1. Understand and apply fundamental design elements and principles;
2. Use a variety of studio art media;
3. Understand fundamental black, white and color media concepts and applications;
4. Apply fundamental drawing skills to design and studio problems;
5. Use critical, analytical and aesthetic thought processes, and communication skills specific to the discipline; and
6. Understand the significance and application of art historical styles, cultures, artists and relevant vocabulary in art and design.

Requirements (60-64 Credits)

College Core Requirements (27-30 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math)
- CSC ELE Computer Elective *3-4 credits* (100-level or higher)
- HIS ELE History Elective *3 credits*
- COM 173 Public Speaking *3 credits*
- SCI ELE Science Elective *3-4 credits* [*]
- HUM ELE Humanities Elective *3-4 credits* [*]
- SSC ELE Social Science Elective *3-4 credits* [*]

Major Requirements (18 Credits)

- ART 100 Art Appreciation *3 credits*
- ART 101 Art History I: Prehistoric to the 14th Century *3 credits*
- ART 102 Art History II: Modern Art *3 credits*
- ART 109 Color Theory *3 credits*
- ART 111 Drawing I *3 credits*
- ART 121 Two-Dimensional Design *3 credits*

Liberal Arts and Sciences Electives (15-16 Credits)

- HUM ELE Humanities Elective *3-4 credits* [*]

- SSC ELE Social Science Elective *3-4 credits* *
- LA ELE Liberal Arts Elective *3 credits*
- Liberal Arts Elective (200 level) *3 credits**
- Open ELE Open Elective **OR** ART 292 Cooperative Education Work Experience *3 credits*

Recommended Sequence of Study

Semester 1

- ART 100 Art Appreciation *3 credits*
- ENG 101 Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math *3-4 credits*)
- CSC ELE Computer Elective *3-4 credits* (100-level or higher)
- ART 121 Two-Dimensional Design *3 credits*

Semester 2

- ART 111 Drawing I *3 credits*
- COM 173 Public Speaking *3 credits*
- ENG 102 Literature and Composition *3 credits*
- HIS ELE History Elective *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits**

Semester 3

- ART 101 Art History I: Prehistoric to the 14th Century *3 credits*
- ART 109 Color Theory *3 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- SSC ELE Social Science Elective *3-4 credits* *
- LA ELE Liberal Arts Elective *3 credits* *

Semester 4

- ART 102 Art History II: Modern Art *3 credits*
- HUM ELE Humanities Elective *3-4 credits* *
- SSC ELE Social Science Elective *3-4 credits* *
- LA ELE Liberal Arts Elective *3 credits* (200 level) *
- Open ELE Open Elective **OR** ART 292 Cooperative Education Work Experience *3 credits*

Note:

* One IDS ELE Interdisciplinary Elective course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

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

Liberal Arts and Sciences A.A., Advisement Sequence in Art and Design: Studio Arts

This curriculum teaches students the fundamental concepts, principles and techniques related to drawing, painting and sculpture while also providing a strong liberal arts and humanities background.

Working closely with the program advisor and art faculty, students build a portfolio of art work that exhibits proficiency in the studio arts. It will be reviewed by the program advisor prior to graduation. This portfolio can be used for either transfer or career purposes.

Students in the Studio Arts curriculum should work closely with their faculty advisor to choose electives and determine the specific requirements of transfer institutions offering programs in the studio arts.

Program Outcomes

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

1. Understand and apply fundamental design elements and principles;
2. Use a variety of two- and three-dimensional media;
3. Understand fundamental black, white and color concepts and applications;
4. Apply fundamental drawing skills to design and studio problems;
5. Use critical, analytical and aesthetic thought processes, and communication skills specific to the discipline;
6. Understand the significance and application of art historical styles, cultures, artists and relevant vocabulary in art and design;
7. Begin to identify personal and aesthetic values; and
8. Create a career, transfer or personal portfolio of 12 to 20 art images that demonstrates a broad understanding of studio art skills and critical thinking.

Requirements (61-62 Credits)

College Core Requirements (24-25 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- COM 173 Public Speaking *3 credits*
- CSC ELE Computer Elective *3-4 credits* (100-level or higher) *3 credits*
- HUM ELE Humanities Elective *3-4 credits* [*]
- SCI ELE Science Elective *3-4 credits* [*]
- SSC ELE Social Science Elective *3-4 credits* [*]

Major Requirements (34 Credits)

- ART 100 Art Appreciation *3 credits*
- ART 101 Art History I: Prehistoric to the 14th Century *3 credits*
- ART 102 Art History II: Modern Art *3 credits*
- ART 109 Color Theory *3 credits*

- ART 111 Drawing I *3 credits*
- ART 112 Drawing II *3 credits* **OR** ART 113 Figure Drawing I *3 credits*
- ART 121 Two-Dimensional Design *3 credits*
- ART 131 Sculpture I *3 credits*
- ART 141 Photography I *3 credits* **OR** ART 250 Digital Photography *3 credits*
- ART 151 Painting I *3 credits*
- ART 290 Portfolio Preparation I *1 credit*
- ART ELE Art Elective *3 credits*

Liberal Arts and Sciences Electives (3 Credits)

- Open ELE Open Elective **OR** ART 292 Cooperative Education Work Experience *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT *3-4 credits*)
- ART 111 Drawing I *3 credits*
- ART 121 Two-Dimensional Design *3 credits*
- CSC ELE Computer Elective *3-4 credits* (100-level or higher) *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- ART 100 Art Appreciation *3 credits*
- ART 131 Sculpture I *3 credits*
- ART 112 Drawing II *3 credits* **OR** ART 113 Figure Drawing I *3 credits*

Semester 3

- ART 101 Art History I: Prehistoric to the 14th Century *3 credits*
- ART 109 Color Theory *3 credits*
- ART 141 Photography I *3 credits* **OR** ART 250 Digital Photography *3 credits*
- SCI ELE Science Elective *3-4 credits* [*]
- SSC ELE Social Science Elective *3-4 credits* [*]

Semester 4

- ART 102 Art History II: Modern Art *3 credits*
- ART 151 Painting I *3 credits*
- ART 290 Portfolio Preparation I *1 credit*
- HUM ELE Humanities Elective *3-4 credits* [*]

- Open ELE Open Elective **OR** ART 292 Cooperative Education Work Experience *3 credits*
- ART ELE Art Elective 3 *credits*

Note:

* One IDS ELE Interdisciplinary Elective course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

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

Liberal Arts Transfer Program A.A., Honors Program

The Honors Program at NCC will provide an academically exclusive experience for students with demonstrated ability. Each class is a cohort of selected students to join this rigorous program at the fall semester. Each spring, students who learn of and are interested in the Honors Program, are encouraged to apply with professor's support to join the fall cohort and will be expected fulfill the requirements of the program.

To identify these students, a competitive process will use previous coursework, an entrance essay, interviews and portfolios that demonstrate ability outside of normal academic metrics. If you have questions, please contact the Honors Program Coordinator, Professor Jonathan McMenamin-Balano.

This four-semester program will establish, practice and hone Honors-level coursework as described by the National Collegiate Honors Program Society in addition to the chosen major of the Honors Program student. The completion of this program requires experiential learning opportunities and a Capstone project that will focus on a mentored topic decided on by the student and their chosen advisor.

Program Outcomes

1. Transfer to a four-year institution;

2. Demonstrate a strong reasoning aptitude in an out of their selected major;

3. Analyze and solve problems numerically, symbolically and graphically in their selected major;

4. Communicate effectively;

5. Think critically and apply a reasoned set of methods to solving problems; and,

6. In some instances, create a portfolio of work in the form of a Capstone or Independent research project.

Honors Program Seminars

Topics, teachers and teaching methods will differ from year to year. All seminars will place heavy emphasis on student participation and research, on the interrelation of knowledge across disciplines, on the methods used to seek information and test hypotheses to answer and formulate new questions. Each seminar is designed so the student will realize the importance of developing a personal voice while evaluationg behavior and consequence.

Students in the program must take four 3-credit seminars to be offered on a rotational basis from the following disciplines:

- Social and Behavioral Sciences
- English/Humanities
- Mathematics/Sciences
- History/Economics

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- SCI 114 Survey of Science *4 credits*

- MAT 136 Intermediate Algebra *4 credits (or higher level)*
- LA ELE Liberal Arts Elective   *3 credits 3 credits*
- Foreign Language *3-4 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- Honors Seminar *3 credits*
- Computer elective (CSA/CSC/CST) *3 credits*
- PSY 111 General Psychology I *3 credits*
- Foreign Language *3-4 credits*

Semester 3

- IDS 230 Liberal Arts / Humanities: Great Books *3 credits*
- Honors Seminar *3 credits*
- COM 173 Public Speaking *3 credits*
- LA ELE Liberal Arts Elective   *3 credits 3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*

Semester 4

- Honors Seminar *3 credits*
- LA ELE Liberal Arts Elective   *3 credits 6 credits*
- HON 202 Honors Capstone *1 credit*[1]
- SCI ELE Science Elective *3-4 credits 3-4 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*

Note:

* CSA 105 is not required for Honors Program Students who successfully complete the proficiency exam.

** Student selection of an Academic major will determine the total number of Major Course work and elective credits needed to graduate. Each student will work with the Honors Program coordinator or selected advisor to ensure timely completion of all of the requirements.

[1] Students can apply to undertake a Capstone/Independent research project in their last semester with a well-developed proposal. This has to be coordinated with an Honors Faculty member who will guide the development of the project.

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

Mathematics Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Physics Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Political Science Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Psychology Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Social Work Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Sociology Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Spanish Studies A.A. (CSCU Transfer)

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 being required to take extra credits.

For detailed information go to the CSCU Transfer page

Associate of Applied Science

Art and Design: Design for the Web Career Program A.A.S.#

This Design for the Web program serves to introduce students to the concepts, principles and techniques of Web Design by incorporating the theory and practice of Graphic Design and Web development. The degree program incorporates foundation courses in art, design, and programming with a strong liberal arts background. The program provides the academic framework to facilitate entry-level employment in the field.

Students should work closely with their faculty advisor to choose electives that best meet their goals.

Program Outcomes

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

1. Use graphic design elements, principles, and procedures to create appropriate visual communication;
2. Develop user-interactive and functional websites;
3. Demonstrate proficiency with industry-standard manual and digital tools;
4. Identify and model business processes within an internet commerce site;
5. Use critical, analytical and aesthetic thought processes, as well as industry-standard vocabulary; and
6. Gain industry experience through an internship (optional).

Requirements (60-63 Credits)

College Core Requirements (21-23 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math *3-4 credits*)
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]

Major Requirements (39-40 Credits)

- ART 111 Drawing I *3 credits*
- CST 153 Web Development and Design I *4 credits*
- CST 252 Web Development and Design II *4 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*
- GRA 202 Typography *3 credits*
- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*
- GRA 236 Digital Illustration: Adobe Illustrator *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*
- GRA 252 Graphic Design II: Process and Presentation *3 credits*
- GRA 261 Web Design I: Adobe Dreamweaver *3 credits*
- CSC 262 Programming Mobile Devices I *3 credits*
- GRA 290 Portfolio Preparation I *1 credit*
- GRA 296 Graphic Design Internship I *3 credits* **OR** 200-level ART, GRA, CSC, or CST course *3-4 credits*[**]

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level math *3-4 credits*)
- ART 111 Drawing I *3 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- CST 153 Web Development and Design I *4 credits*
- GRA 202 Typography *3 credits*
- GRA 236 Digital Illustration: Adobe Illustrator *3 credits*
- SCI ELE Science Elective *3-4 credits 3-4 credits*[*]

Semester 3

- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*
- CST 252 Web Development and Design II *4 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]

Semester 4

- GRA 252 Graphic Design II: Process and Presentation *3 credits*
- GRA 261 Web Design I: Adobe Dreamweaver *3 credits*
- CSC 262 Programming Mobile Devices I *3 credits*
- GRA 290 Portfolio Preparation I *1 credit*
- GRA 296 Graphic Design Internship I *3 credits* **OR** 200-level ART, GRA, CSC, or CST course *3-4 credits*[**]

Note:

* One of these courses needs to be an IDS ELE Interdisciplinary Elective. See Program Advisor for course options.

** GRA 296 can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/GRA requirements, being in good academic standing, and the recommendation of the Department Chair or Program Coordinator.

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

Hospitality Management A.A.S. with Culinary Option

This curriculum is designed to provide the necessary professional knowledge, skill and techniques for careers in foodservice management. Graduates typically gain employment in a variety of management roles. As they gain experience, they often find their educational background and the attainment of a college degree makes them attractive candidates for increasing responsibilities, promotion, and enhanced earning potential. Should graduates wish to pursue a baccalaureate degree in the hospitality field or business, other institutions recognize credits earned in the program.

Program Outcomes

The Culinary option enables students to:

1. Advance their technical skills in food preparation and service and development of their palate for flavor, aromas and other senses;
2. Expand their the application of the principles of food identification, food utilization, menu writing, recipe creation;
3. Advance supervisory skills for effective use of people and resources in foodservice operations;
4. Apply principles of kitchen and dining room and work flow design to optimize use of space and resources
5. Become proficient in the proper use and maintenance of professional foodservice equipment;
6. Identify efficient and effective methods for use of food and labor to minimize waste, improve productivity and profitability
7. Explain the history, evolution and international diversity of food products, recipes and menus;
8. Develop the professionalism necessary for working successfully with subordinates, peers, supervisors, suppliers, customers and industry professionals;
9. Build academic skills and acquire a global perspective in general education related to food preparation and service.
10. Apply nutrition, sustainable and practical culinary principles in preparation for the contemporary job market.

Requirements (60 Credits)

COLLEGE CORE REQUIREMENTS (25 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BBG 114 Business Application Software *4 credits*
- BIO 112 Applied Nutrition *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or Higher level MAT) *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits* *
- SSC ELE Social Science Elective *3-4 credits 3 credits* *

BUSINESS/HOSPITALITY CORE (17 CREDITS)

- ACC 113 Principles of Financial Accounting *3 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 102 Food Production and Purchasing *4 credits* **OR** HSP 296 Cooperative Education Work Experience *3 credits (Hotel Option only)*
- HSP 109 Food Safety Certification *1 credit*
- HSP 135 Service Management *3 credits*

- HSP 211 Food and Beverage Cost Control *3 credits*

CULINARY OPTION COURSES (18 CREDITS)

- HSP 103 Principles of Baking I *3 credits*
- HSP 202 Catering and Event Management *3 credits*
- HSP 204 World Cuisines *3 credits*
- HSP 212 Equipment Design and Layout *3 credits*
- HSP 226 Café Dining *3 credits*
- HSP 203 or HSP 296 *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 121 Applications for Business (or Higher level MAT) *3-4 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 109 Food Safety Certification *1 credit*
- HSP 212 Equipment Design and Layout *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BIO 112 Applied Nutrition *3 credits*
- HSP 102 Food Production and Purchasing *4 credits*
- HSP 103 Principles of Baking I *3 credits*

Semester 3

- ACC 113 Principles of Financial Accounting *3 credits*
- HSP 204 World Cuisines *3 credits*
- BBG 114 Business Application Software *4 credits*
- HSP 202 Catering and Event Management *3 credits*
- Social Science elective *3 credits* *

Semester 4

- HSP 296 or HSP 203 *3 credits*
- HSP 211 Food and Beverage Cost Control *3 credits*
- HSP 226 Café Dining *3 credits*
- HSP 135 Service Management *3 credits*
- Hummanities Elective *3 credist* *

Note:

* One elective must be an IDS ELE Interdisciplinary Elective course.

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

Hospitality Management A.A.S. with Hotel Option

The offerings of the Hospitality Management and Culinary Arts Programs prepare students for careers in the food and hospitality industry by providing unparalleled college-level professional education and training. Students pursue associate degrees in hotel/motel management or restaurant/foodservice management or a certificate in culinary arts. Students learn the theory, principles and applied skills necessary for success in the dynamic and growing food and hospitality industry. The College's location in the metropolitan New York region benefits students by exposing them to a sophisticated, international customer base and standards of excellence that have built the many world-class restaurants and hotels in the area. Approval of the program director is necessary for admission to the program's degree and certificate offerings.

* The College offers English as a Second Language and developmental courses to assist students in meeting entry-level standards for program courses.

The Hotel/Motel Management curriculum is designed for the individual seeking professional knowledge, skills and techniques required of personnel primarily concerned with the management of a hotel or lodging facility. Graduates typically work in various lead, supervisory, assistant manager, management trainee, and/or management roles. As they gain experience, they often find their educational background and the attainment of a college degree makes them attractive candidates for increasing responsibilities, promotion, and enhanced earning potential. Should graduates wish to pursue a baccalaureate degree in the hospitality field or business, other institutions recognize credits earned in the program.

Program Outcomes

The Hotel/Motel Management option enables students to:

1. Implement methods, processes and techniques involved in operating a hotel in today's complex economy;
2. Identify and interpret financial and economic trends and how they impact hotels and opportunities for innovation;
3. Plan, organize, coordinate, lead and control activities, projects, budgets and staff in hotel operations such as concierge, front desk, financial, facilities management, sales and marketing food and beverage and housekeeping;
4. Communicate accurately and effectively with subordinates, peers, supervisors, suppliers, customers and industry professionals;
5. Build skills in taking initiative, problem solving, teamwork, motivation of self and others and handling job stress;
6. Master skills in customer service and the practices required for customer relationship management.
7. Use computers and systems to enhance productivity and overall operational performance and business success;
8. Specify purchasing requirements for efficient and effective layouts and workflows in hotels;
9. Comply with laws and regulations governing human resources, health, safety and environment and industry practices.
10. Adapt to necessary cultural, economic and social demands placed on the industry;
11. Relate general education courses to the practical needs of hospitality management;
12. Broaden career choices and build a marketable portfolio to present to employers or lenders, especially for management and ownership positions.

Requirements (60 Credits)

COLLEGE CORE REQUIREMENTS (25 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BBG 114 Business Application Software *4 credits*
- BIO 112 Applied Nutrition *3 credits*

- MAT 121 Applications for Business and Other Careers *3 credits* (or Higher level MAT) *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits* *
- SSC ELE Social Science Elective *3-4 credits 3 credits* *

BUSINESS/HOSPITALITY CORE (17 CREDITS)

- ACC 113 Principles of Financial Accounting *3 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 102 Food Production and Purchasing *4 credits* **OR** HSP 296 Cooperative Education Work Experience *3 credits (Hotel Option only)*
- HSP 109 Food Safety Certification *1 credit*
- HSP 135 Service Management *3 credits*
- HSP 211 Food and Beverage Cost Control *3 credits*

HOTEL OPTION COURSES (18 Credits)

- HSP 214 Hotel Revenue Management *3 credits*
- HSP 231 Hospitality Law *3 credits*
- HSP 237 Hospitality Marketing *3 credits*
- HSP 241 Principles of Tourism and Travel *3 credits*
- HSP 242 Hotel Management *3 credits*
- HSP 244 Meeting, Convention and Special Events Management *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or Higher level MAT) *3-4 credits*
- HSP 241 Principles of Tourism and Travel *3 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 109 Food Safety Certification *1 credit*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BIO 112 Applied Nutrition *3 credits*
- HSP 102 Food Production and Purchasing *4 credits* **OR** HSP 296 Cooperative Education Work Experience
- HSP 135 Service Management *3 credits*

Semester 3

- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 114 Business Application Software *4 credits*

- HSP 244 Meeting, Convention and Special Events Management *3 credits*
- HSP 237 Hospitality Marketing *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits**

Semester 4

- HSP 214 Hotel Revenue Management *3 credits*
- HSP 211 Food and Beverage Cost Control *3 credits*
- HSP 231 Hospitality Law *3 credits*
- HSP 242 Hotel Management *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits**

Note:

* One elective must be an IDS ELE Interdisciplinary Elective course.

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

Hospitality Management A.A.S. with Restaurant/Food Service Option#

The offerings of the Hospitality Management and Culinary Arts Programs prepare students for careers in the food and hospitality industry by providing unparalleled college-level professional education and training. Students pursue associate degrees in hotel/motel management or restaurant/foodservice management or a certificate in culinary arts. Students learn the theory, principles and applied skills necessary for success in the dynamic and growing food and hospitality industry. The College's location in the metropolitan New York region benefits students by exposing them to a sophisticated, international customer base and standards of excellence that have built the many world-class restaurants and hotels in the area. Approval of the program director is necessary for admission to the program's degree and certificate offerings.

* The College offers English as a Second Language and developmental courses to assist students in meeting entry-level standards for program courses.

The Hotel/Motel Management curriculum is designed for the individual seeking professional knowledge, skills and techniques required of personnel primarily concerned with the management of a hotel or lodging facility. Graduates typically work in various lead, supervisory, assistant manager, management trainee, and/or management roles. As they gain experience, they often find their educational background and the attainment of a college degree makes them attractive candidates for increasing responsibilities, promotion, and enhanced earning potential. Should graduates wish to pursue a baccalaureate degree in the hospitality field or business, other institutions recognize credits earned in the program.

Program Outcomes

The Restaurant/Foodservice Management option enables students to:

1. Implement methods, processes and techniques involved in operating a restaurant business in today's complex economy;
2. Identify and interpret financial and economic trends and how they impact the foodservice and opportunities for innovation;
3. Plan, organize, coordinate, lead and control activities, projects, budgets and staff;
4. Communicate accurately and effectively with subordinates, peers, supervisors, suppliers, customers and industry professionals;
5. Develop skills in food preparation, inventory control, kitchen organization, taking initiative, problem solving, teamwork, motivation of self and others, and handling job stress;
6. Master skills in customer service and the practices required for customer relationship management.
7. Use computers and systems to enhance productivity and overall operational performance and business success;
8. Specify purchasing requirements for efficient and effective layouts and workflows in commercial kitchens and dining rooms;
9. Comply with laws and regulations governing human resources, health, safety and environment, and industry practices.
10. Adapt to necessary cultural, economic and social demands placed on the foodservice industry;
11. Relate general education courses to the practical needs of foodservice management;
12. Broaden career choices and build a marketable portfolio to present to potential employers or lenders, especially for management and ownership positions.

Requirements (60 Credits)

COLLEGE CORE REQUIREMENTS (25 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*

- COM 173 Public Speaking *3 credits*
- BBG 114 Business Application Software *4 credits*
- BIO 112 Applied Nutrition *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or Higher level MAT) *3-4 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits* *
- SSC ELE Social Science Elective *3-4 credits 3 credits* *

BUSINESS/HOSPITALITY CORE (17 CREDITS)

- ACC 113 Principles of Financial Accounting *3 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 102 Food Production and Purchasing *4 credits* **OR** HSP 296 Cooperative Education Work Experience *3 credits (Hotel Option only)*
- HSP 109 Food Safety Certification *1 credit*
- HSP 135 Service Management *3 credits*
- HSP 211 Food and Beverage Cost Control *3 credits*

RESTAURANT/FOOD SERVICE OPTION COURSES (18 CREDITS)

- HSP 130 Introduction to Club Management *3 credits*
- HSP 202 Catering and Event Management *3 credits* **OR** HSP 204 World Cuisines *3 credits*
- HSP 212 Equipment Design and Layout *3 credits*
- HSP 231 Hospitality Law *3 credits*
- HSP 232 Restaurant Management *3 credits*
- HSP 237 Hospitality Marketing *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 121 Applications for Business and Other Careers *3 credits* (or Higher level MAT) *3-4 credits*
- HSP 101 Principles of Food Preparation *3 credits*
- HSP 109 Food Safety Certification *1 credit*
- HSP 212 Equipment Design and Layout *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- BIO 112 Applied Nutrition *3 credits*
- HSP 102 Food Production and Purchasing *4 credits*
- HSP 135 Service Management *3 credits*

Semester 3

- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 114 Business Application Software *4 credits*
- HSP 202 Catering and Event Management *3 credits* **OR** HSP 204 World Cuisines *3 credits*
- HSP 237 Hospitality Marketing *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*[*]

Semester 4

- HSP 211 Food and Beverage Cost Control *3 credits*
- HSP 231 Hospitality Law *3 credits*
- HSP 232 Restaurant Management *3 credits*
- HSP 130 Introduction to Club Management *3 credits*
- HUM ELE Humanities Elective *3-4 credits 3 credits*[*]

Note

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

Interior Design Career Program A.A.S.

The Interior Design program is designed to develop technical skills, creativity, and an understanding of all aspects of interior design. The graduates of the program will be qualified by education, experience, and examination to enhance the function and quality of interior spaces for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety, and welfare of the public.

Program Outcomes

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

1. Analyze client's needs, goals, and life safety requirements;
2. Integrate findings with knowledge of interior design;
3. Formulate preliminary design concepts that are aesthetic, appropriate, and functional, and in accordance with codes and standards;
4. Develop and present final design recommendations through appropriate presentation media;
5. Prepare working drawings and specifications for non-load bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment in compliance with universal accessibility guidelines and all applicable codes;
6. Collaborate with professional services of other licensed practitioners in the technical areas of mechanical, electrical and load-bearing design as required for regulatory approval;
7. Prepare and administer bids and contract documents as the client's agent; and
8. Review and evaluate design solutions during implementation and upon completion.

Requirements (60-61 Credits)

College Core Requirements (19-20 Credits)

- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT 3-4 credits)
- BIO 181 Environmental Science *4 credits* - satisfies NCC IDS requirement
- SSC ELE Social Science Elective *3-4 credits 3 credits*

Major Requirements (41 Credits)

- ARC 105 Architectural Visualization *4 credits* *
- CAD 114 Architectural CAD *3 credits*
- IND 101 Interior Design Studio I *4 credits*
- IND 120 Materials, Textiles and Finishes *3 credits*
- IND 201 Interior Design Studio II - Residential *4 credits*
- ARC 106 Building Technology *4 credits*
- CAD 204 CAD 3D Architectural AutoCAD *3 credits*
- IND 202 Interior Design Studio III - Commercial *4 credits*
- ARC 240 Environmental Systems *3 credits*
- ART 105 Architecture of the World *3 credits*

- Interior Design elective *3 credits*
- ART 111 Drawing I *3 credits*

Recommended Sequence of Study

Semester 1

- ARC 105 Architectural Visualization *4 credits* *
- CAD 114 Architectural CAD *3 credits*
- ENG 101 Composition *3 credits*
- MAT 136 Intermediate Algebra *4 credits* (or higher level MAT 3-4 credits)

Semester 2

- IND 101 Interior Design Studio I *4 credits*
- IND 120 Materials, Textiles and Finishes *3 credits*
- ENG 102 Literature and Composition *3 credits*
- BIO 181 Environmental Science *4 credits*

Semester 3

- IND 201 Interior Design Studio II - Residential *4 credits*
- ARC 106 Building Technology *4 credits*
- CAD 204 CAD 3D Architectural AutoCAD *3 credits*
- COM 173 Public Speaking *3 credits*
- SSC ELE Social Science Elective *3-4 credits 3 credits*

Semester 4

- IND 202 Interior Design Studio III - Commercial *4 credits*
- ARC 240 Environmental Systems *3 credits*
- ART 105 Architecture of the World *3 credits*
- Interior Design elective *3 credits***
- ART 111 Drawing I *3 credits*

Note:

* ARC 105 Architectural Visualization has a required co-requisite: CAD 114. Permission of the instructor may be obtained with prior knowledge of CAD.

** IND 299 Cooperative Education Work Experience can be taken in any semester, including summer, after completing 30 credits of the program, of which at least 12 credits are ART/ARC/IND requirements, being in good academic standing, and the recommendation of the Program Coordinator.

***IND 121 Color and Lighting for Design is recommended.

Note

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

Web Development A.A.S.

This program prepares students for technical positions within the Computer Science field. It provides students with the skills needed to be successful in the field of Web Development. The program teaches students fundamental concepts as well as fosters preparation for tomorrow's web development needs. Course work is focused on programming in heterogeneous platform environments through multiple programming languages, essential design skills and tools, and development of both written and verbal communication skills needed in all areas of the business community.

Program Outcomes

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

1. Create web sites and programs that function in heterogeneous environments;
2. Use an integrated development environment (IDE) to create web sites and other programs;
3. Use OOP (object oriented programming) techniques to design and develop software;
4. Create effective User Interfaces and User Experiences;
5. Write and execute code in Object Oriented programming languages;
6. Test web pages and web sites and troubleshoot any problems;
7. Design and implement relational database entities;
8. Use database software to build, modify, and query relational databases;
9. Produce websites using modern techniques.

Requirements

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- MAT 172 College Algebra *3 credits*
- CST 153 Web Development and Design I *4 credits*
- CSC 233 Database Development I *4 credits*
- COM 173 Public Speaking *3 credits*

Semester 2

- ENG 102 Literature and Composition *3 credits*
- CSC 108 Introduction to Programming *4 credits*
- ART 121 Two-Dimensional Design *3 credits*
- CST 252 Web Development and Design II *4 credits*

Semester 3

- Humanities Elective *3 credits*

- Science Elective *3-4 credits*
- CSC 226 Object Oriented Programming Using Java *4 credits*
- CSC 262 Programming Mobile Devices I *3 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*

Semester 4

- Social Science Elective *3 credits*
- CSC 257 Web Development With PHP *4 credits*
- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*
- CSC 263 Programming Mobile Devices II *3 credits*

Note:

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

Certificate

Accounting Certificate Program

This three-semester certificate program is designed for students who already have a Bachelor's or Associate degree in any discipline and who have adequate computer skills. A student who has completed BBG 114 Business Application Software, or its equivalent is considered to have adequate computer skills. This program would meet the educational needs of students who are seeking a career change, who are working in the Accounting field and do not have an Accounting degree and students who need basic Accounting courses for the CPA exam.

Program Outcomes

Upon successful completion of all requirements, graduates of both the degree and certificate programs will be able to:

1. Demonstrate mastery of Generally Accepted Accounting Principles and their manual and computerized spreadsheet applications through all phases of the accounting cycle;
2. Complete the Accounting cycle from original entries to closing entries;
3. Complete relatively complex Accounting problems and be familiar with current Financial Accounting Standards and Practices;
4. Prepare financial statements for Corporations in compliance with current Accounting Standards and Practices;
5. Explain how budgeting, activity-based costing and strategic cost management foster the effective use of resources and help an organization accomplish its goals;
6. Demonstrate computer competencies including the use of spreadsheet applications and Accounting software;
7. Prepare 1040 tax returns and supporting schedules under simulated conditions;
8. Prepare basic federal income tax returns for partnerships and corporations; and
9. Demonstrate an understanding of the interrelationships between Accounting and other areas within a business environment and work with other departments to achieve the overall goals.

Requirements (27 Credits)

Semester 1

- ACC 113 Principles of Financial Accounting *3 credits*
- BBG 231 Business Law I *3 credits*
- ACC 241 Federal Income Taxes I *3 credits*

Semester 2

- ACC 117 Principles of Managerial Accounting *3 credits*
- ACC 271 Intermediate Accounting I *3 credits*
- ACC 125 Accounting Computer Applications I *3 credits*

Semester 3

- ACC 272 Intermediate Accounting II *3 credits*
- ACC 290 Cooperative Education Work Experience *3 credits* *

- ACC 242 Federal Income Taxes II *3 credits* **OR**
- ACC 251 Fund Accounting *3 credits* **OR**
- ACC 170 Forensic Accounting and Fraud Examination *3 credits*

Note:

* May be waived at the discretion of the Program Coordinator for a student currently working in a permanent position in the accounting field. Total credits, if ACC 290 is waived, will be 24.

Archaeology as an Avocation Certificate Program

This program is designed to train the amateur archaeologist. Extensive field work, directed toward the rescue and preservation of local prehistory and history, is offered. Successful completion of the certificate will enable the student to participate effectively in archaeological excavations at home or abroad.

Requirements (16-17 Credits)

Major Requirements (7 Credits)

- ANT 121 Introduction to Archaeology *3 credits*
- ANT 223 Advanced Techniques in Archaeology *4 credits*

Elective Courses (9-10 Credits)

Students may take any **THREE of the following** anthropology electives or any **TWO of the following anthropology** electives *plus* one non-anthropology elective.

- ANT 131 World Prehistory *3 credits*
- ANT 240 Indians of the Americas *3 credits*
- ANT 229 Historical Archaeology *3 credits*
- ANT 105 Introduction to Cultural Anthropology *3 credits*
- HIS 201 United States History I *3 credits*
- GLG 121 Physical Geology *4 credits*
- CSA 105 Introduction to Software Applications *3 credits*
- CJS 225 Forensic Science *3 credits*
- MAT 201 Statistics *3 credits*

Art and Design: Graphic Design Certificate Program

A one-year course of study for people who hold an Associate or Bachelor's degree and who wish to concentrate in the field of Graphic Design. Not all courses are offered each semester.

Program Outcomes

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

1. Use graphic design elements, principles, and procedures to create appropriate visual communication;
2. Understand the historical foundations of visual communications and recognize contemporary design concepts/trends;
3. Demonstrate proficiency with industry-standard manual and digital tools;
4. Demonstrate critical, analytical and aesthetic thought processes, as well as industry-standard vocabulary;
5. Create a career, transfer or personal portfolio that demonstrates a broad understanding of graphic design skills, sensibilities, and techniques;
6. Gain industry experience through an internship (optional)

Requirements (28 credits)

- ART 109 Color Theory *3 credits*
- ART 111 Drawing I *3 credits*
- ART 207 History of Graphic Design *3 credits* **OR** ART 102 Art History II: Modern Art *3 credits*
- ART 250 Digital Photography *3 credits*
- GRA 151 Graphic Design I: Skills and Principles *3 credits*
- GRA 202 Typography *3 credits*
- GRA 252 Graphic Design II: Process and Presentation *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*
- 200 Level Graphic Design (GRA) Studio course *3 credits*
- GRA 290 Portfolio Preparation I *1 credit*

Computer Aided Design (CAD) Certificate

The Computer-Aided Design (CAD) certificate prepares students for the career options in industry that requires CAD skills. Students will learn to prepare 2D drawings and create 3D solid models using computer applications widely used by the industry.

Program Outcomes

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

1. Demonstrate proficiency in utilizing computer as a tool to create drawings and 3D models
2. Interpret and read engineering drawings
3. Create different views of on object
4. Demonstrate understanding of orthographic projection and create 2D drawings for solid objects
5. Create 3D models and assemblies and convert 2D drawings to a 3D model
6. Describe and demonstrate the process for converting 2-D drawings to a 3-D model

Requirements (6 Credits)

- CAD 133 CAD Mechanical AutoCAD *3 credits*
- CAD 220 Parametric Design (Solidworks) *3 credits*

Note:

These courses can be taken at any order or simultaneously.
Students need to show computer literacy and meet the prerequisites for the courses.

Digital Journalism Certificate Program

The Certificate in Digital Journalism prepares students to compete in a complex and evolving media industry. Building on the journalism fundamentals of reporting, writing, and editing, the certificate provides added focus on the use of the Internet and digital technology. Students will gain proficiency in Web content production, blogging, video production and editing, social media, and other developing trends. This certificate program is intended both for students who wish to hone their digital journalism skills and for practicing journalists seeking professional development.

Requirements For The Certificate (18 Credits)

Semester 1

- COM 121 Journalism *3 credits*
- COM 140 Film and Television Production I *3 credits*

- GRA 151 Graphic Design I: Skills and Principles *3 credits* **OR**
- GRA 231 Digital Imaging: Adobe Photoshop *3 credits*

Semester 2

- COM 215 Media Writing *3 credits*
- COM 221 Digital Journalism *3 credits*
- GRA 241 Digital Page Design: Adobe InDesign *3 credits*

Early Childhood Administrative Certificate Program

This certificate is designed to provide a balanced, high-quality education for current and prospective administrators of Early Childhood programs. Persons in these positions have a variety of responsibilities that include supervision of small business operations, staff training and development and establishment of an appropriate learning environment for young children. Such responsibility requires skills in business management and administrative supervision. These courses lead to the Connecticut Directors Credential.

Requirements (21 Credits)

- ECE 182 Child Growth and Development *3 credits*
- ECE 101 Introduction to Early Childhood Education *3 credits*
- ENG 101 Composition *3 credits*
- ECE 206 Administration and Supervision of Early Childhood Programs *3 credits*
- ECE 212 Administrative Leadership in Early Childhood Programs *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*
- ACC 113 Principles of Financial Accounting *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- ECE 182 Child Growth and Development *3 credits*

Semester 2

- ECE 101 Introduction to Early Childhood Education *3 credits*
- ECE 206 Administration and Supervision of Early Childhood Programs *3 credits*

Semester 3

- ECE 212 Administrative Leadership in Early Childhood Programs *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*

Semester 4

- ACC 113 Principles of Financial Accounting *3 credits*

Early Childhood Education Certificate Program

The Certificate Program provides students with the opportunity to complete a course of study which will prepare them to work in the field of early care and education. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

Requirements (30 Credits)

- ENG 101 Composition *3 credits*
- ECE 182 Child Growth and Development **OR** ECE 141 Infant / Toddler Growth and Development *3 credits*
- ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*
- ECE 106 Music and Movement for Children **OR** ECE 109 Science and Math for Children *3 credits*
- ECE 176 Health, Safety and Nutrition *3 credits*
- ECE 190 Early Childhood Education Behavior Management *3 credits*
- ECE 215 The Exceptional Learner *3 credits*
- ECE 231 Early Language and Literacy Development *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*
- ECE elective *3 credits*

Recommended Sequence of Study

Semester 1

- ENG 101 Composition *3 credits*
- ECE 141 Infant / Toddler Growth and Development **OR** ECE 182 Child Growth and Development *3 credits*

Semester 2

- ECE 101 Introduction to Early Childhood Education **OR** ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*
- ECE 176 Health, Safety and Nutrition *3 credits*
- ECE Elective *3 credits*

Semester 3

- ECE 190 Early Childhood Education Behavior Management *3 credits*
- ECE 231 Early Language and Literacy Development *3 credits*

Semester 4

- ECE 106 Music and Movement for Children *3 credits* **OR** ECE 109 Science and Math for Children
- ECE 215 The Exceptional Learner *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*

Early Childhood Infant Toddler Certificate

The Certificate Program provides students with the opportunity to complete a course of study which will prepare them to work with infants and toddlers in the field of early childhood education. Candidates in the Early Childhood Education curricula must complete the ECE academic courses with a minimum grade of C.

Program Outcomes

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

1. Recognize and identify current and historical theoretical Early Childhood approaches;
2. Recognize quality Early Childhood Education programs;
3. Apply child development theory to practice;
4. Design developmentally appropriate curriculum;
5. Be a reflective practitioner;
6. Become early childhood advocates;
7. Value and translate theory into pracitce utilizing the Preschool Curriculum Framework (PCF), NAEYC Accreditation Standards, and the NAEYC code of Ethical and Professional Conduct; and
8. Be a collaborative community partner.

Requirements (30 Credits)

Semester 1

- ENG 101 Composition *3 credits*
- ECE 141 Infant / Toddler Growth and Development *3 credits*
- ECE 176 Health, Safety and Nutrition *3 credits*
- ECE 103 Creative Experiences for Children *3 credits*
- ECE 190 Early Childhood Education Behavior Management *3 credits*

Semester 2

- ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*
- ECE 231 Early Language and Literacy Development *3 credits*
- ECE 275 Child, Family and School Relations *3 credits*
- ECE 106 Music and Movement for Children *3 credits*
- ECE 215 The Exceptional Learner *3 credits*

English as a Second Language Certificate Program

This certificate program provides students whose native language is not English with intensive instruction in English language skills. The curriculum includes general college courses in composition, literature, and speech, as well as ESL. Successful completion of the program represents an advanced level of English language competency. Students must earn the grade of C or better in all courses required for the certificate (ESL 142, ESL 152 and ESL 192 may also be used as Humanities/Liberal Arts elective credit in certain programs. See "Definition of Electives" for details.)

Program Outcomes

Students completing the ESL credit writing sequence, English core requirements and Public Speaking will demonstrate the ability to:

1. Make college level-appropriate choices in tone and purpose of writing in a variety of essays, letters, and other written and multimodal forms of expression;
2. Organize essays with an introduction, body and conclusion, present ideas in logical order in clearly defined paragraphs, develop their ideas and support them with clear examples and sufficient details;
3. Read, understand and write about unabridged works of fiction and/or non-fiction;
4. Apply college level-appropriate accuracy and control of grammar and syntax;
5. Be able to improve content and presentation of ideas through revising and editing their written work for coherence, clarity and mechanics through several drafts that integrate feedback;
6. Successfully produce a writing portfolio for evaluation at the end of a semester;
7. Write a basic research essay using online sources, print media, library databases and other resources and integrating other people's ideas through paraphrasing, quoting and citing MLA citation standard; and,
8. Use and communicate through online learning environments, such as Blackboard and ePortfolio.

Requirements (19 Credits)

- ESL 152 Reading / Writing V *6 credits (credit applicable to ESL Advanced Certificate; counts as a Humanities/Liberal Arts elective)*
- ESL 192 ESL Writing Workshop *4 credits (credit applicable to ESL Advanced Certificate; counts as a Humanities/Liberal Arts elective) **
- ENG 101 Composition *3 credits*
- ENG 102 Literature and Composition *3 credits*
- COM 173 Public Speaking *3 credits*

Note:

* Students who place at the ESL 192-level when entering the College may substitute American History, American Government, American Literature or any other course devoted to American culture or heritage for ESL 152. Contact the ESL Division in room E206 for complete information about substitute courses.

Film and Television Production Certificate Program

The Film and Television Production Certificate Program prepares students for creating and editing films and producing live television programs. Skills mastered through the 18-credit course sequence include editing, camera work, directing, lighting, picture composition and live television production. Students completing the program will be prepared to work in television and film production as well as to create programs and films on their own.

Requirements For The Certificate (18 Credits)

Semester 1

- ENG 101 Composition *3 credits*
- COM 140 Film and Television Production I *3 credits*

Semester 2

- COM 143 Film and Television Production II *3 credits*

Semester 3

- COM 243 Film and Television Production III *3 credits*

Semester 4

- COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production *3 credits*
- COM 295 Internship I *3 credits*

Gerontology Certificate Program

The Gerontology Certificate Program is designed for persons who seek short-term academic and in-service professional development, and for those with experience working with senior citizens or who have an academic degree in a related area.

Students working toward a certificate in gerontology should consult with an advisor or counselor before planning the total program.

Program Outcomes

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

1. Comprehend the physiological, psychological and socioeconomic factors relating to the aging process;
2. Demonstrate the ability to comprehend the needs of an elderly person and identify sources of assistance to meet those needs;
3. Demonstrate the ability to identify the need for advocacy for the elderly and sources of assistance;
4. Identify factors necessary for successful aging; and
5. Demonstrate interpersonal and communication skills necessary to work in a healthcare or community-based setting serving an elderly population.

Requirements (27 Credits)

Semester 1

- ENG 101 Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- SOC 114 Sociology of Aging *3 credits*
- SOC 225 Death and Dying *3 credits*
- HSE 101 Introduction to Human Services *3 credits*

Semester 2

- PSY 208 Psychology of Adult Development and Aging *3 credits*
- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- HSE 176 Geriatric Social and Legal Systems *3 credits*
- HSE 281 Human Services Field Work I *3 credits*

Hospitality Management and Culinary Arts: Culinary Arts Certificate Program

Culinary Arts prepares students for employment in commercial and non commercial food operations. It is intended for new entrants, professional advancement and persons seeking re-entry in the industry as well as retraining for a new career. Graduates typically work in a variety of cook, chef and management positions. Most courses in the certificate program are also required for the hospitality management degrees programs.

Program Outcomes

The Culinary Arts Certificate program enables students to:

1. Practice the technical skills used in food preparation and service;
2. Apply the principles of food identification, food utilization, menu writing, recipe creation;
3. Acquire basic supervisory skills for effective use of people and resources in foodservice operations;
4. Becomes proficient in the proper use and maintenance of professional foodservice equipment;
5. Identify efficient and effective layouts and workflows for professional kitchens and dining rooms;
6. Explain the history, evolution and international diversity of food products, recipes and menus;
7. Develop the professionalism necessary for working successfully with subordinates, peers, supervisors, suppliers, customers and industry professionals;
8. Build academic skills and acquire a global perspective in general education related to food preparation and service; and
9. Apply nutrition, sustainable and practical culinary principles in preparation for the contemporary job market.

Requirements (32 Credits)

- HSP 101 Principles of Food Preparation *3 credits*
- HSP 102 Food Production and Purchasing *4 credits* [1]
- HSP 103 Principles of Baking I *3 credits*
- HSP 109 Food Safety Certification *1 credit*
- HSP 212 Equipment Design and Layout *3 credits* [2]
- BIO 112 Applied Nutrition *3 credits*

- HSP 135 Service Management *3 credits*
- HSP 202 Catering and Event Management *3 credits* [3]
- HSP 203 Advanced Baking and Pastry Arts *3 credits* [4]
- HSP 204 World Cuisines *3 credits* [3]
- HSP 296 Cooperative Education Work Experience *3 credits* [5]

Note:

[1] Pre- or co-requisite HSP 101 , ENG 088 and MAT 121

[2] Pre- or co-requisiteHSP 101 and HSP 109

[3] Prerequisite HSP 102, and eligibility for ENG 101

[4] Prerequisite HSP 103 or HSP 113

[5] Prerequisite HSP 101, HSP 109, ENG 101

Legal Assistant Certificate Program

The degree and certificate programs are designed to prepare students to serve as legal assistants in law offices, corporations, and public agencies. The Legal Assistant is a paraprofessional who, under the supervision of an attorney, performs specifically delegated substantive legal work that may ethically be performed by a non-lawyer. The terms legal assistant and paralegal are interchangeable.

Both the degree and certificate programs provide students with a general background in the major areas of law practiced in law offices, and train students to prepare the necessary documents involved, such as probate forms, title reviews, closing documents, pleadings and discovery proceedings, legal memoranda, corporate filings and minutes, thereby permitting an attorney to perform legal services more efficiently and economically.

Skillful use of the English language and a high level of verbal and written competence are essential for successful completion of the Legal Assistant courses. Students must be eligible for ENG 101 to register in the Legal Assistant Program.

Approval of the Program Coordinator is necessary for admission to either Legal Assistant Program.

Unauthorized Practice of Law

Paralegals may not provide legal services directly to the public, except as permitted by law.

Program Outcomes

Upon successful completion of the degree or certificate program requirements, graduates will be able to:

1. Demonstrate reasoning and analytical skills in the application of legal concepts to the issues faced day-to-day in a law office;
2. Understand the ethical issues involved in working as a paraprofessional in the legal field;
3. Apply basic knowledge from social sciences, arts, literature, science and mathematics to understand and create solutions to problems encountered in the legal field;
4. Acquire, organize and present information effectively orally and in writing;
5. Research legal issues, both in the traditional manner and through computer research, identifying applicable statutes, regulations and case law;
6. Demonstrate the writing skills necessary to work in a law office;
7. Gather information and interview clients and witnesses in a meaningful manner in support of the particular casework involved;
8. Understand and prepare real estate closing documents such as deeds, mortgages, settlement statements and title insurance binders;
9. Gather information and prepare estate inventories, inheritance tax forms or prepare court documents in divorce and other family law proceedings;
10. Understand the trial process and draft and answer complaints and other pleadings and discovery documents such as interrogatories and requests for production;
11. Understand the administrative process and how to interface with administrative agencies and respond to information requests by agencies and to prepare and file administrative claims;
12. Demonstrate an understanding of the various different business organizations and how to prepare the documents to establish, incorporate or organize them;
13. Know and understand the functions and benefits of membership in local and national paralegal associations;
14. Possess the eligibility requirements for taking the Certified Legal Assistant Examination (CLA), a private, non-mandatory certification offered by the National Association of Legal Assistants; and
15. Display the ability to work in a law office and the traits and attitudes necessary for a successful career as a paralegal.

The Certificate Program has been prepared for and is open only to those who have a Bachelor's or an Associate degree with a minimum of eighteen (18) liberal arts credits. The program consists of the Legal Assistant courses and Business Law I and Business Law II.

Requirements (30 Credits)

- BBG 231 Business Law I *3 credits*
- BBG 232 Business Law II *3 credits*
- LGL 101 Introduction to Paralegalism *3 credits*
- LGL 102 Legal Research and Writing *3 credits*
- LGL 104 Real Estate Practice *3 credits*
- LGL 208 Litigation *3 credits*
- LGL 211 Business Organization *3 credits*
- LGL 280 Internship *3 credits* *

  Legal Assistant elective: (Must select two of the following three course options) *6 credits*
- LGL 209 Probate Practice and Estate Administration *3 credits*
- LGL 210 Family Law *3 credits*
- LGL 216 Administrative Law *3 credits*

Note:

* May be waived at the discretion of the Coordinator for a student currently working in a permanent position as a legal assistant and a Liberal Arts elective substituted.

Recommended Sequence of Study

Semester I

- BBG 231 Business Law I *3 credits*
- LGL 101 Introduction to Paralegalism *3 credits*
- LGL 102 Legal Research and Writing *3 credits*
- LGL 104 Real Estate Practice *3 credits*
- LGL 209 Probate Practice and Estate Administration **OR** LGL 210 Family Law **OR** LGL 216 Administrative Law *3 credits*

Semester II

- BBG 232 Business Law II *3 credits*
- LGL 208 Litigation *3 credits*
- LGL 211 Business Organization *3 credits*
- LGL 280 Internship *3 credits*
- LGL 209 Probate Practice and Estate Administration **OR** LGL 210 Family Law **OR** LGL 216 Administrative Law *3 credits*

Medical Assistant Certificate Program

Medical assistants are multi-skilled, allied health workers who work primarily in ambulatory care settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team, performing routine clinical and administrative procedures to keep health care delivery settings functioning smoothly. As assistants in the clinical setting, medical assistants perform duties such as taking and recording vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy, medication instruction and EKGs. Medical assistants carry out administrative duties such as scheduling, reception, insurance monitoring, record maintenance and bookkeeping. Students develop knowledge of pharmacology, anatomy and physiology, and nutrition to assist the physician with patient education. The program includes 175 hours of unpaid, supervised clinical externship experience.

The Norwalk Community College Medical Assistant Certificate Program is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of The Medical Assistant Education Review Board of the American Association of Medical Assistants Endowment (AAMA).

Graduates of the NCC Medical Assistant Certificate Program are eligible to take the Certified Medical Assistant (CMA) certification examination administered by the American Association of Medical Assistants (AAMA) Certifying Board and is recognized by the National Board of Medical Examiners.

The Medical Assistant coursework can be applied to an Associate Degree in Medical Office Management.

Employment Opportunities

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2029 as the health services industry expands due to technological advances in medicine, and a growing and aging population.

Program Outcomes

Upon successful completion of the Norwalk Community College Medical Assistant program, graduates will be able to:

1. Function as competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains;
2. Function as multi-skilled health workers in ambulatory care settings such as medical offices and clinics;
3. Perform clinical office responsibilities such as taking and recording vital signs, exam room preparation, patient data collection, simple dressing changes, lab tests, phlebotomy and EKGs;
4. Perform administrative office responsibilities such as reception, insurance monitoring and record maintenance;
5. Utilize effective interpersonal skills to communicate with patients and colleagues using theories of psychology;
6. Demonstrate appropriate communication skills using both the written and spoken word;
7. Assist in patient education related to pharmacology, disease and nutrition; and
8. Function within the legal and ethical standards as a Medical Assistant within the medical profession.

General Information

1. Students must meet program admission requirements.
2. Students must achieve a minimum grade of C in all MED, CSA and BBG courses.
3. Additional costs such as travel, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.
4. Students must follow the policies outlined in the Medical Assistant Student Handbook.

Prerequisites

1. High school graduate or equivalent
2. Accuplacer score eligible for MAT 094 or higher completed prior to application deadline.
3. Accuplacer score eligible for ENG 101 or higher completed prior to application deadline.
4. GPA 2.3 - Based on a minimum nine college credits and all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Medical Assistant curriculum requirements. High school GPA of 2.3 or higher will be accepted if student has not completed college-level courses and meets all other requirements.
5. ATI-TEAS test score. Applicants must achieve a total score or 39% or higher.
6. Passing grade in CSA 105 or tested out of CSA 105. More information.
7. **One** of the following:
   o HS Keyboarding with a C or better **OR**
   o a keyboarding class from another institution **OR**
   o A letter from an employer within the last 5 years indicating the student needed keyboarding skills to function at their job.
8. Acceptance into the Medical Assistant Program.

Requirements (30 Credits)

- ENG 101 Composition *3 credits*
- CSA 105 Introduction to Software Applications *3 credits* **OR** BBG 114 Business Application Software *4 credits* **
- PSY 111 General Psychology I *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- MED 125 Medical Terminology *3 credits*
- MED 217 Medical Coding *3 credits*
- MED 245 Clinical Lab Procedures I *4 credits* *
- MED 246 Clinical Lab Procedures II *5 credits* *
- MED 296 Cooperative Education Work Experience *3 credits* *

Recommended Sequence of Study

Semester 1 (13-14 credits)

- BBG 114 Business Application Software *4 credits* **OR** CSA 105 Introduction to Software Applications *3 credits* **
- MED 125 Medical Terminology *3 credits*
- MED 245 Clinical Lab Procedures I *4 credits* *
- MED 112 Medical Insurance and Billing *3 credits*

Semester 2 (14 credits)

- ENG 101 Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- MED 246 Clinical Lab Procedures II *5 credits* *
- MED 217 Medical Coding *3 credits*

Semester 3 (3 credits)

- MED 296 Cooperative Education Work Experience *3 credits* *

Note:

* Selective Admission courses

** Student may be eligible to take a proficiency examination to satisfy this requirement

Medical Office Specialist Certificate Program

The Medical Office Specialist Certificate Program is designed to provide students with a comprehensive preparation in administrative office procedures within a health care environment. This program offers students education in such skills as filing, billing procedures, appointment scheduling, insurance verification and pre-certification, current diagnostic and procedural coding. The course of study includes medical terminology, medical insurance, and medical coding. During the final phase of the program, students are placed in a health care setting for their Co-operative Education Work Experience, such as physicians' offices, hospital or health insurance agencies, or other potential sites of employment.

General Information

- Students must achieve a minimum grade of C in all MED, BBG and CSA courses.

Prerequisites

1. **One** of the following:
   - HS Keyboarding with a C or better **OR**
   - a keyboarding class from another institution **OR**
   - A letter from an employer within the last 5 years indicating the student needed keyboarding skills to function at their job.

Program Outcomes

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

1. Function as competent entry-level Medical Office Specialist personnel in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains;
2. Function safely and effectively as a Medical Office Specialist in allied health and medical settings such as physician's offices, hospitals, health care facilities and health insurance agencies;
3. Carry out front office duties such as reception, insurance verification, posting payments and medical record maintenance;
4. Communicate effectively with patients and colleagues using appropriate knowledge of psychology;
5. Demonstrate appropriate interpersonal communication skills using both the written and spoken word; and
6. Function within the legal and ethical standards as a Medical Office Specialist within the medical profession.

Requirements (30 credits)

- BBG 114 Business Application Software *4 credits* **OR** CSA 105 Introduction to Software Applications *
- ENG 101 Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- BBG 101 Introduction to Business *3 credits*
- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- COM 173 Public Speaking *3 credits*
- MED 125 Medical Terminology *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- MED 217 Medical Coding *3 credits*
- MED 296 Cooperative Education Work Experience *3 credits* **

Recommended Sequence of Study

Semester 1

- BBG 114 Business Application Software *4 credits* **OR** CSA 105 Introduction to Software Applications[*]
- MED 125 Medical Terminology *3 credits*
- ENG 101 Composition *3 credits*
- MED 112 Medical Insurance and Billing *3 credits*
- BBG 101 Introduction to Business *3 credits*

Semester 2

- HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records *3 credits*
- PSY 111 General Psychology I *3 credits*
- COM 173 Public Speaking *3 credits*
- MED 217 Medical Coding *3 credits*
- MED 296 Cooperative Education Work Experience *3 credits* [**]

Note

* Students may be eligible to take a computer proficiency examination to satisfy this requirement (see Program Advisor).

** Selective admission course.

Mental Health Certificate Program

This program is designed to prepare individuals for employment in entry-level positions in public and private mental health agencies. Instruction is designed to allow for continuation in two-and four-year programs in the areas of mental health and human services.

Program Outcomes

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

1. Demonstrate an understanding of terminology used in the mental health field;
2. Analyze the interaction of social policies on client systems, workers and agencies;
3. Develop an understanding of the current issues in the field of mental health;
4. Describe and evaluate the ways in which data are collected and applied in the field of mental health
5. Demonstrate knowledge about formal and informal assessment practices that reflect both the needs and strengths of mentally ill people.
6. Develop critical-thinking skills within the context of needs and services for the mentally ill population; and
7. Demonstrate interpersonal and communication skills necessary to work in mental health settings.

Requirements (29 Credits)

Semester 1

- ENG 101 Composition *3 credits*
- PSY 111 General Psychology I *3 credits*
- HSE 134 Introduction to Mental Health Systems *3 credits*
- PSY 105 Group Dynamics *3 credits*

Semester 2

- HSE 201 Methods of Interviewing and Communication Skills *3 credits*
- HSE 235 Professional and Ethical Issues in Mental Health Services *3 credits*
- PSY 245 Abnormal Psychology *3 credits*
- HSE 216 Family Dynamics and Intervention *3 credits*
- HSE 287 Practicum in Mental Health *5 credits*

Relational Database Development Certificate Program

This certificate program is designed for students who are preparing to enter the job market and want to earn a certificate on their way to earning an associate or bachelor's degree. It also benefits students who already have college degrees and are seeking retraining in the technology. The program provides an understanding of client/server environment, relational database design and development, PL/SQL, Database Administration and vast knowledge of the ORACLE package.

Requirements (12 Credits)

Semester 1

- CSC 233 Database Development I *4 credits*

Semester 2

- CSC 234 Database Development II *4 credits*

Semester 3

- CSC 235 Database Development III *4 credits*

Smartphone App Development Certificate Program

This certificate prepares students to enter the fastest growing segment of the information technology application development marketplace. It includes basic programming skills, object-oriented programming techniques, an overview of current mobile platforms and device-specific advanced topics. Students completing the program will be able to create simple applications on a variety of devices and specialized programs on the device of their choice. Platforms currently offered include Apple iPhone and Google Android OS.

Program Outcomes

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

1. Plan, design, code, test, and debug solutions to programming problems using a variety of programming languages;
2. Gain understanding of fundamental object oriented programming concepts, including encapsulation, inheritance and polymorphism;
3. Demonstrate an understanding of object-oriented programming principles through exams and lab exercises;
4. Compare and contrast mobile platforms, their tools, and the development process;
5. Install software development kits for each mobile platform;
6. Demonstrate understanding of the development cycle for mobile devices including building, testing, and deployment;
7. Create apps for Apple iOS and Google Android mobile devices;
8. Create cross-platform web applications for mobile devices; and
9. Test projects in proprietary emulators for each platform.

Requirements (14 Credits)

Semester 1

- CSC 108 Introduction to Programming *4 credits*

Semester 2

- CSC 226 Object Oriented Programming Using Java *4 credits* **OR** CSC 245 Introduction to C# *4 credits*
- CSC 262 Programming Mobile Devices I *3 credits*

Semester 3

- CSC 263 Programming Mobile Devices II *3 credits*

Web Developer Certificate Program

This certificate provides students with an in-depth study of Web Development. It is designed for students who are preparing to enter the job market as well as college graduates seeking retraining in the emerging technologies of the Internet.

Students obtaining this certificate may continue their studies to obtain an A.S. in Computer Science.

Program Outcomes

Upon successful completion of all program requirements, graduates will possess the following skills and knowledge:

1. Ability to build a commercial or generic web site from the design phase through implementation;
2. Ability to develop web pages using low level code as well as web page development software packages; and
3. Ability to support web pages with server-side java programming and other dynamic products.

Requirements (16 Credits)

Semester 1

- CST 153 Web Development and Design I *4 credits*
- CSC 226 Object Oriented Programming Using Java *4 credits*

Semester 2

- CST 252 Web Development and Design II *4 credits*
- CSC 257 Web Development With PHP *4 credits*

Associate Credential

Early Childhood Education Child Development Associate Credential

This program is designed for students already employed in an early care situation who desire to improve their knowledge in working with young children. The CDA is a national credential for practitioners working in a state licensed center/group home or family child care facility. It is offered through the Council for Professional Recognition under the direct assessment system.

These courses provide the student with 120 hours of training required for the credentialing program. In addition, completion of 480 hours in a licenced childcare facility is required. CDA students must be advised, and their training must be approved by the ECE coordinator.

Successful completion of the four courses leads to 12 credit hours, which can be applied to the Early Childhood Education Certificate or Career Program and Associate Degree.

Requirements (12 Credits)

Semester 1

- ECE 182 Child Growth and Development *3 credits* **OR** ECE 141 Infant / Toddler Growth and Development *3 credits*

Semester 2

- ECE 101 Introduction to Early Childhood Education *3 credits* **OR** ECE 241 Methods and Techniques for Infant / Toddler Care *3 credits*

Semester 3

- ECE ELE Early Childhood Elective   *3 credits*

Semester 4

- ECE 180 Child Development Associate Credential (CDA Credential Preparation) *3 credits*

COURSE DESCRIPTIONS

Accounting

ACC 113 Principles of Financial Accounting
Prerequisites: Eligibility for MAT 136 and ENG 101 or ESL 152
3 credits

Financial accounting theory and practice are oriented toward the corporate form of business organization. Accounting and business transactions are analyzed, recorded and summarized for the preparation of general purpose financial statements. Students not only learn the accounting process but also the use of accounting information as a basis for decision-making, and gain an understanding of accounting as the language of business.

ACC 117 Principles of Managerial Accounting
Prerequisite: ACC 113 with a C or higher
3 credits

Managerial accounting is centered on the use of accounting information as a management tool for decision-making, performance evaluation, planning and controlling operations. The fundamental concepts of inventory valuation under job order and process costing methods, cost behavior patterns, cost volume profit analysis, variable costing, budgeting, transfer-pricing and activity-based costing are studied.

ACC 125 Accounting Computer Applications I
Prerequisite: ACC 113 with a C or higher
3 credits

Students learn the basic operation of accounting information systems, basic procedures and controls used in processing business transactions, and prepare reports using a hands-on approach. The latest accounting software is used.

ACC 170 Forensic Accounting and Fraud Examination
Prerequisite: ACC 113 with a C or higher
3 credits

This course is a study of the basic principles and skills of Forensic Accounting and Fraud Examination. Emphasis is placed on financial forensic, prevention, deterrence and detection of fraud.

ACC 241 Federal Income Taxes I
Prerequisite: ACC 113 with a C or higher
3 credits

This course is designed to give the student a basic understanding of federal income taxes for individuals. A hands-on approach involving preparation of the latest tax forms is used. Emphasis is on the tax accounting concepts of the law. Topics covered include taxable income, exemptions, deductions, capital transactions, and determination of taxes to be paid.

ACC 242 Federal Income Taxes II
Prerequisite: ACC 113 with a C or higher
3 credits

Students learn the basic understanding of federal income taxes for partnerships, LLCs and C and S corporations. Tax returns for each type of entity are prepared and taxation for the different types of entities is compared.

ACC 251 Fund Accounting

Prerequisite: ACC 113 or permission of the accounting program coordinator
3 credits

This course is designed to help students develop a logical framework for understanding the accounting- related problems of not-for-profit organizations, including governmental units. The conceptual foundation provided will be beneficial to students who anticipate careers in the not-for-profit sector. Other business students can also benefit by knowing how to interpret the financial statements of not-for-profit entities.

ACC 271 Intermediate Accounting I

Prerequisite: ACC 113 with a C or higher
3 credits

ACC 271 and ACC 272 emphasize theory and concepts and provide an in-depth study of principles, procedures and practices used in financial recording and reporting. This course focuses on the process of creating accounting standards, fundamental accounting concepts, revenue recognition, and the application of concepts to prepare the basic financial statements.

ACC 272 Intermediate Accounting II

Prerequisite: ACC 271 with a C or higher
3 credits

This course is a continuation of ACC 271. This course covers long-term assets, liabilities, stockholders equity, including earnings per share. The effects of the time value of money on assets and liabilities. ACC 272 introduces specialized topics such as accounting for income taxes, pensions, and leases. Basic concepts taught in Intermediate Accounting I are reinforced. Continuing emphasis on the concepts governing corporate financial reporting are reinforced. ACC 272 covers the principles and procedures applicable to accounting valuations for current and long-term investments, current and long-term liabilities, stockholders equity and revenue and expense recognition and measurement.

ACC 290 Cooperative Education Work Experience

Prerequisites: ENG 101, ACC 271, matriculation and sophomore standing in the Business program, Minimum GPA 2.0, and approval of program coordinator
3 credits

This course combines a classroom seminar with on-the-job training. Students who meet program eligibility work at an approved Cooperative Education Work Experience Site and attend scheduled seminar on campus or online. The seminar covers the essentials of a learning plan for the workplace assignment, career development, and how to incorporate the classroom experience into the workplace. Students must satisfactorily complete the seminar, the final project, and the workplace assignment to receive credit. Faculty assign a final project designed to understand what knowledge the student has obtained from this work experience.

Anthropology/Archaeology

ANT 105 Introduction to Cultural Anthropology

Prerequisite: Eligibility for ENG 101
3 credits

This cross-cultural, non-Western course introduces the student to cultural studies, an area within the discipline of anthropology. Under examination will be the beliefs, values, rituals, customs and material culture that inform and explain any societys world view. A variety of world cultures will be explored, including cultural responses to change in this age of globalization.

ANT 121 Introduction to Archaeology

Prerequisite: Eligibility for ENG 101
3 credits

This course provides an introduction to the tools, methods and theories used in archaeology as well as an overview of northeastern U.S. prehistory. Students receive pre-excavation training prior to their participation in the investigation of a local prehistoric archaeological site. The analysis of recovered materials and the interpretation of the site provide the basis for the writing of an archaeological site report.

ANT 131 World Prehistory
Prerequisite: Eligibility for ENG 101
3 credits

This course provides the foundation for understanding the human story, from fossil evidence of the earliest humans to the development of complex societies. It introduces some of the most important achievements of our human species before written history. From the Early Man discoveries in Africa to the appearance of modern peoples who created the Cave Paintings during the Upper Paleolithic and from the builders of Stonehenge to the great civilizations of the Near East, Egypt and Mesoamerica, this course surveys those cultural developments that are the legacy of all peoples everywhere. *Not offered every semester.*

ANT 211 Lifestyles and Outlooks
Prerequisite: Eligibility for ENG 101
3 credits

American culture has always been a patchwork of different realities. Once derived from Old World ethnic entities, todays proliferating subcultures are based as well on age, religious beliefs, occupation, class and ideology. From cults to street gangs, from bag ladies to urban terrorists, all represent particular views of life. The course explores each of these and also considers ways in which such groupings contribute to or alter the nature of American culture and strengthen or weaken the social bond. *Not offered every year.*

ANT 223 Advanced Techniques in Archaeology
Prerequisite: ANT 121
4 credits

Students will be trained to function in the field with some degree of independence through the participation in individual archaeological site survey research. In the laboratory, students will learn techniques for the analysis and interpretation of prehistoric artifacts, soils, floral and faunal remains. Three hours of class and field work. Three hours of laboratory to be arranged with the instructor. *Not offered every semester.*

ANT 229 Historical Archaeology
Prerequisite: Eligibility for ENG 101
3 credits

Not a field course, this study seeks to present, in a classroom setting, the methods used by researchers in investigating historic sites of the 18th and 19th centuries and to illustrate the kinds of questions which historical archaeology is uniquely qualified to answer. Topics include approaches to documentary research; building materials and architectural styles; field strategies; identifying archaeologically recovered materials such as ceramics, metal and glass; curating and the archaeological collection. The hands-on approach includes sessions with materials from a notable site in Fairfield County. Each student undertakes an independent research project focusing on a structure or site in his/her own community. Two field trips are planned. *Not offered every year.*

ANT 240 Indians of the Americas
Prerequisite: Eligibility for ENG 101
3 credits

This course explores the belief systems and rituals of Native American peoples, from the Arctic to the American Southwest. Traditional ways of First People such as the Eskimo, Sioux, Navajo and Iroquois are presented against a background of culture

areas in North America. Current realities - political, economic and cultural - are also explored. As an ethnography course in culture study, the student has the opportunity to research a tribal group in Middle or South America. *Not offered every semester.*

Arabic

ARA 111 Elementary Arabic I
Prerequisites: Eligibility for ENG 101 or permission of instructor
4 credits

This course introduces students to basic Arabic vocabulary and practical grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in Arabic. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. Native speakers of Arabic are not permitted to register for this course without the written permissions of the instructor before classes begin. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required.

ARA 112 Elementary Arabic II
Prerequisites: ARA 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of ARA 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections and write short paragraphs in Arabic. They continue to develop speaking skills in a cultural context. Departmental exit examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Arabic are not permitted to register for this course without the written permission of the instructor before classes begin.

Architectural Engineering Technology

ARC ELE Architectural Elective
3-4 credits

ARC 105, ARC 106, ARC 115, ARC 201, ARC 202, ARC 215, ARC 229, ARC 240, ARC 290, ARC 293, ARC 296

ARC 105 Architectural Visualization
Co-requisites: CAD 114 or AutoCAD knowledge
4 credits

This course is an introduction to basic freehand and hard line architectural drawings. Work includes drafting techniques, perspective drawing, sketching and color. Basic presentation tools and techniques will be introduced. Drawing will be studied as a tool of visualization. The impact of light, shadow and composition on architectural drawing will be explored. One hour lecture, five hours studio.

ARC 106 Building Technology
4 credits

The study of materials, their origin, manufacture, use, limitations and application in construction. Areas of concentration include building systems, foundations, wood, heavy timber and light frame construction, masonry, steel, concrete, sitecast and precast concrete framing systems, roofing, glass and glazing, cladding and finishes.

ARC 115 Architectural Fundamentals
Prerequisite: ARC 105
4 credits

Principles of architectural design are studied. The goal of this studio sequence is to expand and apply knowledge acquired in ARC 105 Architectural Visualization into a series of design experiences at the residential scale. The results are critiqued in classroom. Concept of space is introduced. Design problems are given, solved and discussed. The impact of structure on design is also addressed. Two hours lecture, four hours studio.

ARC 201 Architectural Design I

Prerequisite: ARC 115
4 credits

Students develop basic skills of project design, including site analysis and site design. The main focus of the course is the design of a multifamily dwelling project on an assigned site. Drawings are presented to a professional jury for critique. Two hours lecture, four hours studio.

ARC 202 Architectural Design II

formerly ARC 204
Prerequisite: ARC 201
4 credits

Further development of the student's skills through the design of a commercial and public building on an assigned site. Drawings and models will be critiqued by a professional jury. Two hours lecture, four hours studio.

ARC 215 Construction Documents

4 credits

Introduction to the architect's practice. Study problems involved in the personal, ethical, and legal relationships between architect, engineer, owner, and contractor. The organization and day-to-day problems of the architect's office are reviewed. Study building codes, laws, zoning regulations, legal AIA documents, CSI format specifications and their applications. Introduction to working drawings and preparation of cost estimating bids. Two hours lecture, four hours studio.

ARC 229 Structures

Prerequisite: PHY 121 or permission of instructor
3 credits

Investigation of principles of structural mechanics. Study of compressive, tensile, shear and bending stresses; strain due to axial loads; beam loading; column and beam action in determinate structures; beam and column design in steel and wood. Two hours lecture, four hours studio.

ARC 240 Environmental Systems

3 credits

This course imparts a knowledge of the interior environment of structures large and small and the interrelationship of energy, climate, site and architectural design. Conservation of non-renewable energy sources is an intrinsic theme. A study of the design factors in heating, cooling, plumbing, fire protection and electrical systems is included. Two hours lecture, two hours studio.

ARC 290 Portfolio Preparation I

Prerequisites: Second-year status, matriculation in an Architecture or Interior Design curriculum and permission of the Architecture Program Coordinator
1 credit

Under the supervision of the Architecture Program Advisor, students will prepare a portfolio demonstrating their skills in a variety of media. While the emphasis of this portfolio will vary according to individual needs, it will include representative

samples of work from core Architecture and Interior Design courses. This portfolio can be used for transfer purposes and for employment applications.

ARC 293 Architecture Internship

Prerequisites: Second-year status and permission of the Architectural Engineering/Construction Technology coordinator.
3 credits

This course provides practical experience through an internship in a supervised setting related to architectural engineering and construction technology. Through this learning occurrence, students will be able to pursue a building industries profession, or have the skills necessary for; a private office, provide job supervision, material supplier or vendor cost estimation scheduling, etc. Such an opportunity can be within a public or private setting related to architecture or construction management. To participate, permission of the Coordinator - Architectural Engineering/Construction Technology is required.

ARC 296 Cooperative Education Work Experience

Prerequisites: ENG 101, matriculation and sophomore standing in the Architectural Engineering Technology program.
Minimum GPA 2.0. Approval of the program coordinator required.
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development and work-related problem-solving. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit. Faculty assign a final project designed to elicit on-the-job learning specific to architecture.

Art

ART ELE Art Elective

Art Elective.

ART 100 Art Appreciation

Prerequisite: Eligibility for ENG 101 or permission of Art coordinator
3 credits

Students are introduced to the concepts and principles of art including line, shape, form, color and space. They study selected works and complete basic exercises in a variety of art media in order to understand and develop an appreciation for the creative process. A paper based on direct observation of works in a major museum is required. No previous art training is necessary.

ART 101 Art History I: Prehistoric to the 14th Century

Prerequisite: ENG 101 or permission of Art coordinator
3 credits

This course offers a survey of Western art from prehistoric times to the 14th century. A paper based on direct observation of art works in a major art museum is required.

ART 102 Art History II: Modern Art

Prerequisite: ENG 101 or permission of Art coordinator
3 credits

This course provides a survey of art from the French Revolution to the mid-twentieth century. A paper based on direct observation of works in a major museum is required.

ART 105 Architecture of the World

3 credits

The critical influence of social, religious, historical and technological forces on the characteristic features of architecture are stressed by studying the various architectural styles. Course covers architectural milestones from ancient to modern on all of the continents.

ART 109 Color Theory

Prerequisites: Eligibility for ENG 101 or permission of Art coordinator
3 credits

This course is an examination of the action and interaction of color and the study of the visual and psychological factors related to color perception. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

ART 111 Drawing I

Prerequisite: Eligibility for ENG 101 or ESL 152 or permission of Art coordinator
3 credits

Drawing fundamentals are stressed. Students work with a variety of media, drawing from a variety of subject matter to develop a comprehension and visual articulation of form. A term project is required. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 112 Drawing II

Prerequisite: ART 111 or permission of Art coordinator
3 credits

This course builds on skills learned in Drawing I. Creative use of media, accuracy of seeing and further development of drawing fundamentals are stressed. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 113 Figure Drawing I

Prerequisite: ART 111 or permission of Art coordinator
3 credits

This course focuses on the fundamental skills needed to competently draw the figure. Students work with a variety of media, drawing from life and from other subject matter. A term project is required which demands time outside of class. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 121 Two-Dimensional Design

Prerequisites: Eligibility for ENG 088 or ESL 152 or permission of Art coordinator
3 credits

This introductory course focuses on the basic elements and principles of design such as line, texture, space, balance, unity and scale. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

ART 131 Sculpture I

Prerequisite: Eligibility for ENG 101 or permission of Art coordinator
3 credits

Through studio experience, lectures and class discussions, students learn about the basic design concepts, techniques, materials and tools relevant to creating three-dimensional sculptural forms. A term project is required. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 141 Photography I

Prerequisite: Eligibility for ENG 101 or permission of Art coordinator
3 credits

In this basic course, the fundamental processes of black and white photography are explored. Camera use, metering, film developing and presentation are covered. A paper based on direct observation of works in a major museum is required. Students are required to furnish a manually adjustable camera and other photographic supplies as needed. Two hours lecture, three hours studio.

ART 151 Painting I

Prerequisite: ART 111 or permission of Art coordinator
3 credits

This course offers an understanding of the techniques, materials and creative practice of water-based media, focusing on the use of acrylics. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 152 Painting II

Prerequisite: ART 151 or permission of Art coordinator
3 credits

This intermediate course builds upon the painting fundamentals learned in ART 151 Painting I. Through structured studio experiences, lectures, and individual critiques intermediate painting techniques, and principles will be introduced. Projects will be assigned that allow for the development of personal expression within the painting medium. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 161 Ceramics I

Prerequisites: Eligibility for ENG 088 or ESL 152 or permission of Art coordinator
3 credits

Students learn the fundamental concepts, techniques and applications of ceramics including various construction, glazing and firing techniques. Concepts of three-dimensional design, color and surface decoration are explored. Students are responsible for purchasing supplies. One hour lecture, five hours studio.

ART 167 Printmaking I

Prerequisites: ART 111 or ART 121 or permission of Art coordinator
3 credits

This studio course introduces basic printmaking processes and equipment with equal emphasis on concepts and techniques. Students are introduced to a variety of print media and methods, such as monotype, relief, intaglio and lithography, and various approaches to making and printing plates in each medium. Students are expected to develop an understanding of the medium and to learn good studio habits; safe and responsive handling of tools, materials and grounds, and the knowledge required for basic manipulation of the processes used in the production of a printed image. One hour lecture, five hours studio.

ART 189 Animation Fundamentals

Prerequisites: ART 111 or permission of Studio Arts Coordinator
3 credits

This course is an introduction to the principles of animation. Traditional and contemporary technology will be used to complete exercises and projects. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

ART 205 History of Photography

Prerequisite: Eligibility for ENG 101 or permission of Art coordinator
3 credits

A survey of the history and development of photography from the beginning to the present. Major trends, styles, and photographers are covered. The course will also include political, social and scientific influences on photography and the role of photography in everyday life. A paper based on direct observation of photographs in a major museum and oral report on an established photographer are required.

ART 207 History of Graphic Design

Prerequisite: ENG 101 or permission of the Graphic Design coordinator
3 credits

The lecture course focuses on a survey of graphic design from the invention of writing to the present. It locates graphic design within the history of art and articulates its aesthetic import and contributions to cultural development. It examines links between socio-political phenomena and development of advertising and propaganda art, and introduces the student to the works of leading graphic designers, art directors, illustrators, photographers, and typographers. Major styles will be analyzed and compared, and influences identified.

ART 250 Digital Photography

Prerequisites: Eligibility for ENG 101 or permission of Art coordinator
3 credits

In this introductory course, students will learn the fundamentals of photography using digital media. Camera use, exposure controls, scanning and printing are covered. Assignments explore visual and creative problem solving. There will be lectures and critiques at regular intervals. A paper based on direct observation of works in a major museum is required. Students are responsible for providing a manually adjustable digital camera, paper, and other supplies as needed. Two hours lecture, three hours studio.

ART 280 Advanced Digital Photography

Prerequisite: ART 250, or both ART 141 and GRA 231, or by permission of Art coordinator
3 credits

In this course students will explore advanced digital imaging techniques, including an introduction to Camera RAW. Assignments explore visual and creative problem solving. There will be lectures and critiques at regular intervals. A paper based on direct observation of works in a major museum is required. Students are responsible for providing a manually adjustable digital camera, paper, storage devices, and other supplies as needed. Two hours lecture, three hours studio.

ART 290 Portfolio Preparation I

Prerequisites: Second-year status, matriculation in an Art curriculum and permission of the Art coordinator
1 credit

Under the supervision of an art advisor, students prepare a portfolio demonstrating their skills in a variety of media. While the emphasis of this portfolio will vary according to individual needs, it includes representative samples of work from the core art courses of the students curriculum. This portfolio may be used for transfer to a four-year art program.

ART 292 Cooperative Education Work Experience

Prerequisites: ENG 101, second-year status, minimum 2.0 GPA, and permission of Art coordinator
3 credits

This course combines a classroom seminar with on-the-job learning in the visual arts and graphic design. Students work at an approved Cooperative Education Work Experience site and attend a regularly scheduled seminar on campus. Workplace experience allows students to practice skills taught in class while learning new skills relevant to their area of specialization. The seminar assists in the establishment of learning goals for the work assignment, career development and work-related problem

solving. A final project is assigned to document the learning objectives. Students must complete the seminar, final project, and work assignments to receive credit.

ART 293 Art Internship
Prerequisites: Second-year status and permission of the Studio Arts Coordinator.
3 credits

This course provides practical experience through an internship in a supervised setting related to a visual arts and/or design profession such as an art museum, gallery, art center or artist studio. Such an opportunity can be within a public or private setting related to the visual arts. Permission of the Coordinator, Studio Arts is required.

FA ELE Fine Arts Elective
ART 100 ART 101 ART 102 ART 105 ART 109 ART 111 ART 112 ART 113 ART 121 ART 131 ART 141 ART 151 ART 152 ART 161 ART 167 ART 189 ART 205 ART 207 ART 250 ART 280 ART 290 ART 292 ART 293

MUS 101 MUS 104 MUS 115 MUS 118 MUS 121 MUS 122 MUS 132 MUS 138 MUS 140 MUS 141 MUS 142 MUS 150 MUS 151 MUS 157 MUS 169 MUS 170 MUS 171 MUS 172 MUS 257

THR 101 THR 103 THR 104 THR 105 THR 110 THR 190 THR 210 THR 225 THR 226 THR 230

IDS 210

Astronomy

AST 101 Principles of Astronomy
Prerequisite: Eligibility for both ENG 101 and MAT 136
3 credits

The laws of nature that account for the earth and the heavenly bodies and their characteristics are studied. The course is designed to develop the appreciation of the beauty and order of the universe, and to use some basic mathematics to calculate how it works as well. Two hours of class; two hours of laboratory per week.

Biology

BIO 103 / WMS 103 Women's Health
Prerequisite: Eligibility for ENG 101
3 credits

This course focuses on the biology of women. Specific topics include reproduction, birth control, genetics, gender determination, sexual orientation, sex change, conception to birth, women's health and body systems, aging, women in science and scientific research.

BIO 105 Introduction to Biology
Prerequisites: Eligibility for ENG 101 and eligibility for MAT 136
4 credits

A course for non-science majors. Representative topics include the chemistry of life, genetics, structure and function of cells and tissues, and selected plant and animal systems. Labs may involve dissection of plant and animal specimens, microscope work, and elementary biochemistry experiments. Three hours of class work, three hours of lab per week.

BIO 110 Principles of the Human Body

Prerequisite: Eligibility for or completion of ENG 101
3 credits

This course is a non-majors course designed to introduce students to basic principles required to support human life. The cellular nature of life and organization and function of organs and organ systems is emphasized. In addition to the textbook, students use a variety of resources from traditional print to electronic media to acquire and evaluate relevant scientific content. Selected body systems and disease states are discussed. This course cannot be used as the prerequisite for BIO 211, BIO 235, or VET 201.

BIO 111 Introduction to Nutrition

Prerequisite: Eligibility for ENG 088
3 credits

This course is designed to help students gain knowledge of the basic elements of nutrition. The nutrients in carbohydrates, proteins, lipids, vitamins, minerals and water are emphasized. Food safety, weight control, nutritional needs of different age groups, and the importance of good nutrition for health are also discussed. No laboratory.

BIO 112 Applied Nutrition

Prerequisite: Eligibility for ENG 101 and MAT 094
Pre- or Co-requisite: any HSP course
3 credits

An introduction to the study of nutrition as it relates to the establishment and promotion of wellness in everyday life. This course focuses on an understanding of basic principles and concepts of nutrition with applications and examples specifically for the hospitality industry. Required for all Hospitality Management and Culinary Arts students. This course can only fulfill a science requirement for Hospitality Management and Culinary Arts students. Open to Hospitality Management and Culinary Arts students only.

BIO 115 Human Biology

Prerequisites: Eligibility for ENG 101
4 credits

This non-majors course introduces students to the basic principles required to support human life. The cellular nature of life and organization and function of organs and organ systems is emphasized. Selected body systems and disease states are discussed. Laboratory involves hands on activities and dissections to reinforce course concepts.

BIO 121 General Biology I

Prerequisites: Eligibility for ENG 101, high school biology recommended
4 credits

This course offers a comprehensive study of fundamental biological concepts. The nature of scientific inquiry, water and carbon chemistry, cell structure and function, metabolism, photosynthesis, genetics and evolution are studied. Lab may include dissection of animal species. Three hours of class work; three hours of laboratory per week. Recommended for science majors.

BIO 122 General Biology II

Prerequisite: BIO 121
4 credits

As a continuation of BIO 121, this course deals with the diversity of the living world, structure, function, ecological relationships and phylogeny of plants and animals. Lab includes the study of microscope slides and preserved specimens. Representative invertebrates and vertebrates will be dissected. Three hours of class work, three hours of laboratory per week.

BIO 173 General Ecology

Prerequisites: BIO 105, BIO 121, or BIO 122 and MAT 136, and eligibility for ENG 101; or permission of instructor
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 course includes a survey of the interactions of organisms with each other and with the physical environment. Systems will be examined at the individual, population, community and ecosystem levels. Each ecological level will be studied in the context of evolutionary history and biodiversity. At the end of the term, we will reflect on man's influence on nature and conservation. This course is designed for both science and non-science majors.

BIO 180 Principals of Environmental Science

Prerequisite: Eligibility for ENG 101
3 credits

This course is an introduction to environmental studies. It includes the study of ecology which describes the relationships that exist between all parts of our environment, both living and nonliving. The course then focuses on environmental science which studies the impact of human intervention on our environment and addresses the problems posed and their possible solutions. This course fulfills the IDS requirement.

BIO 181 Environmental Science

Prerequisite: Eligibility for ENG 101
4 credits

This course is an introduction to environmental studies. It includes the study of ecology which describes the relationships that exist between all parts of our environment, both living and nonliving. The course then focuses on environmental science which studies the impact of human intervention on our environment and addresses the problems posed and their possible solutions. Environmental science is an interdisciplinary study that encompasses many other sciences and subjects such as biology, agriculture, chemistry, geology, politics, economics, ethics, sociology, public relations and many more. The course consists of lecture and lab. The lab component involves both laboratory and field activities. This course fulfills the IDS requirement.

BIO 211 Anatomy and Physiology I

Prerequisites: Eligibility for ENG 101; BIO 105 (C or higher) and/or CHE 111 (C or higher) and/or successful completion (B or higher) of high school Chemistry within the last two years; or a passing grade on a Biology or Chemistry challenge exam; or permission of the Science department head.
4 credits

This is the first half of a two-semester course which studies the fundamental concepts of human anatomy and physiology. It covers body organization: integumentary, skeletal, muscular, nervous system and the special senses. Lab includes the study of microscopic slides, models and human bones and the dissection of appropriate organs and animal specimens. Three hours of class work, three hours of laboratory per week.

BIO 212 Anatomy and Physiology II

Prerequisite: BIO 211 (C+ or higher) or permission of Science Department Chair
4 credits

This course is a continuation of BIO 211. It covers endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Lab includes the study of microscopic slides, models and the dissection of appropriate organs and animal specimens. Three hours of class work; three hours of laboratory per week.

BIO 235 Microbiology

Prerequisites: Eligibility for ENG 101, one semester of college work in both Biology and Chemistry or BIO 211 or VET 201
4 credits

This course is an introduction to Microbiology. Topics include microbial morphology, metabolism, genetics, growth and control,

infection, immunity and human pathogens. Laboratory work emphasizes bacterial staining techniques, culturing isolation and biochemical reactions. Three hours of class work; three hours of laboratory per week.

BIO 272 Marine Ecology

Prerequisites: Any 100-level lab science or high school equivalent; eligibility for ENG 101
4 credits

This course is designed to stimulate and advance knowledge of marine environments. It covers geological and chemical factors, classification of marine organisms and the ecology of estuaries, salt marshes, sandy beaches and rocky shores. It also includes animal behavior and how human populations along the shore impact on marine environments. Field trips to facilities such as the Maritime Aquarium, the R.V. Oceanic, and coastal environments give students firsthand knowledge Long Island Sound. Three hours of class work, three hours of laboratory per week. *Not offered every year.*

BIO 299 Honors Biology Research

Prerequisite: BIO 121 and BIO 122 with a grade of B or higher, an interview with the faculty advisor, and departmental approval are required prior to signing up for this course.
3 credits

This course includes advanced research participation and laboratory work in various branches of biology. A seminar and final research report are required. This course involves a hands on research experience. The research will emphasize the development of independent scientific thought and practice, experimental design, use of the literature, and scientific speaking and writing. Six hours of laboratory per week; six hours of library research per week.

Business

BBG ELE Business Elective

3 credits

BBG 101, BBG 114, BBG 210, BBG 231, BBG 232, BBG 240, BBG 295

BMG 202, BMG 210, BMG 220

BMK 106, BMK 201, BMK 241

BFN 125, BFN 201, BFN 203

BBG 101 Introduction to Business

Prerequisite: Eligibility for ENG 088
3 credits

As a platform for other business courses, this introductory course places business in perspective by surveying it in a contemporary manner and by offering students a solid foundation in the various disciplines of business. It provides a conceptual understanding of our capitalistic society, accounting management, human resources, marketing, finance and controls.

BBG 114 Business Application Software

Prerequisite: Eligibility for ENG 101
4 credits

This course provides hands-on, practical experience using computers for business. It begins with an introduction to computing fundamentals of hardware, operating system software and managing files. Heavy emphasis is placed on Excel. Considerable time is also spent on Word and PowerPoint and there is a brief introduction to Access. Students who successfully complete this course can state proficiency using Excel, Word and PowerPoint on their resumes. This course is recommended for anyone planning to

transfer to a four-year institution as a Business major or planning to seek employment in an office environment. Note: This course uses the PC version of the Microsoft Office Suite. The Mac version is significantly different. Students with Macs must do their homework and studies on campus, where computers are available, or find other alternatives.

BBG 210 Business Communication

Prerequisite: ENG 101 with a C or higher
3 credits

Students produce clear and well-organized communications (including business letters, reports, memos, speeches, graphs and charts) for technical, professional, business and occupational fields. Guidelines for improving speaking, reading and listening skills are covered. Small group, Diversity and globalization communication is also discussed. A portfolio of all class projects is submitted for evaluation periodically throughout the semester. A final oral and written business presentation is completed by all students.

BBG 231 Business Law I

3 credits

A knowledge and understanding of fundamental legal principles and their applications to business transactions and to individual rights and obligations are provided. The laws of contracts and agency are examined as the basic laws applying to business ethics as defined by government regulations and business torts and crimes are examined.

BBG 232 Business Law II

Prerequisite: BBG 231
3 credits

This course reviews current developments concerning the Uniform Commercial Code as to proprietary interests, bailments, sales-business responsibilities, torts-product liability, warranties, and commercial paper. Employment law, corporations and other business entities are examined.

BBG 240 Business Ethics

Prerequisite: BMG 202 and ENG 101
3 credits

This course will provide an introduction to ethical decision making in business. There will be an examination of individual, organizational and macro level issues in business ethics. The course is designed to assist the student as a potential business person to make informed and ethical decisions on a daily basis, rather than to determine correct ethical action. Both descriptive and normative models of unethical and ethical decision making in the business community will be analyzed to accomplish this objective. Dilemmas, real life situations and actual case studies will provide an opportunity for the student to utilize the concepts presented in the assignments and to resolve ethical issues. Both critical thinking and informed decision making will be emphasized.

BBG 295 Cooperative Education Work Experience

Prerequisites: ENG 101; matriculation and sophomore standing in the Business program; Minimum GPA 2.0 and approval of program coordinator
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Work Experience Site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development and work-related problem solving. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit. Faculty assign a final project designed to elicit on-the-job learning specific to business.

Business Entrepreneurship

BES 218 Entrepreneurship
Prerequisite: Eligibility for ENG 101
3 credits

This course is designed for students who have an interest in the planning and start-up of new business ventures, whether as independent enterprises or as new units of larger organizations. It is not concerned with management of companies once they are already in operation. The course covers external factors that influence entrepreneurial activity in our society, entrepreneurial characteristics, entrepreneurship as a systematic discipline, innovation vs. traditional practices, evaluation and preparation of a business plan, financing a new venture and management strategies during the initial start-up phase.

Business Finance

BFN 125 Principles of Banking
Prerequisite: ENG 101, MAT 136
3 credits

The course develops skills to master established management principles for banks including business and consumer credit policy. Addressed are complex issues (all with a global dimension) of risk, regulation, technology and competition with insurance and investment companies. Asset/ liability management (including international markets), performance evaluation and regulation of financial services are covered.

BFN 201 Principles of Finance
Prerequisite: Eligibility for MAT 136 and ENG 101
3 credits

This course covers the traditional managerial and economic approaches to the principles of finance. The course is organized around the following major topics: the functions of financial management, financial analysis and planning, working capital, time value of money and interest rates, capital budgeting process and long-term financing.

BFN 203 Investment Principles
Prerequisite: Eligibility for MAT 136 and ENG 101
3 credits

The course serves as an introduction to evaluating common stocks, bonds, warrants, convertibles, options and other investment vehicles. Emphasis will be placed on techniques of financial analysis and portfolio selection. Students will participate in an investment simulation to provide lifelike experience in portfolio management.

Business Management

BMG 202 Principles of Management
Prerequisite: Eligibility for ENG 101
3 credits

Focusing on management theory and science and how they apply to managerial practices, this course provides a comprehensive review of the management decision-making process and how it centers around the various functions of management. Case analyses help students to understand how to consider using different approaches to solve management issues.

BMG 210 Organizational Behavior

Prerequisite: BMG 202
3 credits

This course presents an understanding of the structure and dynamics of the business organization. It outlines the behavior relationships of the individual, the group, and the organizational system. The course focuses on how those interrelationships affect, contribute to, and form a culture, and how that culture lends itself to performance and effectiveness of the enterprise.

BMG 220 Human Resources Management

Prerequisite: Eligibility for ENG 101
3 credits

In this analysis of the human factor in business, students examine methods of identifying, selecting, training and maintaining a force of employees; methods of payment and motivations; methods of promoting the welfare and safety of employees, and methods of maintaining harmonious working relations.

Business Marketing

BMK 106 Principles of Selling

Prerequisite: Eligibility for ENG 101
3 credits

This course introduces students to the processes involved in effective selling. Emphasis is placed on the principles and methods of selling as well as an examination of the critical factors affecting the organizational and individual selling relationship. Students are expected to prepare and present sales proposals.

BMK 201 Principles of Marketing

Prerequisite: Eligibility for ENG 101
3 credits

This course analyzes the marketing mix (product, price, distribution and promotion) from the managers point of view, with an emphasis on strategic decision-making. Students analyze real-world marketing issues and study factors impacting marketing decisions. Additional topics include: market research, ethics and global marketing.

BMK 241 Principles of Advertising

Prerequisite: Eligibility for ENG 101
3 credits

This course examines the impact and role of advertising in marketing, business and society. Emphasis is placed on the strategic use of major media and the creative aspects (art and copy) of an advertising campaign. Within a defined set of parameters, students are expected to form an advertising agency and develop a comprehensive marketing and advertising campaign for a product or service of their choice.

Chemistry

CHE 111 Concepts of Chemistry

Prerequisite: MAT 136 and eligibility for ENG 101
4 credits

This course includes a brief but comprehensive survey of chemistry. Topics include atomic structure, chemical bonding, stoichiometry, periodic table, properties of matter, solutions, acids, bases, salts, gas laws and organic compounds. Recommended as prerequisite for CHE 112. Three hours of class work; three hours of laboratory per week.

CHE 121 General Chemistry I
Prerequisite: Eligibility for ENG 101; MAT 136; high school Chemistry within the past four years or CHE 111
4 credits

The course is designed to provide a basis for more advanced work in science, the general approach being theoretical and mathematical. Descriptive material is used in illustration. Some of the topics include atomic structure, formulas and equation calculations, periodicity, bonding and states of matter. This is the first half of a two-semester sequence. Three hours of class work, three hours of laboratory per week.

CHE 122 General Chemistry II
Prerequisite: CHE 121; MAT 172
4 credits

This course is a continuation of CHE 121. The topics include: equilibria, kinetics, solubility, acids and bases, complex ions, electrochemistry, nuclear chemistry and organic chemistry. Calculations will be stressed. Laboratory work illustrates principles while dealing with quantitative interpretation of data. Three hours of class work; three hours of laboratory per week.

CHE 211 Organic Chemistry I
Prerequisite: CHE 122
4 credits

Designed for science, engineering and premedical majors. Topics include nomenclature, structure, properties, synthesis and reaction mechanisms of different classes of organic compounds. Laboratory work involves an introduction to current micro scale organic techniques and the preparation and properties of representative compounds. Fulfills open, liberal arts and, with CHE 212, laboratory science electives. Three hours of class work; three hours of laboratory per week.

CHE 212 Organic Chemistry II
Prerequisite: CHE 211
4 credits

Sequel to CHE 211 Organic Chemistry I. Topics include: further discussions of functional group transformations in the light of their mechanisms and their applications to longer and more complex organic synthesis sequences. Important classes of biomolecules including amino acids, sugars and natural products are introduced. Laboratory work involves practical applications of the presented topics. Fulfills open, liberal arts, and, with CHE 211, laboratory science electives. Three hours of class work; three hours of laboratory per week.

CHE 260 Honors Chemistry Research
Prerequisite: CHE 121 and CHE 122 with a grade of B or higher, an interview with the faculty advisor and departmental approval are required prior to signing up for this course.
3 credits

This course includes advanced research participation and laboratory work in various branches of chemistry. A seminar and final research report are required. This course involves a hands on research experience. The research will emphasize the development of independent scientific thought and practice, experimental design, use of the literature, and scientific speaking and writing. Six hours of laboratory per week; six hours of library research per week.

Chinese

CHI 111 Elementary Chinese I
Prerequisite: Eligibility for ENG 101 or permission of instructor
4 credits

This course introduces students to basic Chinese vocabulary and grammar with emphasis on speaking and listening. Students will also read simple materials and write brief responses in Chinese. The language patterns and skills are taught within a cultural context and focus on practical applications to daily life. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Chinese are not permitted to register for this course without the written permission of the instructor before classes begin.

CHI 112 Elementary Chinese II
Prerequisites: CHI 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of CHI 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections and write short paragraphs in Chinese. They continue to develop speaking skills in a cultural context. Departmental exit examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Chinese are not permitted to register for this course without the written permission of the instructor before classes begin.

Communication and Speech

COM ELE Communication Arts Elective (100 level)
3 credits

COM 101, COM 115, COM 121, COM 140, COM 143, COM 154, COM 157, COM 159, COM 172, COM 173

COM ELE Communications Arts Elective (200 level)
3 credits

COM 202, COM 205, COM 209, COM 211, COM 215, COM 217, COM 218, COM 219, COM 221, COM 243, COM 244, COM 256, COM 257, COM 274, COM 295

COM ELE Communications Arts Writing Course (200 level)
3 credits

COM 211, COM 215, COM 217, COM 218, COM 274

COM 101 Introduction to Mass Communication
Prerequisite: Eligibility for ENG 101
3 credits

This course introduces students to the roles and practices of mass communication industries in the modern world, with a focus on the impact and influence of print and electronic media, advertising, and public relations, on American society. A basic course for communications majors.

COM 115 Student Newspaper Publishing
Prerequisite: Eligibility for ENG 101. COM 121 recommended but not required.
3 credits

In this hands-on course, students join the staff of The Voice, our student-run campus newspaper, contributing writing, photography, editing, and design skills to the publication. Participants will learn how a newspaper operates; how to generate, refine, and revise strong story ideas for a student newspaper; how to use photographs and graphics effectively; how editors oversee the publication; and how layout, design and production interrelate to create the final product. Working as a team to create a realistic newsroom experience, students will receive individual attention and coaching and will develop a clearer sense of how newspapers and related media function. The course is open to all students with an interest in writing, graphic and web design, photography, current events and journalism.

COM 121 Journalism
Prerequisite: Eligibility for ENG 101
3 credits

Journalism (COM 121) is an introductory course covering basic skills in writing, reporting and editing news. Course material also includes the ethical issues and commercial pressures that shape the news, and relevant discussion of current events. Because writing is an essential skill for journalists in all media, coursework includes grammar, and written assignments are emphasized. In-class discussion and critique of student writing will also be an important part of the course.

COM 140 Film and Television Production I
Prerequisite: Eligibility for ENG 101
3 credits

Students are trained in film technology and technique by the use of a digital video camera and digital editing. Through a series of lessons in visual communication, they learn the skills needed to create a script, a storyboard and tell a story with pictures (no dialogue). They learn television production through a television interview show that promotes their work and themselves. This is the cornerstone of the Film and Television Production Option in Communication Arts. Two hours of lecture; three hours of taping, studio or editing.

COM 143 Film and Television Production II
Prerequisite: COM 140 or permission of the instructor
3 credits

Students write and direct live television interview programs, instructional programs and a film short in the form of a music video. Coursework emphasizes writing, directing, editing and creating graphics for film and television. Two hours of lecture; three hours of taping, studio or editing.

COM 154 Film Study and Appreciation
Prerequisite: Eligibility for ENG 101
3 credits

An aesthetic and critical approach to film study, this course helps students develop a cinematic vocabulary and apply analytic skills. Classroom screenings provide texts for discussion and analysis; they are supplemented by lectures and readings.

COM 157 American Film
Prerequisite: Eligibility for ENG 101
3 credits

Representative American films from the classic period are screened to illustrate important genres, auteur theory, cinematic composition, narrative structures and changing technology. Students study the historical relationship of film to American society.

COM 159 Nonfiction Film
Prerequisite: Eligibility for ENG 101
3 credits

This study of nonfiction film examines various approaches to documenting events and people on film and the techniques used to record and edit such images. Students are introduced to both historical examples of the genre and to contemporary practices.

COM 172 Interpersonal Communication
Prerequisite: Eligibility for ENG 101
3 credits

This course provides an introduction to the theoretical bases of interpersonal communication and the development of one-on-one communication skills in personal and business relationships. Topics include language and meaning, nonverbal communication, listening and response skills, influence in relationships, overcoming barriers to communication, and interpersonal communication in family, intimate and work relationships.

COM 173 Public Speaking
Prerequisites: Eligibility for ENG 101
3 credits

The course introduces students to the communication techniques needed to organize and deliver oral messages in a public setting, with emphasis on extemporaneous speeches that inform, demonstrate and persuade. Basic communication theory, including reasoning patterns and logical fallacies, is covered.

COM 202 Intercultural Communication
Prerequisite: ENG 101 or permission of instructor
3 credits

This course studies how culture and communication impact one another. The course examines how ones cultural imprint world view, values, customs, thought processes, language, etc. affects how one communicates. A practical component of the course will be to understand and practice strategies and skills for achieving our ultimate goal: better understanding of and communication between all cultures.

COM 205 Mass Media and Popular Culture
Prerequisite: COM 101
3 credits

This course is an examination of the impact the mass media has on our cultural world. Students will engage in the historical, textual, production and audience-based analysis of selected elements of our popular culture to discern how media industries affect society.

COM 209 Gender and Communication
Prerequisite: ENG 101
3 credits

This course analyzes how masculine and feminine styles of communication are different, why that is, and what the effects have been in shaping, sustaining, and changing our perceptions of gender. The contexts in which we experience gendered communication family, school, work, etc. and the theoretical basis for such contexts will be discussed.

COM 211 Screenwriting
Prerequisite: ENG 101
3 credits

In this course, students learn the basics of writing scripts for movies. The class will view movies and examine the corresponding scripts; study plotting techniques; discuss the craft of character development and dialogue; learn scene direction protocols, and analyze the structure of short- and feature-length films. Students will be expected to produce a complete screenplay over the course of the semester. Using industry-appropriate software, finished work will be produced in professional format and style.

COM 215 Media Writing
Prerequisite: COM 121 Journalism or permission of instructor
3 credits

Building on the basics of journalism, this class focuses on writing news and feature stories for both print media and broadcast.

The classroom becomes a newsroom where students assign, write and edit stories and then recast their news stories into broadcast format. Instruction centers on issues in reporting, writing and editing. Course work will appear in the student newspaper and in student-produced television news shows.

COM 217 Writing for Advertising and Public Relations
Prerequisite: ENG 101
3 credits

Identifying creative ideas for advertising and public relations campaigns and executing them with compelling, well-crafted writing is the primary focus of this course. Working in teams and individually, students will create campaigns for a variety of products, services and social causes in print, radio and television media. They will present their work to the class and participate in discussions of the other students work. In addition to building writing skills, the course will provide a solid understanding of what it is like to work in the advertising and public relations fields.

COM 218 Writing Feature Stories
Prerequisite: ENG 101
3 credits

Writing feature stories for mass media or in-house publications is the focus of this course, with emphasis on strong leads, story structures, fact gathering, accuracy and revision. Students will complete at least three articles targeted for publication. This course is of interest to those who wish to write for media, public relations or business purposes.

COM 219 Magazine Writing and Production
Prerequisite: Eligibility for ENG 101
3 credits

In this course, students will develop a professional understanding of how magazine identities are developed and marketed, how magazines are compiled and edited, and how magazine articles are proposed, written and revised. Pressures related to the Internet, advertising and circulation in the modern market will be identified and their impact on magazine journalism will be studied. The course emphasis is on developing editorial content (writing and editing) with students using the Communication Arts lab to create their own magazine, complete with articles, for a final project.

COM 221 Digital Journalism
Prerequisite: ENG 101
Co-requisite: COM 121 or permission of instructor
3 credits

The internet, digital technology, and social media have transformed journalism, creating new ways to reach audiences and speeding up the news cycle. In the digital era, news organizations and journalists must constantly integrate new technologies and skills to stay competitive. Students in this class learn to communicate news in this evolving environment, and reflect critically on technologys impact on journalism, its ethics and its mission to keep the public informed.

COM 243 Film and Television Production III
Prerequisite: COM 140 or permission of the instructor
3 credits

Students become reporters, camera operators, directors, crew and anchors to create a news program. Using CNN world and national news reports they create localized news stories to show the impact these stories have on their community. Selected stories are expanded to explore the rudiments of short documentaries. Two hours of lecture; three hours of taping, studio or editing.

COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production

Prerequisite: COM 140 or permission of the instructor
3 credits

Students use advanced skills to create a short film and a documentary. Emphasis is on cinematography, composition, lighting, sound design and editing. Two hours of lecture; three hours recording, studio or editing.

COM 256 Focus on the Director

Prerequisite: ENG 101
3 credits

In this course, the work of a single director or a small group of directors is studied in depth. The specific focus of the course will be determined by the place of the director(s) in film history and aesthetics. General topics such as recurrent themes and techniques, critical stature, genre and historical context will be covered.

COM 257 American Film Heritage

Prerequisite: ENG 101
3 credits

Dedicated to preserving and restoring American film classics, the founders of the Film Foundation also helped to create that heritage. Three of the Foundations directors Stanley Kubrick, Martin Scorsese and Steven Spielberg will be represented by several of their films. Topics include each directors unique style and vision and his contributions to American cinematic history.

COM 274 Interviewing Techniques for Writers

Prerequisite: Eligibility for ENG 101
3 credits

Identifying, approaching and questioning sources are essential skills for journalists and nonfiction writers. In this course, students examine the work of successful interviewers and practice using identified techniques to gain the skills necessary to conduct a successful interview. Course work includes studying printed and recorded interviews, conducting interviews both in and outside the classroom, and writing profiles of interview subjects.

COM 295 Internship I

Prerequisite: 40 credits completed in Communication Arts curriculum; permission of program coordinator.
3 credits

A mass communications internship provides practical experience in a supervised media situation. Such an opportunity can be internal, within the College, or external, within a public or private media setting related to the production of communications/media. Permission of instructor is required.

Computer Aided Drafting and Design

CAD 114 Architectural CAD

Some drafting experience or co-requisite of ARC 105.
3 credits

Drafting techniques using computer and the latest version of AutoCAD are covered along with architectural setup of drawings, layering systems, floor plans and elevations drawn with computer, including walls, doors, windows, furniture, notes, dimensioning. Drawing manipulation with blocks and printing. Two hours lecture, two hours studio.

CAD 116 Revit 3D Software

Prerequisite: CAD 114 or some drafting experience
3 credits

This course will cover the use of three-dimensional application software for the creation of model design.

Revit architectural software will be used in this course. Topics include creation of architectural floor plans, the basics of creating three-dimensional walls, wall styles, wall modifier styles and object display control. Creating mass models, commercial structures and three-dimensional walkthroughs using the camera will also be covered. Two hours lecture, two hours studio.

CAD 133 CAD Mechanical AutoCAD

Prerequisite: Eligibility for ENG 101, MAT 136
3 credits

The objective of this course is to give the student a basic understanding of Computer Aided Drafting using the latest version of AutoCAD. The student will learn drafting fundamentals for engineering through projects from various technical disciplines. Topics include drawing setup, text, dimensioning, layering systems, blocks, printing and plotting, orthographic and isometric views as well as an introduction to 3-D solid modeling. Upon finishing this course, students should be able to prepare drawings in their own engineering disciplines. One hour of class work; four hours of laboratory.

CAD 204 CAD 3D Architectural AutoCAD

Prerequisite: CAD 114 or CAD 133
3 credits

Three-dimensional drafting and design techniques using the latest AutoCAD version. Use of UCS and WCS for generating wire meshes, solids, 3-D plans, hatching. Hidden lines removal and true perspectives. Introduction to shading and rendering. Printing of perspectives. Two hours lecture, two hours studio.

CAD 220 Parametric Design (Solidworks)

Prerequisites: MAT 136
3 credits

Solidworks software will be taught as a tool in computer aided design. The focus of the course is on parametric design and proper use of CAD software to produce engineering parts, assemblies and drawings. Topics include: sketching techniques, dimensioning, Creating and editing 3D models, patterning, material designation and mass properties, assembly techniques, and creating 2D drawings.

Computer Applications

CSA 105 Introduction to Software Applications

Prerequisite: Eligibility for ENG 101 or
Co-requisite: ENG 088 or ESL 142
3 credits

This hands-on course, taught in a computer laboratory, provides an introduction to personal computers, basic understanding of Microsoft Windows and the Internet, myCommnet, Blackboard Learn, student email, Office 365, computer security and safety, and popular word processing, spreadsheet, and presentation tools. Emphasis in this course is on developing practical applications for personal productivity and safety. The specific software used in this course may change from semester to semester based on industry demand. In addition to supervised classroom exercises, weekly projects are required which will include elements of information literacy. A student who takes CSA 105 or BBG 114 can apply credits from only one of these courses toward graduation. The course assumes no prior computing experience and is open to all students at the college, except those majoring in Computer Science.

Computer Science

CSC ELE Computer Elective
3-4 credits

BBG 114, CSA 105,CSC 108, CSC 111, CSC 112, CSC 226, CSC 233, CSC 234, CSC 235, CSC 241, CSC 245, CSC 246, CSC 255, CSC 257, CSC 262, CSC 263, CSC 265, CSC 295, CST 111, CST 121, CST 153, CST 180, CST 181, CST 182, CST 183, CST 205, CST 252, CST 255, CST 272, CST 273, CST 274

CSC 108 Introduction to Programming
Prerequisite: Placement in MAT 172
4 credits

This course covers fundamentals of programming and program development techniques. Topics include data types, functions and methods, selection, repetition, strings, arrays, and file processing. Programming laboratory projects in a closed laboratory environment are supervised by the instructor. Three hours lecture; two hours of laboratory.

CSC 111 Introduction to Bioinformatics
Prerequisites: CSC 108, MAT 172 *OR* MAT 201, *or permission of the instructor.*
Corequisite: BIO 121
3 credits

Introduction to Bioinformatics is a one-semester course focusing on the pre-existing in silico tools to analyze biological data. This application-based course will introduce how specific types of computational tools can elucidate the identification and function of genetic and protein information. This class is not a programming course per se, and does not require formal programming skills. It is designed for the computer science student to learn how programming is used to elucidate the function of biological macromolecules in relevant, current research questions. The requisite biology will be introduced in this course. Similarly, this course is designed for the liberal arts and science student who would like to learn how computer science tools are used to interpret biological data. 3 hours lecture.

CSC 112 Omics - Wet Lab-based Bioinformatics
Prerequisites: CSC 108, BIO 121, MAT 172, *eligibility for* ENG 101; *or by permission of the instructor*
3 credits

This is the lecture and lab course to the Introduction to Bioinformatics. This application-based course will introduce how specific types of laboratory techniques are needed in the isolation of biological data to elucidate the identification and function of genetic and protein information. This class is not a programming course per se, and does not require formal programming skills. It is designed for the computer science student to learn how programming is used to elucidate the function of biological macromolecules in relevant, current research questions. The requisite biology will be introduced in this course. Similarly, this course is designed for the liberal arts and science student who would like to learn how computer science tools are used to interpret biological data This course is a one semester introduction to computer applications focusing on the analysis of biological information from the nucleotide (building blocks of DNA and RNA) to systems levels (Cellular to Organismal). This course includes a survey of the applications that are available without requiring a rigorous understanding of the programing languages required to build these applications. This course is designed for both Computer Science and Natural-Science/Liberal Arts major and will prepare both CSC and BIO students transferring to UCONN who may wish to minor in Bioinformatics.

CSC 226 Object Oriented Programming Using Java
Prerequisites: CSC 108 or CSC 234 or CST 252 or permission of instructor
4 credits

The features and tools of the Java programming language are covered in detail. The Object Oriented model is used in developing object-based and object-oriented programs. The Java Virtual Machine and environment, classes, arrays, strings, inheritance, graphics, exceptions, I/O streams, and the Java API are discussed. Programming laboratory projects in closed laboratory environment, supervised by the instructor, are assigned. Three hours lecture; two hours of laboratory.

CSC 233 Database Development I

Prerequisite: Eligibility for ENG 101
4 credits

Relational database development including data modeling, database design and database implementation. The student learns to create and alter tables, retrieve, insert, update, and delete data using a fourth generation language (ORACLE) in a supervised laboratory setting. Uses of database technology, understanding DBMS and RDBMS concepts, normalizing designs, transforming of logical design into physical databases, embedded SQL, and the role of the DBA are also covered. Three hours lecture; two hours of laboratory.

CSC 234 Database Development II

Prerequisite: CSC 233
4 credits

Reinforcement of topics covered in CSC 233 as well as introduction of new topics including PL/SQL; creation of custom forms; functions; reports; additional ORACLE features; advanced calculations and multi-valued dependencies; and some current trends. A case study approach is used to apply concepts, methodologies and the ORACLE tools covered. Three hours lecture; two hours of laboratory.

CSC 235 Database Development III

Prerequisite: CSC 233
4 credits

This course reviews SQL and focuses on advanced topics within Oracle, including PL/SQL, Procedure Builder, Developer Tools and Integration, SQL tuning, with an emphasis on DBA, and features of new Oracle releases. Three hours lecture; two hours of laboratory.

CSC 241 Data Structures and Algorithms

Prerequisite: CSC 226 or CSC 245
4 credits

Common data structures used to represent information in an object-oriented environment. Topics include stacks, queues, pointers, linked lists, binary trees, and hashing. Efficiencies of algorithms and their relations to data representation will be discussed. Programming laboratory projects in a closed laboratory environment supervised by the instructor. Three hours lecture; two hours of laboratory.

CSC 245 Introduction to C#

Prerequisite: CSC 108 or CST 252 or CSC 234 or permission of the instructor
4 credits

The features and tools of the C# language are covered in detail. Comparisons with Java and Visual Basic.Net will be offered. Visual Studio.Net environment, encapsulation, inheritance, polymorphism, exception handling, I/O and the Common Language Runtime are discussed. Programming laboratories, supervised by the instructor, will be given. Three hours lecture; two hours of laboratory.

CSC 246 Advanced C#

Prerequisite: CSC 245
4 credits

This course picks up where the Introduction to C# course left off. The course serves to extend the students knowledge of using C# to build enterprise strength applications with exposure to both fat and thin client structures. The course will cover currently used structures of ADO.NET, ActiveX Component development, ASP.NET, Web Forms, XML processing, and Web Services.

CSC 255 Systems Analysis, Design and Development

Prerequisite: One of the following: CSC 108 or CSC 226
4 credits

Systems analysis, design concepts and techniques used in the workplace to resolve business problems. The case study approach is used to apply the systems development life cycle. Students, working in teams, analyze a business problem and develop, design and implement an executable business system. Monitoring, evaluation, project management, feasibility analysis and documentation are emphasized. Three hours lecture; two hours of laboratory.

CSC 257 Web Development With PHP

Prerequisite: CSC 108 **OR** *permission of Instructor.*
4 credits

This course will introduce students to web development using PHP. Students will learn how to design web sites according to the MVC model. Object-oriented PHP will serve as the means by which the model component of the MVC-based web application is implemented. Session management will be used to deliver customized content. Students will also use the MySQL database in conjuction with PHP to create dynamic web applications. 3 hours lecture, 2 hours lab.

CSC 262 Programming Mobile Devices I

Prerequisite: CSC 108
3 credits

The course introduces students to the various platforms in use on small and mobile devices. Platforms include Apple iPhone, Google Android OS and others. Students will create applications for each platform using specialized development environments. Three hours lecture; two hours of laboratory.

CSC 263 Programming Mobile Devices II

Prerequisite: CSC 108 or CSC 207 *(only for transfer students)*
3 credits

This course enables the student to specialize in development on a single device. The device is chosen prior to offering the class. All aspects of the development are covered in the context of the device. Three hours lecture; two hours of laboratory.

CSC 265 Software Engineering Methods

4 credits

This course explores the methods of software application development following the software processes required for the production of high quality software. Techniques for creating documentation and using software development tools will be presented. Students will understand and apply the practices of lean and agile development, including stakeholder feedback, use cases, user stories, iterative development, stable/consumable code, continuous integration, test driven development, and value stream maps. 3 hours lecture, 2 hours lab.

CSC 295 Cooperative Education Work Experience

Prerequisites: ENG 101, minimum 2.0 GPA, sophomore status, advanced programming course and approval of the department
3 credits

This course combines a classroom seminar with on-the-job learning. Students, who meet program eligibility work at an approved Cooperative Education site, attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development and work-related problem solving. Faculty assign a final project designed to elicit on-the-job learning specific to computer security, computer systems technology, information systems, or information technology. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit.

Computer Technology

CST 111 Internet Commerce Technology
Prerequisite: Eligibility for ENG 101
3 credits

This introductory course covers the current technologies supporting todays Internet commerce initiatives and the business rationales for conducting commerce via electronic rather than traditional means. Some of the technologies explored in the course include payment systems, web server tools, and security systems.

CST 121 Operating Systems
Prerequisite: CST 180 or CSC 108 or any 200-level CST or CSC course with a grade of C or higher
4 credits

Operating Systems provides an introduction to Unix based operating systems. The course focuses on basic skills in using a command line operating system. Students learn the characteristics of the common Unix shells, the Unix based file and directory system, file management, permissions, the vi editor, and basic computer networking concepts and commands. Graphical user interface environments and PC operating systems are discussed. Three hours lecture, 2 hours laboratory.

CST 153 Web Development and Design I
Prerequisite: Eligibility for ENG 101 or
Corequisite: ENG 088
4 credits

This course provides the entry into the fast moving website development industry. With its heavy hands-on mode of delivery, students will learn HTML 5, Cascading Style Sheets 3 (CSS 3), and be exposed to JavaScript. Adhering to standards, specifically from the World Wide Web Consortium (W3C) and the European Computer Manufacturers Association (ECMA), will play a dominant role in the creation of web pages that are both platform and browser independenet.

CST 205 Project Management
Prerequisite: Sophomore status (30 credits) and completion of one of the following: CST 182, CSC 234, CSC 226
4 credits

This course covers the multiple facets of project management, from the initial discussions and specification sketches with the client through to implementation and documentation. Development of project plans, complete with measurable milestones, dependencies and failure points are covered, as are the standard PERT and GANTT charts. A project management software tool is introduced and utilized within the scope of the class project. Each student, whether individually or as part of a team, will be responsible for taking an assigned project through the entire management life cycle. Three hours lecture; two hours of laboratory.

CST 252 Web Development and Design II
Prerequisite: CST 153
4 credits

As a continuation of the Web Development and Design I class, this course continues the knowledge and skills development of a web developer. The course covers advanced CSS and JavaScript in detail. CSS skills include mobile first design principles, positioning elements, and CSS frameworks. JavaScript fundamentals such as data types, functions, arrays, loops, and conditionals are included. Asynchronous JavaScript and XML (AJAX) is included. A large website project will be built.

CST 255 XML for the World Wide Web
Prerequisite: CST 252 or CSC 108
4 credits

The course builds on students' knowledge of HTML and JavaScript in the rich world of XML. Topics include creating well-formed and valid XML documents, Document Type Definitions (DTDs), namespaces, entities, XML schemas, formatting using Cascading Style Sheets (CSS) and Extensible Style sheet Language (XSL) and transformations using XSL Transformations. Three hours lecture, two hours laboratory

Construction Technology

CTC ELE Construction Elective

CTC 106 Blueprint Reading
3 credits

The fundamentals of blueprint reading for estimating and construction. Topics include construction methods, construction math, lines and symbols, abbreviations, notations, using scales, dimensioning, basic sketching and various types of plans pictorial, site, architectural, mechanical, electrical, plumbing, structural, shop drawings and specifications.

CTC 293 Construction Internship
Prerequisites: Second-year status and permission of the Architectural Engineering/Construction Technology coordinator.
3 credits

The Construction Technology Internship provides practical experience in a supervised setting related to the building industries. Attributes include a practice/office, site supervision, material supplier/vendor, product manufacturer scheduling, budget estimates, etc. Such an opportunity can be within a public or private setting related to construction technology or even the building industry. Permission of the Architectural Engineering/Construction Technology program coordinator is required.

Criminal Justice

CJS 101 Introduction to Criminal Justice
Prerequisite: Eligibility for ENG 088
3 credits

This course offers an interdisciplinary treatment of the entire field of criminal justice by surveying criminal justice agencies and their role, history and development in the criminal justice system. An input process-output analysis of system clients includes the elements and procedures of conviction and the various dispositions for convicted offenders.

CJS 102 Introduction to Corrections
Prerequisite: Eligibility for ENG 088
3 credits

A study of the history, philosophy, and evolution of corrections as well as the functions of U.S. jails and prisons. The course also examines the procedures used by state and federal courts that result in sentencing of offenders to penal institutions and community-based supervision and treatment programs.

CJS 105 Introduction to Law Enforcement
Prerequisite: Eligibility for ENG 088
3 credits

This course provides an introduction to the history and philosophy of law enforcement (local, state and federal) and a survey of major developments and problems in policing. The course stresses the role of police in a pluralistic society from the mid 19th century to the present.

CJS 120 Police and the Community
Prerequisite: Eligibility for ENG 088
3 credits

An analysis of the problems of the police as they relate to the community and the procedures used by departments to meet those problems are covered. Attention is given to police practices that have caused public hostility and that could isolate law enforcement from the community. Students also become knowledgeable about the practices that foster positive community relations and police-citizen communication.

CJS 155 Probation, Parole and Community Corrections
Prerequisite: Completion of CJS 101, CJS 105, or CJS 102 and eligibility for ENG 101
3 credits

This course provides a comprehensive examination of probation services, best practices, and policies for both juvenile and adult offenders. This course considers municipal, state and federal models for the delivery of community correctional services, as well as innovative and experimental approaches. Students explore the functions and duties of probation and parole officers, including presentence investigations, risk assessments, strategies for supervision and counseling, community resource development, supervision of sexual offenders, addiction services, Alternative to Incarceration Programs and restorative justice. *Not offered every semester.*

CJS 201 / SOC 240 Criminology
Prerequisite: ENG 101, SOC 101 or permission of the instructor
3 credits

Examines the major theoretical perspectives relied on to understand, explain, and evaluate the nature of criminal behavior and criminal system and societal responses to crime. The course also focuses on the social, political, cultural, and economic issues related to crime and crime control.

CJS 203 Juvenile Justice
Prerequisite: ENG 101 and CJS 101, CJS 105, or CJS 102
3 credits

This course examines in detail how the juvenile justice process has evolved and expanded as society has sought to understand, control and influence change in the delinquent behavior of children and youth. Students study police responsibility and techniques in the prevention and control of juvenile disorder. Attention is given to the latest legislation concerning methods of dealing with acts of delinquency. An input process output analysis of system clients is included.

CJS 210 Constitutional Law
Prerequisite: ENG 102 and CJS 101, CJS 102, or CJS 105
3 credits

A comprehensive study and analysis of the United States Constitution with some emphasis on those amendments to the Constitution that affect the administration of justice; a study and review of court decisions which interpret the Constitution, especially those decisions of the Supreme Court of the United States; an intensive analysis of the principles and theories that limit the authority and powers of state and local governments.

CJS 211 Criminal Law I
Prerequisite: ENG 101 and CJS 101, CJS 102, or CJS 105
3 credits

Providing a comprehensive analysis of the criminal law of Connecticut, the course focuses on the scope, purpose and definitions of substantive criminal law and significant defenses. Case method is used to illustrate legal requirements for arrest and presentation of evidence.

CJS 213 Evidence and Criminal Procedure
Prerequisite: ENG 101 and CJS 101, CJS 102, or CJS 105
3 credits

A comprehensive analysis of the role of criminal courts in the U.S., the structure and organization of the criminal court system, and how criminal cases are processed from arrest through sentencing. The course examines the key participants in the processing of criminal cases in court: judges, prosecutors, defense attorneys, support court personnel, probation officers, and witnesses. *Not offered every semester.*

CJS 220 Criminal Investigation
Prerequisite: ENG 101 and CJS 101, CJS 102 or CJS 105
3 credits

Criminal investigation offers a complete survey of the police investigative process from the receipt of the complaint of a crime to the presentation of evidence and the suspect in court. Each step in the process is isolated, analyzed and illustrated, and various techniques are applied. Particular attention is given to the crime scene as a source of information, interview and interrogation goals, sources of available information within and outside the police agency, the securing of legally admissible evidence and the preparation and presentation of the case in court.

CJS 225 Forensic Science
Prerequisite: ENG 101 and CJS 101, CJS 102, or CJS 105
3 credits

An introduction to the various areas of forensic science methods and techniques of evidence collection, crime scene examination, and laboratory examination. This course prepares individuals to conduct crime scene analyses of evidentiary materials, including human remains, under the supervision of a pathologist, forensic scientist or other law enforcement personnel.

CJS 250 Police Organization and Administration
Prerequisite: ENG 101 and CJS 101, CJS 102, or CJS 105
3 credits

The principles and objectives of management, the coordination of human resources and the external and internal influences and relations that affect the operating environment of criminal justice organizations are examined.

CJS 255 Ethical Issues in Criminal Justice
Prerequisite: Completion of ENG 101 and CJS 101, CJS 102 or CJS 105
3 credits

An identification and analysis of the diverse ethical issues and value conflicts encountered by law enforcement, court and correctional institution personnel. Emphasis is placed on the function of personal and professional systems, the myriad factors that influence decision making by criminal justice professionals, and the societal, organizational, and legal consequences of unethical behavior. *Not offered every semester.*

CJS 259 Writing and Research for Law Enforcement Officers
Prerequisite: ENG 101 and CJS 101, CJS 102 or CJS 105
3 credits

This course emphasizes the practical aspects of gathering, organizing and preparing written reports and other documents applicable to law enforcement. The course focuses on conducting witness interviews and interrogation of suspects and the intricacies of providing in-court testimony. Students practice the processes and procedures for creating and completing successful writing in the criminal justice field, make use of the technologies commonly used for research and writing in law enforcement, and learn the convention of evidence, format, usage and documentation in the field. *Not offered every semester.*

CJS 280 Victimology
Prerequisite:ENG 101 and CJS 101, CJS 102, or CJS 105
3 credits

Students examine criminal victimology as it pertains to the psychological aspects of victims and offenders, various types of victims, the offender-victim relationship, the emotional impact of crime on victims, social and legal perspectives of victimology with attention given to the State of Connecticut, the laws and policies as they relate to crime victims accommodations in criminal court, advocacy, crime-based victim services and programs and corrections and law enforcement-based programs. *Not offered every semester.*

CJS 290 Practicum in Criminal Justice
Prerequisites/Co-requisites: ENG 102 and CJS 101, CJS 102 or CJS 105, and written permission of the practicum advisor
3 credits

Supervised placement with a public, private or non-profit organization that provides services or activities within or related to the juvenile or criminal justice system. Students have an opportunity to explore career choices and translate classroom theory into a practical experience. Students are required to perform 120 field work hours per semester in the placement and attend weekly class with the practicum advisor.

CJS 294 Contemporary Issues in Criminal Justice
Prerequisites: ENG 101 and CJS 101, CJS 102 or CJS 105
3 credits

This course studies the effects of contemporary trends upon the police, the courts, and the correctional processes. Emphasis is placed on the problems of reconciling legal and theoretical ideals in various sectors of the criminal justice system with the realities of practice.

Developmental English

EDUC 5002 Transitional Strategies
Prerequisite: Appropriate score on placement exam
Non Credit

This course will help to prepare students to meet the demands of writing in academic settings. Students will learn how to develop a college vocabulary, strengthen their knowledge of grammar, write clear sentences and compose brief essays. Instruction will include opportunities for students to work in groups and to use computer technology to improve their written communication skills. Students will receive individualized feedback on their written assignments throughout the course. Requires advisor signature to enroll.

ENG 088 College Writing and Reading
Writing and Reading Skills
Prerequisite: Appropriate score on placement exam and first-day writing assessment
6 credits (institutional credit only)

This course is designed to build academic reading and writing skills. Course activities and assignments introduce students to the types of academic writing required in college courses. Emphasis is given to developing opinion/support essays using the writing-as-process philosophy. Reading selections, including literature, nonfiction texts, selections from textbooks, and articles in various academic disciplines, are used as writing models and to help students to read, comprehend, and derive meaning more efficiently. Students learn to use active reading techniques to develop an academic vocabulary and improve their comprehension on both the literal and inferential levels. Library resources are introduced, and students are taught how to incorporate citations into their papers. A departmental exit assessment and a portfolio of course writing work are required.

Early Childhood Education

ECE ELE Early Childhood Elective

ECE 101 Introduction to Early Childhood Education
Prerequisites: Eligibility for ENG 101, ECE 182
3 credits

This course is developed specifically for those who are already working with preschool children in a childcare facility or who plan to work with this age group in the future. This course is also appropriate for those who are involved in the training or supervision of preschool teachers. The course emphasizes developmentally appropriate curriculum for children ages three to five years of age based on the emotional, social, cognitive, language, creative, and physical areas of development. The course acquaints students with historical perspectives of early childhood education along with modern trends and developments. This course requires 10 hours of observation at the NCC Child Development Laboratory School or another NAEYC accredited approved site.

ECE 103 Creative Experiences for Children
Prerequisite: Eligibility for ENG 101
3 credits

In this workshop, students explore a wide variety of creative media suitable for use with young children. This includes experimentation with and the use of various media, techniques and methods. Emphasis is given to creative experiences as they impact on the development of young children. Students are required to bring their own materials for demonstrations.

ECE 106 Music and Movement for Children
Prerequisites: Eligibility for ENG 101, ECE 101 or ECE 241, ECE 182 or ECE 141, or permission of coordinator
3 credits

In this workshop, students are exposed to a variety of musical activities for young children, including rhythmic play, basic rhythmic instruments, and records. Emphasis is placed on methods for encouraging musical participation by children rather than on perfecting the musical skill of the children. Students discover the contribution that music makes to the total development of the child physically, emotionally, mentally and socially.

ECE 109 Science and Math for Children
Prerequisites: Eligibility for ENG 101, ECE 101 or ECE 241, ECE 182 or ECE 141, or permission of coordinator
3 credits

In this workshop, students become familiar with science and math activities and materials that are appropriate for young children. In addition to exploring the environment, students begin to understand science and math not only as bodies of knowledge but also as a way of learning through everyday objects and occurrences.

ECE 141 Infant / Toddler Growth and Development
Prerequisite: Eligibility for ENG 101 (Cannot be taken with ECE 101)
3 credits

This course focuses on the development of the child from birth to 36 months. Areas that will be studied are: the development of attachment, emotions and feelings, social skills, perception, motor skills, cognition and language. The course will require 10 hours of observation by students at accredited centers (or another approved site) serving infants and toddlers. If pursuing the Infant/Toddler ECTC (Early Childhood Teacher's Credential) students must take ECE 241 after ECE 141.

ECE 176 Health, Safety and Nutrition

Prerequisite: Eligibility for ENG 101
3 credits

This course is designed to help students understand the correlation among health, safety and nutrition and to explore ways in which children can become involved and responsible for their own well-being. Emphasis is placed on adults assisting young children to develop good habits and attitudes regarding health, safety and nutrition. Focus will be placed on preventive health care.

ECE 180 Child Development Associate Credential (CDA Credential Preparation)
Prerequisites: 9 credits of Early Childhood ECE 101 or ECE 241, ECE 182 or ECE 141 plus one elective approved by coordinator
3 credits

This course is designed for childcare providers who wish to obtain a CDA (Child Development Associate) Credential through the Council for Early Childhood Professional Recognition under the direct assessment system. Students examine and review the CDA Competency Goals and Functional Areas and their integration with early childhood theory and practice. A majority of the course work assists students in the development of their professional resource file and the completion of other necessary preparation and documentation needed to obtain the national credential. Must be working in a licensed facility.

ECE 181 Child Development Associate
Prerequisite: ECE 101, ECE 180 and ECE 182
3 credits

CDA Credential Preparation II. This seminar and field work course is designed for School Readiness Programs teachers and other childcare providers to meet state and federal requirements for staff qualifications and who are preparing for their Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D.C. under its present requirements. The student attends a weekly seminar and participate in a minimum of 66 hours of fieldwork in a licensed early childhood setting. Course instructor conducts on-site observation visits.

ECE 182 Child Growth and Development
Prerequisite: Eligibility for ENG 101 (Cannot be taken with ECE 101)
3 credits

This course covers human development from prenatal through elementary education with emphasis on the preschool child. The physical, emotional, social and cognitive benchmarks through successive stages of development will be studied in depth. This course requires 10 hours of observation at the NCC Child Development Laboratory School or another NAEYC Accredited site in order to complete the course work.

ECE 190 Early Childhood Education Behavior Management
Prerequisite: Eligibility for ENG 101
3 credits

This course is designed for early childhood education teachers, child care providers and directors. It reviews the many behavior management and discipline strategies that are available to be used with young children. Discipline approaches that go beyond rules and punishment will be examined. Students will study and create an environment that leads to respect and self-discipline. Participants learn to analyze teaching/management styles so as to be able to incorporate the best techniques to help lead children to self-control.

ECE 206 Administration and Supervision of Early Childhood Programs
Prerequisites: ECE 182 or ECE 141, ECE 101 or ECE 241 or permission of coordinator
3 credits

This course examines issues relating to the administration and supervision of preschool programs. Emphasis is placed on the

duties and responsibilities of an administrator; the selection, supervision and evaluation of staff; program development; the budgeting process and fiscal management; food and health services; and laws and regulations concerning state child care licensing and parent involvement. Course eligibility for Connecticut Director credentials.

ECE 210 Observation, Participation and Seminar

Prerequisites: ECE 141 or ECE 182 and ECE 101 or ECE 241, and permission of coordinator. Per Connecticut State licensing, a physical, background check and finger printing are also required.
3 credits

This course is designed to increase students awareness and objectivity in observing and interpreting childrens normal patterns of behavior and developmental characteristics. Students must complete 30 hours of participation at the NCC Child Development Lab School and 30 hours of observation at the NCC Child Development Lab school or an accredited center approved by the instructor. Permission is needed by the coordinator to take both ECE 210 and ECE 222 together.

ECE 212 Administrative Leadership in Early Childhood Programs

Prerequisite: ECE 206 with a grade of C or permission of coordinator
3 credits

This course is designed to examine the multidimensional roles of the early childhood program administrator. Emphasis will be on effective leadership and the impact of communication and interpersonal skills; decision making and participatory management tools; and how to conduct effective meetings. Course eligibility for Connecticut Director credentials.

ECE 215 The Exceptional Learner

Prerequisites: ECE 101 or ECE 241, ECE 182 or ECE 141
3 credits

This course examines the history of treatment of children with handicapping conditions. Course content includes legislative milestones relating to the handicapped, identification of children with special needs and understanding the screening, assessment and evaluation process. Students also become aware of strategies for effective instruction as well as the impact on the family of a child with handicapping conditions.

ECE 222 Methods and Techniques in Early Childhood Education

Prerequisites: ECE 101, ECE 182 (to be taken prior to ECE 295 or with permission of the coordinator)
3 credits

The study of the knowledge and skills needed to plan, implement, and evaluate a developmentally and culturally appropriate curriculum. Experiences will focus on the design of the learning environment, the interaction between teacher, child and the family, and the fostering of opportunities to enhance the development of the whole child. Students must complete 30 hours of participation at the NCC Child Development Lab School or an accredited center approved by the instructor. Permission is needed by the Coordinator to take both ECE 210 and ECE 222 together.

ECE 231 Early Language and Literacy Development

Prerequisites: ENG 101, ECE 182 or ECE 141, ECE 101 or ECE 241
3 credits

This course examines how a child develops literacy and the conditions that support that development. Course content includes strategies for teaching reading and other literacy skills, the role of school-family partnerships in developing literacy, identification of students who are at literacy risk, and reading assessment methods. Interactive computer participation is required for this course. This can be done with a home computer with internet access or by using an NCC computer in a computer lab or Baker Library.

ECE 241 Methods and Techniques for Infant / Toddler Care

Prerequisite: ENG 101, ECE 182 or ECE 141
3 credits

This course is developed specifically for those who are already working with infant and toddler children in a childcare facility or who plan to work with this age group in the future. This course is also appropriate for those who are involved in the training or supervision of infant and toddler teachers. The course emphasizes developmentally appropriate curriculum based on the emotional, social, cognitive, language, creative and physical areas of development; and routines, safety and effective use and management of physical space. Other areas that will be covered are nutrition and its impact on infant and toddler development. This course requires 10 hours of observation at the NCC Child Development Lab School or another NAEYC accredited approved site. If pursing the Infant/Toddler ECTC (Early Childhood Teacher's Credential), students are required to have taken ECE 141.

ECE 275 Child, Family and School Relations

Prerequisites: ENG 101, ECE 182 or ECE 141, ECE 101 or ECE 241
3 credits

This course examines the environment in which a child develops, the relationship of people in the environment and the interactions that take place in various settings. Course content covers the development of the child as a social being and ways in which teachers can encourage parent involvement.

ECE 295 Student Teaching Practicum*

Prerequisites: Completion of at least 50 credits in the Early Childhood curriculum and permission of the ECE coordinator. Per Connecticut State licensing, a physical, background check and finger printing are also required.
6 credits

This course provides fourteen weeks of supervised student teaching in the Child Development Laboratory School at NCC or in an NAEYC Accredited licensed early childhood program in the community, at the discretion of the instructor. Students will complete 210 hours of student teaching for the course requirements. Discussions of teaching situations are shared in a class once a week throughout the class. Special projects and two weeks of curricular planning, teaching, and classroom management are required.

Economics

ECN 100 Introduction to Economics

Prerequisite: Eligibility for ENG 101
3 credits

In this course designed to probe the current issues and programs of our society and the world, particular attention is paid to population explosion, food shortage, economics of aging, health care and social security, welfare dependency, child care, budget deficit, family values, education and the environment, and the role the individual citizen and government can play in allocating human, technical, and financial resources to provide solutions to these problems. *Not offered every semester.*

ECN 101 Principles of Macroeconomics

Prerequisite: Eligibility for ENG 101
3 credits

An introduction to basic understanding of the aggregate economic phenomena and processes of our society and how they affect the problems of unemployment, inflation, recession or growth, deficits, distribution of income and balance of payments. The course analyzes macroeconomic theories, allocation of resources, national income accounts, economic stabilization, financial institutions and monetary policies.

ECN 102 Principles of Microeconomics

Prerequisite: Eligibility for ENG 101
3 credits

This course is a study of the role of the individual in our market society - the microeconomic approach to economic analysis. It includes price theory, supply and demand, theory of the firm, industrial competition and international trade.

ECN 130 Consumer Economics

Prerequisite: Eligibility for ENG 101
3 credits

This course examines the economic problems individuals face as consumers in todays society. It explores the choices consumers can make in buying, saving and using credit and services. It provides a basic understanding of personal financial management. This course is designed for students in career programs and for those who seek a basic understanding of personal financial management. *Not offered every semester.*

ECN 170 Economic Geography

Prerequisite: ENG 101
3 credits

This course is a study of the major features of our planet, including their location and arrangement. It will assess the human and physical resources of this world, as well as how they are distributed. How they affect the political, social, cultural and trading patterns of various regions and nations of our global environment will be considered. *Not offered every semester.*

ECN 180 History of Economic Thought

Prerequisite: Eligibility for ENG 101
3 credits

This course provides an introduction to the development of economic systems through the study of the major economic movements and thinkers. Particular emphasis is placed on the evolution of economic thought from its beginnings in the ancient world to its place in the contemporary world. *Not offered every semester.*

Education

EDU 202 Teaching Strategies for Special Needs

(Formerly a non-credit course)
3 credits

This course provides participants with an understanding of the variety of special learning styles and needs of students of all ages. It addresses the characteristics of all types of special needs students as well as historical and legal provisions for public education. Educational concerns, including assessment, instructional approaches and strategies, adaptations of classroom materials, classroom management and placement options will be covered. Class includes additional field work.

Engineering Science

EGR ELE Engineering Elective

EGR 111 Introduction to Engineering

Prerequisite: MAT 136 or a satisfactory score on mathematics assessment test.

3 credits

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.

EGR 115 Programming for Engineers

Prerequisites: EGR 111
Co-requisite: Eligibility for MAT 172
3 credits

This course introduces the principles of algorithm thinking and computer programming for problem solving in engineering and technology applications. Students will learn a programming language to generate, analyze, solve and present the data for representative problems in science, mathematics and different engineering disciplines.

EGR 211 Engineering Statics

Prerequisite: MAT 256

Recommended co-requisites: PHY 221 and MAT 268

3 credits

Fundamentals of statics and introduction to particle dynamics. Vector methods are used. Topics include resolution and composition of forces, equilibrium of force systems, analysis of forces on structures and machines, centroids, friction forces and moving belts, moments of inertia and mass moments of inertia for geometric shapes. *Usually offered in the fall semester.*

EGR 212 Engineering Dynamics

Prerequisites: EGR 211.
3 credits

Basic engineering course in dynamics using vector methods. Rectilinear and curvilinear motions of particles, acceleration and kinetics of particles, equations of motion and angular momentum. Particle kinematics and kinetics work and energy, impulse and momentum, systems of particles. Kinematics of rigid bodies, plane motion of rigid bodies. *Usually offered in the spring semester.*

EGR 214 Engineering Thermodynamics

Prerequisites / co-requisites: CHE 121 General Chemistry, MAT 268 Calculus III: Multivariable, and PHY 222 Calculus-based Physics II
3 credits

This course covers the first and second laws of Thermodynamics and properties of ideal and real gases and introductory cycle analysis. Engineering applications that will be covered include turbines, pumps, heat exchangers, and compressors.

English

ENG 101 Composition

Replaces HUM 1100.
Prerequisites: Placement determined by college entrance exam, completion of ENG 088 with a grade of B (ENG 101 traditional) or with a grade of C- or better for ENG 101/ENG 101W (Workshop), or by recommendation of ESL faculty
3 credits

This course develops students' abilities to write effective essays and to reason critically. A review of grammar and syntax, as needed, is included. The goals of unity, coherence and logical development are pursued through analysis of professional and

student essays and through practice of pre-writing, writing and revision techniques. Students learn various organizational patterns. Students will write and revise several essays. A portfolio is required.

ENG 101W Composition Workshop

Prerequisites: same as ENG 101
Co-requisite: ENG 101
3 credits

ENG 101W is a workshop of embedded support for ENG 101 students in need of additional reading and writing help. Support will include mandatory computer lab attendance, grammar workshops, assignment review, specialized research exercises, and intensive one-on-one conferencing. This workshop and ENG 101 creates a six-credit composition pairing, three credits of which will be used as ENG 101 credit and three credits that may be used as General Education credits. Students are selected for the workshop based on Accuplacer test scores, entrance essay grading criteria, or instructor recommendation.

ENG 102 Literature and Composition

Prerequisite: ENG 101
3 credits

This composition course is a continuation of work on skills begun in ENG 101. Students receive further instruction in composition and write frequently in and out of class. The analytical and critical essays they produce focus on fiction, drama, and poetry. To prepare for these writing tasks, students learn how to read and appreciate various literary genres, how to interpret literature, and how to explain and support their ideas in writing.

ENG 109 Grammar for College Writing

Prerequisite: Eligibility for ENG 088 or ESL 192
1 credit

This 10-week course offers intensive instruction in English grammar as it applies to written discourse. In a workshop setting, students learn to identify parts of speech, sentence structure, and common grammatical errors. Emphasis is placed on building knowledge and skills in the context of actual writing tasks. Graded on a pass/fail basis, the course may be taken alone or in conjunction with other college writing-based courses.

ENG 150 Introduction to African-American Literature

Prerequisites: ENG 101
3 credits

The rich contribution of African-American writers to the American literary tradition is the subject of this course. Students read a variety of works such as slave narratives of the nineteenth century, writers from the Harlem Renaissance, and postwar authors such as Richard Wright, Toni Morrison, Ralph Ellison and Alice Walker. This literature is studied in the context of American cultural history.

ENG 160 / WMS 160 Introduction to Literature by Women

Prerequisite: ENG 101
3 credits

This course will focus on the works of female writers. Its purpose is to allow students to develop a sense of the range, variety, and quality of the writing of those women whose voices are not always included in literary canons. Authors are considered from both historical and feminist perspectives.

ENG 180 Introduction to Creative Writing

Prerequisite: ENG 101
3 credits

This is a first course in the creative expression of ideas, principally in fiction and poetry, although other forms of writing are considered. The class typically includes writing, reading and discussion of fiction, nonfiction and poetry.

ENG 200 Advanced Composition

Prerequisites: ENG 101 and ENG 102
3 credits

This course emphasizes writing that explains, informs, analyzes and persuades. Students write extensively, both in and out of class, and build upon the skills mastered in ENG 101 and ENG 102. Students also engage in rhetorical, stylistic and thematic analyses of their own writing and the writing of others and further develop revision strategies.

ENG 211 The Short Story

Prerequisite: ENG 102
3 credits

This course focuses on the development of the short story, primarily from the 19th century to the present. It includes an investigation into the roots of the short story (narrative poems, fables, tales, parables), and close reading of classic short stories by acknowledged masters of the form, complemented by a wide-ranging examination of contemporary short stories that emphasizes the rich diversity of experiences, voices, and forms available to us through this literary genre.

ENG 213 Poetry

Prerequisite: ENG 101 and ENG 102
3 credits

This course develops an appreciation for written and spoken language through the study of poetry. It focuses on the principles of poetry, the literary traditions of poetry, and the critical terminology to understand, to define, and to analyze poetry. Students will be introduced to poetry from various cultures, time periods and movements. Texts may be selected from major figures within movements during specific periods. Classroom exercises and discussions emphasize the importance of close literary analysis; writing skills introduced in ENG 101 Composition and ENG 102 Literature and Composition are reinforced, although the course is primarily a literature course, not a writing workshop.

ENG 221 American Literature I

Prerequisite: ENG 102
3 credits

ENG 221 offers a study of the main currents of American literary thought against the background of historical and social developments from the Puritan period to the Civil War. The course focuses on the works writers such as Franklin, Poe, Hawthorne, Melville, Emerson, Thoreau, Dickinson and Whitman.

ENG 222 American Literature II

Prerequisite: ENG 102
3 credits

ENG 222 offers a study of American literature covering the period from the Civil War to the present. The course focuses on the works of major writers such as Dickinson, James, Twain, Hemingway, Eliot, Fitzgerald, ONeill, Faulkner, Cather, Ellison, Baldwin, Vonnegut and Morrison.

ENG 227 The American Western

Prerequisite: ENG 101 and ENG 102
3 credits

The American Western is a survey course that focuses on the historical development of the American western both in literature and in film, focusing not only on the authors who first developed and defined this genre, such as Owen Wister, Zane Grey and Louis LAmour, but also on the work of recognized masters whose best work often transcended the limitations of the genre and, in fact, helped to expand its borders people like Walter Van Tilburg, Larry McMurtry, John Ford and Sam Peckinpah. In addition, we will spend time examining some of the genres fairly lesser-known practitioners, cult figures, and genuine (or not so genuine) icons, like John Wayne.

ENG 228 / HP 228 Beat Literature

Prerequisite: ENG 102
3 credits

This course focuses on the "Beat" American literary sub-culture that developed in the years following WWII, its counterparts in music, art and film, and the major writers who embodied this new "movement" (Kerouac, Ginsberg, Burroughs, etc.). Students will read and analyze "Beat" masterpieces and discuss critical and biographical essays that focus on numerous "Beat" writers.

ENG 231 British Literature I

Prerequisite: ENG 102
3 credits

This course surveys British literature from its Old English and Middle English origins to its flowering in the Renaissance and through the Age of Enlightenment. The works and authors studied include those such as Beowulf, Sir Gawain and the Green Knight, the English Bible, Chaucer, Spenser, Shakespeare, Donne, Marvell, Milton, Dryden, Swift, Pope, and Samuel Johnson.

ENG 232 British Literature II

Prerequisite: ENG 102
3 credits

This survey of British literature engages the various social and cultural upheavals of the late 18th and early 19th centuries as shown in the Romantic, Victorian, and early Modern literary movements. Authors to be covered may include Blake, Wordsworth, Coleridge, Austen, the Brontes, Dickens, Tennyson, Arnold, Browning, Woolf, and Joyce.

ENG 233 Shakespeare

Prerequisite: ENG 102
3 credits

This course will examine selected themes and issues in Shakespeare's major plays from a number of critical perspectives. Topics for each semester might focus on a single aspect of the playwright's work such as Shakespeare's tragic perspective from an examination of his Tragedies and Histories; the playwrights comic universe from a study of Shakespeare's Comedies; the playwright as a poet, a study of his sonnets; or an examination of several themes such as love, and evaluate that theme as it suggests itself throughout Shakespeare's canon. The class might also focus on Shakespeare in performance or Shakespeare on film. This course may be taken only once for credit.

ENG 236 Post-Colonial and Transnational Literature in English

Prerequisites: Completion of ENG 102 with final grade of C- or higher
3 credits

The last decades have seen a wealth of publications in English that cannot be easily subsumed under any national literature. The authors come from countries where English is either not the dominant or native language, or have a mixed cultural and linguistic heritage, or live in exile. Categories like margins and center and even nation or culture become subject to critical scrutiny. The course will introduce students to selective works of a number of celebrated authors that belong in this category, including Salman Rushdie, Jhumpa Lahiri, Ngugi wa Thiongo, Chris Abani, Michael Ondaatje, Khaled Hosseini, Wole Soyinka, et. al. In addition, students will be introduced to some fundamental concepts in postmodernism, postcolonial and global studies.

ENG 241 World Literature I

Prerequisite: ENG 102
3 credits

This course offers a critical survey of the masterpieces of world literature through the 18th century. The authors studied may include Homer, Aeschylus, Virgil, Dante, Cervantes, and Voltaire. Selections from non-Western classics such as the Bhagavad Gita, Gilgamesh, and Dream of the Red Chamber will supplement the surveys coverage.

ENG 242 World Literature II

Prerequisite: ENG 102
3 credits

This course examines representative works of 19th, 20th and 21st century masterpieces of world literature, including a study of fiction, poetry and drama by writers such as Goethe, Flaubert, Dostoevsky, Ibsen, Kafka, Brecht, Camus, Garcia Marquez, Naipaul and Coetzee.

ENG 250 Studies in Ethnic Literature

Prerequisite: ENG 102
3 credits

This course will introduce students to contemporary literature by minority writers. Through critical engagement with a broad representation of multicultural texts, we will broaden our understanding of how American identity is shaped by globalization.

ENG 271 Film and Literature

Prerequisite: ENG 102
3 credits

This interdisciplinary course explores what happens when works of literature, such as novels and plays, are adapted for the screen. In analyzing specific literature-to-film adaptation, class discussions focus upon elements common to both art forms (e.g., plot, character, point of view, symbolism and irony) as well as elements exclusive to each (e.g., visual images and music in film). Such discussions are intended to lead students to a deeper understanding of each art form and the interrelationships between them.

ENG 274 Graphic Novel as Literature

Prerequisite: ENG 101
3 credits

This course will explore riveting examples and recognized masterpieces of the international graphic novel, an art form inspired by Japanese manga and French/Belgian bande dessin. We will study works of the mid-20th century to graphic memoirs and novels published in the 21st century including such authors as Herge, Nakazawa, Speigelman and Satrapi. We will read and discuss the works, and we will also examine critical responses to them.

ENG 281 Multi Genre Writing Workshop

Prerequisite: ENG 180 Introduction to Creative Writing
3 credits

Mixed Genre or Cross Genre writing blends elements from traditional creative writing genres (poetry, memoir, fiction, autobiography, analysis, non-fiction, etc.), with each other as well as with photographs, drawings, cartoons, web links, hypertext, and the newly developing world of electronic media.

ENG 282 Creative Poetry Writing

Prerequisite: ENG 101
3 credits

This course is a continuation of work on creative writing skills begun in ENG 180 Introduction to Creative Writing. The focus, however, is exclusively on the techniques of writing poetry. Students will work on their own poems while studying acknowledged masters of the form and discussing such elements of craft as imagery, tone, meter and rhyme.

ENG 283 Creative Writing Fiction

Prerequisites: ENG 101
3 credits

This course is a continuation of work on creative writing skills begun in ENG 180 Introduction to Creative Writing. The focus, however, is exclusively on the techniques of writing fiction. Students will work on their own stories while studying acknowledged masters of the form and discussing such elements of craft as character and conflict, dialogue and point of view.

ENG 285 Memoir Writing

Prerequisite: ENG 180 or permission of the instructor
3 credits

This course is a continuation of work on creative writing skills begun in ENG 180. The focus, however, is exclusively on the techniques of writing the memoir. Students will work on their own memory pieces while studying acknowledged masters of the form and discussing such narrative elements as character and conflict, setting, dialogue, voice and point of view.

ENG 286 Novel Writing I

Prerequisite: ENG 283, or permission of the instructor
3 credits

ENG 286 is a continuation of narrative writing skills begun in ENG 283. The focus, however, is exclusively on the techniques of writing extended pieces of fiction (novels/novellas). Students will work on their own manuscripts while participating in peer review workshops and while discussing such elements of the craft as character and conflict, dialogue and point of view, pacing and plot.

ENG 287 Novel Writing II

Prerequisite: ENG 283, or permission of the instructor
3 credits

Novel Writing II is a continuation of narrative writing skills begun in ENG 283. The focus, however, is exclusively on the techniques of writing extended pieces of fiction (novels/novellas). Students will work on their own manuscripts, participate in peer review workshops, and discuss elements of the craft such as character and conflict, dialogue and point of view, pacing and plot.

ENG 288 Creative Nonfiction

Prerequisite: ENG 180 or permission of the instructor
3 credits

This is a workshop course in the creative expression of ideas in creative nonfiction. Creative nonfiction, for the purposes of this course, is defined as nonfiction that uses the elements of story and personal reflection to present and discuss the subject. Types of creative nonfiction that may be covered include the nature essay, literary journalism, the segmented essay, travel writing, adventure essay, or memoir. The class includes reading and works shopping both published essays and student writing, in class exercises, and discussion.

ENG 291 Mythology

Prerequisite: ENG 102
3 credits

Myth means a story and this course will chart how mythic stories have been told through ancient sources: epics, drama, short prose and recorded oral tradition. Moreover, modern manifestations of myth and mythic symbols in film, literature and popular culture will be connected to the ancient texts to demonstrate the commonality and diversity found across cultures and time. Discussion of myth as theology, cosmology and psychological/social phenomena will augment the treatment of myth as provocative and substantial literature.

ENG 295 Seminar in English

Prerequisite: ENG 102
3 credits

The English seminar offers an in-depth examination of specialized subjects in English. A particular theme, genre, time period, literary movement or individual writer is selected as the focus of the course. Seminar discussions and student reports are directed at analytical evaluation of the course topic.

English as a Second Language

ESL 022 Reading / Writing II

Prerequisite: Specified score on an ESL placement exam
6 credits

Students entering this course must have fundamental skills in English as determined by the ESL Placement Examination. The goal is to develop reading and writing skills at the high beginning/basic level. Assigned reading inspires individual writing assignments as well as discussions in small and large groups. In addition to learning grammatical principles, students work on effective sentence structures, paragraph development and organizational skills in writing compositions. Additional language practice activities are required and include the ESL lab, and other audio-visual media. Assessment will be based on portfolios, quizzes and tests.

ESL 025 Grammar II

Prerequisite: Specified score on the ESL placement exam or placement in ESL 022
3 credits

This class is designed for ESL students to develop competency in the usage of grammatical structures through reading and writing on a high basic to intermediate level. These structures are learned in context, rather than in isolation, through reading, short essay writing, discussions, oral practice, formal exercises and the internet.

ESL 027 Oral Communication II

Prerequisites: Eligibility for ESL 022 or permission of the ESL Director
3 credits

This course is designed to increase students' confidence and ability for the academic tasks of listening and understanding academic lectures, taking useful notes to capture the information in these lectures, discussing issues raised by the lectures, and presenting their own ideas to the class. Various activities will prepare students for listening to videos of interesting lectures on different topics given to live student audiences. Focused listening and note-taking tasks, as well as work with the academic vocabulary, will help students develop strategies for understanding the lectures and noting information presented in them. Students will develop presentation skills by researching related information or ideas and addressing the class about them. Individual, pair, and group activities will provide in-class practice and feedback. There will be peer and teacher evaluations of disscussions and presentations and unit tests to assess students' grasp of the lectures. Out-of-class assignments, as well as some independent research, will prepare students for in-class speaking tasks.

ESL 132 Reading / Writing III

Prerequisite: ESL 022 with a C or higher or specified score on an ESL placement exam
6 credits

This course develops fluency in reading and writing skills at the low intermediate level. Small group and class discussions focus on reading assignments and student writing. As in ESL 022, students work on grammatical principles, effective sentence structures, paragraph development and organizational skills in writing compositions. Additional language practice activities are required and include the ESL lab, and other audio-visual media. Assessment will be based on portfolios, quizzes, and tests.

ESL 135 Grammar III

Prerequisite: Completion of ESL 022 with a C or higher or placement in ESL 132 as determined by ESL placement exam
3 credits

This class is designed for ESL students to develop competency in the use of grammatical structures through reading and writing at an intermediate level. It provides the ESL student with an opportunity to learn these structures in context through formal exercises, oral practice, reading, group discussions, short essays, and the internet. The focus and emphasis of this course will be to use the grammatical structures in a natural and authentic setting.

ESL 142 Reading / Writing IV

Prerequisite: ESL 132 with a grade of C or higher or specified score on an ESL placement exam
6 credits

(Counts as a Humanities/Liberal Arts elective) In this high intermediate level course, students continue to strengthen reading and writing skills. Assigned reading (including whole works) and student writing form the basis of small group and class discussions. Students focus on writing and rewriting essays to develop ideas, organization, clarity and accuracy in their writing. Additional language practice activities are required and may include the ESL lab and other audio-visual media. Assessment will be based on portfolios, quizzes and tests. At least one section of this course may be offered in an online/hybrid version.

ESL 145 Grammar IV

Prerequisite: ESL 132 with a grade of C or higher, placement into ESL 142 or teacher recommendation
3 credits

This class is designed for ESL students to develop competency in the use of grammatical structures at a high intermediate level through reading, writing short essays, group discussion, oral practice, formal exercises and Internet activities. Practice outside the classroom is essential. At least one section of this course may be offered in an online/hybrid version.

ESL 149 Pronunciation Workshop

Prerequisites: Eligibility for ESL 132 or permission of ESL director
3 credits

This class is designed to help ESL students improve their pronunciation and overall speaking ability of standard spoken American English through self and instructor analysis of students speech patterns, exercises and a thorough review of the phonology of English. Self-study and focused practice (with text and audio) outside of the class are crucial for students if they wish to make lasting changes in their speaking and/or eliminate fossilized speech errors.

ESL 152 Reading / Writing V

Prerequisite: ESL 142 with a grade of C or higher or specified score on an ESL placement exam
6 credits (credit applicable to ESL Advanced Certificate; counts as a Humanities/Liberal Arts elective)

In this advanced level course, students continue to refine reading comprehension and writing proficiency. Assigned readings (including whole works) as well as student writing provide the text for small group and class discussions. Through writing and rewriting essays, students work on organizational skills, development of ideas, clarity and the mechanics of effective writing.

Assessment will be based on portfolios, quizzes, and tests. At least one section of this course may be offered in an online/hybrid version.

ESL 155 Grammar V

Prerequisite: Completion of ESL 142 with a grade of C or higher or placement in ESL 152 as determined by an ESL placement exam
3 credits

This class is designed for ESL students to study, review, and develop competency in the use of advanced grammatical structures. It provides the ESL student with additional opportunity to master these structures through short essays, group discussion, oral practice, formal exercises, and through the internet. Practice outside the classroom is essential. At least one section of this course may be offered in an online/hybrid version.

ESL 157 Oral Communication V

Prerequisite: Completion of ESL 132 with a grade of C or higher or placement in ESL 142 or ESL 152 as determined by an ESL placement exam
3 credits

This class is designed for high intermediate and advanced ESL students who want to further develop spoken fluency in English and learn how to better monitor their speech for pronunciation errors. Activities will include role-playing, conversation, small group and class discussions, oral reports, interviewing, pronunciation practice, and use of videos and audio. Although the focus of this course is on aural/oral proficiency, various readings will be used to stimulate class discussion, and some written assignments will be required as well.

ESL 182 Drama for ESL Students

Prerequisite: ESL 132
3 credits

This class is designed for ESL students of high intermediate to advanced levels to develop further fluency and ease in English expression through the use of dramatic literature and oral interpretation. Students will become aware of dramatic structure. This course will include selected poetry as well. Aspects of American culture will be discussed as they relate to the plays selected. Students will develop pronunciation of SAP (Standard American Pronunciation) through oral practice, scene, interpretation, and solo work. Videos of works may be used where available, with required attendance at one current theater performance. *Not offered every semester.*

ESL 192 ESL Writing Workshop

Prerequisite: ESL 152 with a grade of C or higher, specified score on an ESL placement exam or permission of instructor.
4 credits (credit applicable to ESL Advanced Certificate; counts as a Humanities/Liberal Arts elective)

In this advanced writing course, students continue to develop fluency, clarity, organizational skills and the mechanics of effective writing with a focus on the linguistic and rhetorical requirements of second language learners. Course content and writing assignments are based on reading selections, out-of class research, complete works and student texts. Students write, revise and edit drafts, participate in group work and confer with teachers and peers. Assessment will be based on portfolios in addition to quizzes and tests. At least one section of this course may be offered in an online/hybrid version. Paired Course Option: A special section of ESL 192 is offered with a paired course such as Sociology or Psychology. Students get credit for a course that normally would require eligibility for ENG 101. Writing assignments and class discussions are based on short reading selections, complete works, and student texts, all of which are related thematically to the paired course. Students write, revise, and edit drafts; participate in group work; and confer with teachers and peers. To assist students in mastering the material in the content course some time will be devoted to clarifying concepts, developing study skills, and revising assignments. Tutoring may be provided. Portfolio assessment required. *Not offered every semester.*

ESL 250 Tesol Methodology

Prerequisite: ENG 101 or permission of the instructor
3 credits

In this class, participants will integrate language learning and theory into classroom practice. The students will develop instructional techniques and survey the latest materials for promoting language skills and cultural awareness. This three-credit course is accepted by the State as meeting the requirement for Adult Education Certification for teachers of ESL.

French

FRE 111 Elementary French I
Prerequisite: Eligibility for ENG 101
4 credits

This course introduces students to basic French vocabulary and practical grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in French. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of French are not permitted to register for this course without the written permission of the instructor before classes begin.

FRE 112 Elementary French II
Prerequisite: FRE 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of FRE 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections, and write short paragraphs in French. They continue to develop a continuation of Elementary French I. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of French are not permitted to register for this class without the written permission of the instructor before classes begin.

FRE 155 French Conversation and Composition
Prerequisite: FRE 111 or equivalent as determined by placement exam
3 credits

Based on the structures and conversational patterns presented in FRE 111, this course is designed to develop a higher level of proficiency in aural/oral/written communication. Emphasis is also on reinforcement and enrichment of vocabulary used in a cultural context. A minimum of one language laboratory hour per week is required.

FRE 201 Intermediate French I
Prerequisite: FRE 112 at NCC or equivalent as determined by placement exam
3 credits

Students develop further expertise in vocabulary and grammatical structures. They read and discuss contemporary works in French and write short essays about these readings. Emphasis is placed on greater proficiency in language skills: listening, speaking, reading and writing.

FRE 202 Intermediate French II
Prerequisite: FRE 201 at NCC or equivalent as determined by placement exam
3 credits

A continuation of FRE 201 with emphasis on more complex language patterns in all skill areas. Course materials emphasize the history, geography, literature and culture of countries where French is spoken.

FRE 255 Advanced Conversation / Contemporary Issues

Prerequisite: FRE 202
3 credits

This intensive course is based on the structures and conversational situations presented in FRE 201 and FRE 202. Daily topics and contemporary issues in French-speaking countries will be emphasized. A minimum of one language laboratory hour per week is required.

First-Year Experience

COL 100 College Forum
1 credit

This course focuses on topics that contribute to college success including time management, goal setting, critical thinking and self-assessment. It also covers academic skills that lead to success such as note-taking, test-taking, reading, writing, and public speaking. Students will engage in academic planning and career exploration. They will be introduced to services and resources at NCC including the technology needed to be a successful student. The course is designed to help students develop a sense of community.

COL 150 Info / Tech Literacy
Prerequisite: Eligibility for ENG 088.
1 credit

This student success course addresses academic information and technology literacy. A hands-on course, taught in a computer laboratory, it focuses on the practical skills necessary for academic success, including navigation and evaluation of search engines and websites, familiarity with academic word processing and course management systems, internet-based student services, and the introduction of ePortfolio. The most current academic technology tools will be used. These technological tolls are evolving in an on-going basis and therefore may change from semester to semester. Not available to ESL students below the 152-level

FS 101 Freshman Seminar
Prerequisite: Eligibility for ENG 088
3 credits

This first-year student success course focuses on matters related to the transition to college and beyond, as well as attitudes that will lead to success. Students explore their values, intelligences, and learning preferences while they develop goal setting, time management, and critical thinking skills. They are introduced to college resources including use of electronic tools such as myCommnet and Blackboard. Students engage in career exploration using career software and library databases to write a research paper focusing on preferred career choice. One of the highlights of the course for those who register in the fall semester is participation in the Common Read program through reading, writing, and projects connected to the chosen book. Not available to ESL students below the 142-level

HR 110 Career Planning
1 credit

This course is designed to focus on a variety of career development issues. Time is devoted to self-assessment, resume writing, interview skills and exploration of career options.

General Studies

GEN 296 Cooperative Education Work Experience

Prerequisites: ENG 101, matriculation at NCC and sophomore standing in General Studies or any other program at the College. Minimum GPA 2.0. Student proposal must identify three courses completed or taken concurrently which provide a theoretical background for the internship and which relate to a stated career goal. Sponsorship by faculty and approval of Academic Dean or Director of Cooperative Education Work Experience.
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Work Experience site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development and work-related problem-solving. Faculty assign a final project designed to elicit on-the-job learning about the focus area. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit.

LA ELE Liberal Arts Elective
3 credits

Architecture: ARC 105, ARC 106, ARC 115, ARC 201, ARC 202, ARC 215, ARC 229, ARC 240, ARC 290, ARC 296; Art:ART 100, ART 101, ART 102, ART 105, ART 109, ART 111, ART 112, ART 113, ART 121, ART 131, ART 141, ART 151, ART 152, ART 161, ART 167, ART 205, ART 207, ART 250, ART 280, ART 290, ART 292; Communication/Speech: COM 101, COM 115, COM 121, COM 140, COM 143, COM 154, COM 157, COM 159, COM 172, COM 173, COM 202, COM 205, COM 209, COM 211, COM 215, COM 217, COM 218, COM 219, COM 221, COM 243, COM 244, COM 256, COM 257, COM 274, COM 295; English ENG 088, ENG 101, ENG 101W, ENG 102, ENG 109, ENG 150, ENG 160, ENG 180, ENG 200, ENG 211, ENG 213, ENG 221, ENG 222, ENG 227, ENG 228, ENG 231, ENG 232, ENG 233, ENG 236, ENG 241, ENG 242, ENG 250, ENG 265, ENG 271, ENG 274, ENG 281, ENG 282, ENG 283, ENG 285, ENG 286, ENG 287, ENG 288, ENG 291, ENG 295; Foreign Languages (ARA, CHI, FRE, GER, ITA, SPA), Graphic/Web Design (GRA), Interdisciplinary Studies (IDS): IDS 210 IDS 220 IDS 225 IDS 230; Interior Design (IND): IND 101 IND 120 IND 121 IND 201 IND 202 IND 293 IND 299 , International Studies (INT), Mathematics (MAT), Theater (THR): THR 101 THR 103 THR 104 THR 105 THR 110 THR 190 THR 210 THR 225 THR 226 THR 230 , English as a Second Language (ESL 142 and above), Humanities Electives: HUM 125 HUM 146, Latin America Studies: LAS 201 LAS 215, Science Electives: SCI ELE SCI 114 SCI 294, Social Science Electives: SOC 101 SOC 104 SOC 114 SOC 203 SOC 220 SOC 225 SOC 240 SOC 253 SOC 254 SOC 260 .

Open ELE Open Elective
Open electives are additional courses students may take to meet graduation requirements beyond their College Core Requirements and specific major requirements. Open electives are defined as any credit course offered by the College with the exception of courses below the 100 level. Selected ESL credit courses may be used as open electives

SSC ELE Social Science Elective
3-4 credits

Anthropology/Archaeology: ANT 105, ANT 121, ANT 131, ANT 211, ANT 223, ANT 229, ANT 240; Economics: ECN 100, ECN 101, ECN 102, ECN 130, ECN 170, ECN 180; Individuals and Society: IDS 220; History: HIS 099, HIS 101, HIS 102, HIS 108, HIS 121, HIS 122, HIS 215, HIS 218, HIS 221, HIS 233, HIS 243, HIS 271, HIS 281, HIS 298; Political Science: POL 103, POL 111, POL 112, POL 114, POL 298; Psychology: PSY 100, PSY 105, PSY 111, PSY 112, PSY 200, PSY 201, PSY 207, PSY 208, PSY 211, PSY 220, PSY 240, PSY 243, PSY 245, PSY 250; Sociology: SOC 101, SOC 104, SOC 114, SOC 203, SOC 220, SOC 225, SOC 240, SOC 253, SOC 254, SOC 260

Geography

GEO 111 World Regional Geography
Prerequisite: Eligibility for ENG 101
3 credits

This course provides the student with a survey of the lands, peoples, and places in the worlds major cultural regions. Students explore the interaction between the physical environment and cultural, political and economic conditions in regions such as South and Central America, Asia, Africa and the Middle East. This course provides a background for understanding world events.

Geology

GLG 121 Physical Geology
Prerequisite: Eligibility for ENG 101
4 credits

A study of the structure of the earth and the processes responsible for its development. Minerals, rocks, weathering, mass wasting, volcanoes, glaciers, streams, plate tectonics and other topics are included. Two hours of class; two hours of laboratory per week.

Graphic Design

GRA ELE Graphic Design Elective

GRA 151 Graphic Design I: Skills and Principles
Prerequisite: Eligibility for ENG 101 and MAT 136 or permission of the Graphic Design coordinator
3 credits

An introductory course focusing on the fundamental nature, skills and principles of graphic design. Students will learn about composition, communication and technology. Classes consist of lectures, demonstrations, applied practice and critiques. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

GRA 202 Typography
Prerequisite: ART 111 or permission of the Graphic Design program coordinator
3 credits

This introductory course focuses on the history, fundamental theory and use of type. Students will learn typographic anatomy, measurement, identification, specification, composition, and terminology. Traditional and contemporary technology will be used to complete exercises and projects. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

GRA 231 Digital Imaging: Adobe Photoshop
Prerequisite: GRA 151 or ART 111, ART 121 or permission of the Graphic Design coordinator
3 credits

Students expand upon their graphic design skills and knowledge of procedures learned in prerequisite courses. Through lectures, demonstrations, exercises and real-world projects, the focus will be on Adobe Photoshop. Students will learn to create as well as edit digital images. Students will apply these techniques to solve design problems in print and web environments. Students are required to have basic knowledge of graphic design before registering for this course. Two hours lecture, three hours studio.

GRA 236 Digital Illustration: Adobe Illustrator
Prerequisite: GRA 151, or ART 111, ART 121 or permission of the Graphic Design coordinator
3 credits

Students expand upon their graphic design skills and knowledge of procedures learned in prerequisite courses. Through lectures, demonstrations, exercises and real-world projects, the focus will be on Adobe Illustrator. Students will learn how to create digital illustrations, develop skills for easy execution of special imaging and typographic effects, and apply these skills to solve design

problems in print and web environments. Students are required to have basic graphic design skills before registering for this course. Two hours lecture, three hours studio.

GRA 241 Digital Page Design: Adobe InDesign

GRA 151 *, pre or co-requisite* GRA 202 *or permission of the Graphic Design coordinator*
3 credits

Students expand upon their graphic design skills and knowledge of procedures learned in prerequisite courses. Through lectures, demonstrations, exercises, and real-world projects, the focus will be on Adobe InDesign. Students learn to construct digital documents while developing page layout and typography skills. Two hours lecture, three hours studio.

GRA 252 Graphic Design II: Process and Presentation

Co-requisite or Prerequisites: GRA 241 and GRA 236 or permission of the Graphic Design coordinator
3 credits

Building upon technical skills covered and theoretical concepts explored in prerequisite courses, this course focuses on the design process, graphic styles and presentation. Emphasis will be on typography, identification marks, layout and color. Classes consist of lectures, demonstrations, applied practice and critiques. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

GRA 253 Graphic Design III: Advanced Projects

Prerequisites: GRA 252 or permission of the Graphic Design coordinator
3 credits

This course applies the theory and range of skills learned in GRA 252 to advanced projects. This course will emphasize the development of professional-quality portfolio pieces. Classes consist of lecture, demonstration, applied practice, critiques, and class discussions. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

GRA 261 Web Design I: Adobe Dreamweaver

Prerequisites: GRA 231 or GRA 236 or permission of the instructor
3 credits

This course introduces students to interactive principles and related computer media. This course will emphasize the design process and two-dimensional design principles as students generate and organize visual content to create websites. Through lectures, demonstrations, exercises and real-world projects, the focus will be on Adobe Dreamweaver. Students are responsible for purchasing supplies. Two hours lecture, three hours studio.

GRA 290 Portfolio Preparation I

Prerequisites: Second-year status, and/or permission of the Graphic Design coordinator
1 credit

Under the supervision of a Graphic Design advisor, students prepare a portfolio demonstrating their skills in a variety of media. While the emphasis of this portfolio will vary according to individual needs, it will include representative samples of work from core Graphic Design courses. This portfolio can be used for transfer purposes, however, it is principally intended for employment applications.

GRA 296 Graphic Design Internship I

Prerequisites: Second-year status and permission of the Graphic Design coordinator
3 credits

An internship in graphic design provides practical experience in a supervised situation. Such an opportunity can be within the College, or in a public or private situation related to graphic design.

Health and Physical Education

HPE 100 Introduction to Wellness
Prerequisite: Eligibility for ENG 101
3 credits

This course is intended to explore general physiological concepts as they apply to physical fitness, nutrition, stress and overall wellness throughout life. All students will be afforded an opportunity to assess and generate a personal health-fitness profile, identifying strengths and weaknesses associated with physical fitness, nutrition, weight management and stress management. Behavior modification will be emphasized in this course as students learn to set realistic and achievable goals as they plan for safe methods of improving general wellness.

HPE 105 Introduction to Exercise Science
Prerequisite: Eligibility for ENG 101
3 credits

An introduction to the profession of Fitness Training and the five components of physical fitness. Relates human anatomy and physiology, exercise, and nutrition to fitness and their effects on the body.

HPE 108 Strength and Tone
.5 credit

Strength and Tone is a challenging course designed to build muscular strength and endurance using light-weights, medicine balls, and resistance bands. This total body class will help sculpt and tone your muscles, help you build lean muscle and boost your metabolism, all while you have a fun time doing it. Course difficulty: Intermediate.

HPE 115 Weight Training
.5 credit

Weight Training is designed to give you a basic understanding of proper resistance training techniques for a full body workout that targets all of the major muscle groups. You will learn how to integrate strengthening exercises to build stronger bones, develop your muscular strength and endurance as well as increase your metabolism to help maintain a healthy body weight. Course difficulty: Beginner.

HPE 121 Abs and Lower Body
.5 credit

Abs and Lower Body will target your core using both cardiovascular and muscle building exercises. This class will incorporate the use of a variety of equipment including steps, bands, and BOSUs. You will be challenged with functional moves including squats, lunges and planks using your own body weight to give you a strong and fit core. Course difficulty: Beginner/Intermediate.

HPE 126A Pilates Mat Based
.5 credit

Pilates will challenge deep abdominal muscles to support the core, create a stronger, more flexible spine as well as promote recovery from strain or injury. Pilates conditions the entire body with a non-impact approach suitable for all ages and abilities. It will improve the way you look and feel as you tone and build long and lean muscles. Pilates will correct over-training of muscle groups, which can lead to stress and injury. The class will progress from beginner to intermediate level over the course of 10 weeks. Course difficulty: Beginner.

HPE 131 Boot Camp

.5 credit

Boot Camp is a high intensity interval training patterned after military style training using sports drills and calisthenics to develop cardiovascular fitness, muscular strength, endurance and flexibility. Workouts will include core conditioning, circuit training, kick boxing and other sports drills, and obstacle courses. Students will be exercising as individuals, with a partner and in groups. While modifications will be demonstrated, this non-contact course is targeted toward intermediate and advanced levels of fitness. Course Difficulty: Intermediate/Advanced.

HPE 135C Tai Chi
.5 credit

Tai Chi originated as a form of self-defense which has evolved into a relaxation technique that provides many physical benefits. This form of exercise includes slow, balanced, low-impact movements that improve flexibility, strength, and balance while reducing stress levels. This course is designed to provide the history of Tai Chi and allow the student to experience its multiple benefits. Course difficulty: Beginner.

HPE 241 Exercise Physiology with Lab
Prerequisites: BIO 211 and HPE 105
4 credits

The purpose of this course is to increase the students 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 of exercise. Also discussed are the effects of environmental factors and body composition, with exercise. *Offered fall semester only.*

HPE 243 Kinesiology with Lab
Prerequisite: HPE 241
4 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 joint kinematics. The student will be able to efficiently apply this knowledge for safe and effective exercise prescription.

HPE 245 Programming and Prescription I
Prerequisite: HPE 105
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). Students will also be able to interpret test data and apply it to safe and effective exercise prescription.

HPE 246 Programming and Prescription II
Prerequisites: HPE 245
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, and symptomatic). Guidelines to appropriate cardiovascular and resistance training protocols for these and other populations will be discussed in detail. *Offered fall semester only.*

HPE 247 Aspects of Strength and Conditioning
Prerequisites: HPE 245 or permission of the program director
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 course.

HPE 260 Yoga
.5 credit

Yoga offers principles of alignment that, when learned and practiced, allow for ease of movement on and off the mat. A sequence of yoga postures stretches and strengthens the entire body releasing chronic tension. Yoga revitalizes the body, calms the mind, and deepens self-awareness bringing the body, mind, and spirit into a state of harmony and balance. This class is suitable for students new to yoga. Course difficulty: Beginner.

HPE 270 Ballroom Dance
.5 credit

Ballroom Dancing will afford the student the opportunity to learn basic dancing steps and techniques associated with this style of dance. This course will provide an understanding of the history of ballroom dancing. Course difficulty: Beginner.

HPE 279 Latin Dance
.5 credit

This course is designed as an introduction to the Latin Dance of Salsa. The student will have an opportunity to learn basic steps of this dance style, as well as understand its history and the music associated with it. Course difficulty: Beginner.

HPE 280 Zumba
.5 credit

Zumba is a Latin inspired, dance-fitness class that incorporates international music and dance moves through a dynamic, exciting and effective fitness workout. This course integrates basic principles of aerobic, interval and resistance training to maximize caloric output, cardiovascular benefits and total body toning. This class is suitable for dancers and non-dancers alike to participate in an aerobic group class. Course difficulty: Intermediate.

HPE 295 Field Practice with Seminar
Prerequisites: HPE 245 and eligibility for HPE 246
3 credits

This course is designed to combine classroom seminar with student experiences in a fitness setting within the community. Students will deal with facility management, assessments, individual and group training sessions, and exercise prescription during clinical hours. The seminar session will cover work-related problem solving, career development, administrative issues, resume writing, and other career related issues in the health fitness industry.

History

HIS ELE History Elective

HIS 099 Contemporary Issues

Prerequisite: Eligibility for ENG 088 or ESL 152

3 credits

This course focuses on a discussion and analysis of events in the news. The events selected vary each term but can include international relations, including issues of war, peace, and terrorism; the globalization of the international economy; the role of education in the changing world order; the challenges created by revolutions in 21st-century technology; and state and national government, politics, and elections. Emphasis is placed on developing an appreciation for how contemporary events impact people, especially at the local level. This course is open only to students who are eligible for or are concurrently enrolled in ENG 088 or ESL 152.

HIS 101 Western Civilization I

Prerequisite: Eligibility for ENG 101
3 credits

A selective survey of the history of Western Civilization from ancient Greece and Rome through the Middle Ages, the Renaissance, the Age of Explorations, Discovery, and Conquest, and the Reformation, to about 1650, in the early modern era.

HIS 102 Western Civilization II

Prerequisite: Eligibility for ENG 101
3 credits

A selective survey of the history of Western Civilization from about 1650, beginning with the Scientific Revolution and then the Enlightenment, to the Age of Revolution, the growth of modern nation-states in the West, the expansion of industrialization and imperialism in the 19th century, to the World Wars of the 20th century, the Cold War, to the contemporary West.

HIS 108 History of Latin America

Prerequisite: Eligibility for ENG 101
3 credits

This course explores the reasons behind the recurring dictatorships and military juntas of Latin America. It also investigates the relationship between Latin America and its powerful neighbor, the United States. *Not offered every year.*

HIS 121 World Civilization I

Prerequisite: Eligibility for ENG 101
3 credits

This course involves the selective study of major events in world history from the birth of civilization until 1500, with a special emphasis on events in Asia and the Pacific Ocean, the Middle East, Africa and the Americas.

HIS 122 World Civilization II

Prerequisite: Eligibility for ENG 101
3 credits

This course involves the selective study of major events in world history since 1500, with a special emphasis on events in Asia and the Pacific Ocean, the Middle East, Africa and the Americas.

HIS 201 United States History I

Prerequisite: Eligibility for ENG 101
3 credits

This survey of American history studies the diverse roots of American politics, society, culture, and the economy. The Colonial period, the American Revolution and the formation of the republic are discussed. The evolution of opposing socioeconomic systems, sectionalism and sectional conflict, the Civil War and Reconstruction are also examined.

HIS 202 United States History II

Prerequisite: Eligibility for ENG 101
3 credits

This course examines the social, economic and political forces that have contributed to the emergence of modern America and centers on the post-Civil War period, the settlement of the West, the industrial revolution, immigration, urbanization, imperialism, the U.S. as a world power, the New Deal and contemporary America.

HIS 207 History of the Modern American Presidency

Prerequisite: ENG 101
3 credits

Each semester this course is offered, it will examine one facet of the presidency, beginning with the Civil War, 1861-1865, when appropriate, or the beginning of the Progressive Era in 1901. Topics could include presidential elections, the president as commander in chief, the president as "communicator in chief," the president and Congress, and the president and the Supreme Court, but there are many possibilities. In the process of conducting in-depth reading about and analysis, and discussion of a relatively narrow topic, our goal will be to arrive at some conclusions about factors and forces that make modern presidents successful or unsuccessful. The American president is the chief executive of a large, diverse democratic republic, so appropriate attention will be given to important issues about race, class, and gender in presidential history.

HIS 209 U.S. History , 1850-1900

Prerequisite: ENG 101 or permission of the instructor
3 credits

This course is an in-depth study of the causes, course and consequences of the Civil War. It focuses on powerful forces of change in United States history during the second half of the 19th century: The Civil War and Reconstruction, rapid and often disruptive economic growth, industrialization, urbanization, immigration and the increasing significance of international affairs. The history of race, class and gender are treated with great importance. *Not offered every year*

HIS 215 History of Women in the United States

Prerequisite: ENG 101
3 credits

This course examines the position of women in the United States from the mid-19th century to the present. Topics of study will include the origins and issues of the women's rights movement in the mid-19th century, the women's suffrage movement culminating in the Nineteenth Amendment to the Constitution, women in factory work during World War II, the women's movement in the 1960s and 1970s, and women in the United States today. Topics to be considered will include women and politics, women and the law, women and patterns of work, women and business, women and religion, women and athletics, women and homemaking, women and assertiveness, women and sexuality, women and aging, women and divorce, and women and affirmative action. *Not offered every year.*

HIS 218 African-American History

Prerequisite: ENG 101
3 credits

A history of African-Americans from the 17th century to the present, starting with the African background and emphasizing the impact of slavery and the struggle for freedom in the Colonial, early national and antebellum periods; the impact of the Civil War and Reconstruction on African-American socioeconomic and political aspirations; and the continuing 20th-century issues of black activism and the struggle for full civil rights and equality in American society. *Not offered every year.*

HIS 221 / WMS 221 Women of the World

Prerequisites: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

An overview of women's history since ancient times to the present, emphasizing the changing political, economic, social and legal positions of women worldwide. Included will be the study of the forces leading to the women's movement, suffrage, and feminism today. Individual and collective attainment of women in Western Civilization will be as well a major focus of this course.

HIS 233 Russian History since 1900

Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

This course is an introduction to the history of Russia and the Soviet Union from 1900 until the present. It includes a brief overview of Czarist Russia, then proceeds to examine the failed Revolution of 1905, the Russian Revolutions of 1917, the development of the Soviet Union, World War II, the emergence of the Soviet Union as a superpower, the Cold War, the end of communism and the breakup of the Soviet Union, and Russia since 1991 in the global economy. *Not offered every year.*

HIS 243 The Holocaust

Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

A survey of the origins, nature and consequences of the Holocaust, emphasizing Nazi Germanys systematic destruction of millions of Jews as well as Slavs, Gypsies and others during World War II. This study of the impact of mass genocide and its meaning today will be presented in historical texts, literary works and film. *Not offered every year.*

HIS 271 Modern Asia

Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

The Pacific Rim offers an introductory survey of the history, economics, politics and cultures of the Pacific Rim Basin region, with emphasis on East Asia. This interdisciplinary Asian studies course explores how the Pacific Basin has evolved to emerge as a principal center of the upcoming century. *Not offered every year.*

HIS 281 African History Since 1800

Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

A survey of the history of sub-Saharan Africa from about 1800 until the present. Topics to be discussed include traditional African societies and cultures; the impact of the slave trade on African society; European imperialism and the partition of Africa; Africa and the World Wars of the first half of the 20th century; African nationalism and the emergence of independent African nation states; the short lived Pan-African movement; the challenges of democracy and economic development in the late-20th century; and Africa in the early-21st century. In view of the immensity of the continent and the complexity of its history, this course will focus on Nigeria, Congo, South Africa, and Kenya as case-studies. *Not offered every year.*

HIS 298 Special Topics in History

Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 121, HIS 122, HIS 201, HIS 202 or permission of the instructor
3 credits

Generally conducted as a seminar, this intermediate course offers an in-depth examination of a specialized topic in history. A particular theme, time period, geographic region or major historical figure is selected by the instructor as the focus of the course. Varied topics include: the American Civil War, the Cultural History of Islam, the History of India, and Franklin D. Roosevelt, the

New Deal and World War II are offered. Lectures, discussion and writing assignments are directed at thorough analytical evaluation of the course topic. This course may be taken more than once for credit when the topics are different. *Not offered every year*

Honors

HP 228 / ENG 228 Beat Literature
Prerequisite: ENG 102
3 credits

This course focuses on the Beat American literary sub-culture that developed in the years following WWII, its counterparts in music, art and film, and the major writers who embodied this new movement (Kerouac, Ginsberg, Burroughs, etc.). Students will read and analyze Beat masterpieces and discuss critical and biographical essays that focus on numerous Beat writers.

HP 250A Allegory and the Canon
Prerequisite: ENG 102
3 credits

This course is intended to examine a variety of interpretive modalities in the study of major literary works. While the course title utilizes the term allegory, this particular literary device is intended only to initiate the process of sub textual consideration. The course looks at texts from literary, historical, theological, and sociological perspectives and is team taught by four instructors representing different discipline based perspectives. Works previously considered have included select readings from Homer, The Bible, Aeschylus, Boccaccio, Dante, Chaucer, Shakespeare, Tolstoy, Kafka, Dostoyevsky, Melville and Wharton. *This course is offered in the spring semester only, and each course in the cycle is an independent offering with course numbers simply representing consideration of different texts.*

HP 251A Constitutional Law
Prerequisite: ENG 102
3 credits

This course will use the Great Books methodology of close reading of selected decisions of the United States Supreme Court and secondary sources about the cases, followed by Socratic dialogue, to understand the nature and transformation of constitutional law in the United States from 1803 until the present. The format of the course requires asking difficult questions about the cases and secondary sources and searching for answers, which, in turn, begets more questions. Both the instructor and the students will engage the cases and texts through the Socratic Method to draw forth knowledge through continuous questioning, but the students ultimately are responsible for the success of discussion.

HP 253 / SOC 253 Elvis Presley and the American Dream
Prerequisite: ENG 102
3 credits

This course examines the life and influence of the cultural icon who, more than any public figure of the 20th century, embodies the racial, sexual, generational, historical and cultural tensions that had been fomenting for years but exploded with unexpected force across the American landscape of the 1950s. With a musical style and public persona that presaged the new social realities of the times, Elvis Presley was both prophet and pariah; a musical cross-over who blended the sacred and profane, and epitomized in his music, his films, his life, and his death, both the best and the worst of what America was and is. An additional, in-depth research paper will be required of all Honors students taking this course. *Not offered every semester*

HP 254 / SOC 254 Rock 'n Roll - The Post WWII Generation
Prerequisites: ENG 102, SOC 101 or permission of the Honors instructor
3 credits

This course traces the evolution of that most American of musical forms, from its roots in African and European musical traditions, to its melding of blues, country, gospel and folk into something truly unique and revolutionary. Rock 'n Roll's lasting impact on American society and culture, from the initial formation of a new, teenage social class, to the rise in juvenile delinquency, the breakdown of racial and sexual barriers, the formation of various subcultures (drugs, surfers, bikers), and the role it played in civil rights, antiwar and feminist movements will be examined. The growth and on-going development of the music responsible for changing, chronicling, and eventually redefining the very society from which it sprang will be covered.   *Not offered every semester*

HP 271 Readings on Economic and Political Thought

Prerequisite: ENG 102
3 credits

This seminar focuses on the major texts of economic and political thought. The principle emphasis is on a close reading of the primary sources in their social and historical context. Writers covered may include Marx, J.S. Mill, Keynes, Veblen, Friedman, Hayek and Galbraith. A broad range of concepts and issues will be discussed.

HP 272 The Kennedy Years

Prerequisite: ENG 102
3 credits

This seminar explores the 1,000-day presidency of John F. Kennedy from four perspectives: (1) That of a respected academician; (2) a friendly journalist; (3) a hostile historian; and (4) in the public rhetoric of the President, himself. In the process of a close reading of the texts and rigorous discussion of them, students will gain an understanding of the complexities and contradictions of a legendary figure in mid-20th century American history, of American political culture at the height of the Cold War, and of the challenges of writing, interpreting and analyzing history.

HP 273 The Lincoln Years

Prerequisite: ENG 102
3 credits

This seminar examines the life, career and times of Abraham Lincoln, the greatest president in United States history, by combining elements of the study of history, political science, economics, psychology, and speech communications. In the process of a close reading of several texts and rigorous discussion of them, students will gain an understanding of the complexities and contradictions of a legendary figure in United States history, of American political culture, society and the economy before and during the Civil War, and of the challenges of writing, interpreting and analyzing history.

Hospitality Management and Culinary Arts

HSP 100 Introduction to the Hospitality Industry

Pre- or Co-requisite: MAT 094 and eligibility for ENG 088
3 credits

This introductory course focuses on all aspects of the industry with special emphasis on current trends and the analysis of various operations within the industry.

HSP 101 Principles of Food Preparation

Pre- or Co-Requisite: ENG 088 and MAT 094. Program Director signature required to register.
3 credits

Students develop basic cooking methods and culinary techniques in the production of vegetables, salads, meats, poultry, fish, soups, stocks, sauces and eggs. Students employ standard techniques with special attention to commercial and quantity

preparation while applying proper kitchen sanitation. Tool and equipment use, weights and measures, physical facilities and recipe conversions are discussed and practiced. One hour of class work; four hours of laboratory.

HSP 102 Food Production and Purchasing
Pre- or Co-Requisite: HSP 101; ENG 088 and eligibility for MAT 121 . Program Director signature required to register.
4 credits

This course offers a continuation and application of the culinary techniques and knowledge acquired in HSP 101 through the planning and preparation of advanced menus with applied ordering and production techniques and schedules. This introduction to food costing and menu planning, with a focus on purchasing, emphasizes storage specifications and production planning. The menu is a driving tool for food costing, recipe conversions and yield testing. Two hours of class work; four hours of laboratory.

HSP 103 Principles of Baking I
Prerequisite/ Corequisite: ENG 088 and MAT 010

Program Director signature required to register
3 credits

This introductory course in baking and pastry arts offers intensive hands-on laboratory training in a professional baking environment. The production and quality control of baked goods emphasized. Laboratory classes focus on basic production techniques for yeast dough and other leavened dough, batters and mixes. Cookies, pastries, pies, fillings, toppings, and presentation of these items are taught and demonstrated. One-hour lecture and four hours laboratory.

HSP 108 Sanitation and Safety
Pre- or Co-Requisite: ENG 088 and MAT 094
3 credits

The theory and prevention of food-borne illnesses, accident prevention, and maintenance of commercial kitchens and equipment are covered as well as government regulations and standards as well as the design, implementation and management of sanitation programs.

HSP 109 Food Safety Certification
Pre or Co-requisite: ENG 088 and MAT 010
1 credit

This course concentrates on public health regulations and compliance related to the hospitality industry. Topics include methods for keeping food and food and lodging operations safe, preventing disease transmission through improper food storage and handling, maintaining sanitary standards in lodging and preparing and serving food, food safety management systems and food training for staff. The final exam for this course includes the National Food Safety Qualified Food Operator Certification (ServSafe).

HSP 113 Baking and Pastry Arts I
Pre- or Co-Requisite: ENG 088 and MAT 094. Program Director signature required to register.
4 credits

This introductory course in baking and pastry arts offers intensive hands-on laboratory training in a professional baking environment. The production and quality control of baked goods are emphasized. Laboratory classes emphasize basic production techniques for breads, rolls, laminated dough and other leavened mixes, cookies, pastries, cakes, pies, fillings and toppings and presentation of these items. Two hours of class work; four hours of laboratory.

HSP 130 Introduction to Club Management
Prerequisite: ENG 101
3 credits

Private membership clubs and club administration covered. The application of current management principles in a not-for-profit environment is discussed, and club management is compared to other areas of the hospitality industry. Topical coverage includes tournament, facility, and are creation management; legal, financial and legislative issues; human relations and are source consideration, marketing, pricing policies, and quality standards. *Not offered every semester.*

HSP 135 Service Management

Pre- or Co-requisite MAT 094 and eligibility for ENG 088
3 credits

This course introduces the student to various styles of service employed in the hospitality industry and the techniques of management that are applied to that service. Students are exposed to the basic techniques of each style of service. Planning, budgeting, and controlling labor and productivity are covered.

HSP 201 International Foods

Prerequisite: HSP 102 and eligibility for ENG 101. Program Director signature required to register.
4 credits

Comprehensive menus of various ethnic origins are researched, planned and executed. Emphasis is on organization, food and service quality, presentation, showmanship and leadership with respect to the menus performed. Students report on components of the menus, recipes, costs, and production analysis. Students play an integral role in the marketing of in-class functions. Two hours of class work; four hours of laboratory.

HSP 202 Catering and Event Management

Prerequisite: HSP 102 and eligibility for ENG 101. Program Director signature required to register.
3 credits

This course continues application of culinary techniques gained in HSP 102 through planning and preparation of advanced menu items and emphasis on grade manager (cold food preparation and presentation). Intricate scratch-made food production is covered. Menu choices are driving tools for planning, production and service of buffets, banquets, teas and receptions. Students experience artistic production and participate in community service projects. Summaries and evaluations are prepared at the conclusion of each session. One hour of class work; four hours of laboratory.

HSP 203 Advanced Baking and Pastry Arts

Prerequisite: HSP 113 and eligibility for ENG 101. Program Director signature required to register.
3 credits

The course focuses on the preparation of advanced pastries and classical desserts, which include the preparation of petit fours, cake decoration and calligraphy, sugar and chocolate work and ice cream. One hour of class work and hours of laboratory.

HSP 204 World Cuisines

Prerequisite: HSP 101 . Eligibility for ENG 101 . Program Director signature required to register
3 credits

Comprehensive menus of various ethnic origins researched, planned and executed. Emphasis is on organization, food and service quality, presentation, showmanship and leadership with respect to the menus performed. Students report on components of the menus, recipes, costs, and production analysis. Students expected to be able to report on the various components of the menus, recipes and concepts used to produce culturally and nationally diverse dishes. Students play an integral role in the marketing of in-class practical functions. One-hour lecture and four hours laboratory.

HSP 211 Food and Beverage Cost Control

ACC 113 with a C or Higher
3 credits

The course emphasizes the managerial accounting methods and techniques used in the service sector related to hospitality enterprises to achieve and maintain profitability. Focus is on using accounting information as a management decision making tool in planning, operating, control evaluating and improving the enterprise, Such concepts as service industry perspective of inventory valuation, cost behavior patterns, cost volume profit analysis, fixed, semi variable and variable costing, budgeting, transfer pricing and activity-based accounting

HSP 212 Equipment Design and Layout

Prerequisite: ENG 101 and HSP 102
3 credits

This course introduces the design and layout of foodservice facilities. It covers preliminary planning, the rules and responsibilities of members of the project team, the design sequence, principles of design, space analysis, equipment layout, fabricated and manufactured equipment, and engineering and architecture for foodservice facilities. *Not offered every semester.*

HSP 214 Hotel Revenue Management

ACC 113 and HSP 211
3 credits

Topics include: history of revenue management, reservation systems, forecasting demand, inventory control, cost analysis, pricing strategy, channel management, revenue management tactics, and applications. Revenue management is a discipline focused on selling the right product/service, to the right customer, at the right price, through the right channel, and at the right time. Revenue management requires a set of techniques that uses information systems to establish baseline data, manages time constrained and perishable inventory and analyzes cost and pricing decisions and strategy. It also is the a basis for analyzing and segmenting customers to identify those value added services and accommodations that command increased pricing premiums to optimize profitability.

HSP 226 Café Dining

Prerequisite: HSP 101, HSP 102,HSP 109, HSP 135
Pre- or co-requisite: HSP 211 , ENG 101
3 credits

Encompasses the operation of a café'/bistro style restaurant by students under instructor supervision for ala carte dining. Food will prepared by students in the Culinary Arts kitchen and served by them in the Culinary Arts Dining Room on set days during the semester. The menu will be modern, limited and produced to individual orders. Emphasis placed on student practical experience in all aspects of food ordering, production, menu planning, writing, pricing, point of purchase system, quality control, marketing and customer service, satisfaction and relationship building. Students in the class will rotate through many tasks and duties throughout the semester.

HSP 231 Hospitality Law

Prerequisite: ENG 101
3 credits

This course provides the student with a basic foundation in the fundamentals of hotel and restaurant management as they affect legal rights and responsibilities. Topics include basic laws relating to merchants, the Uniform Commercial Code, contract negotiations and case studies involving the legal and moral responsibilities of the innkeeper to his guest and employees.

HSP 232 Restaurant Management

Pre- or co-requisite: ENG 101
3 credits

This course covers management p[principles and issues related to planning, operating, staffing, controlling, evaluating and improving foodservice establishments. Emphasis is places on the quality and productivity standards for safe operation of food service in hotels, restaurants, intuitions and clubs, including the efficient and effective use of physical, human and data/information assets to achieve sustained customer satisfaction and profitability.

HSP 237 Hospitality Marketing

Prerequisites: ENG 101
3 credits

Students learn hospitality marketing practices in restaurants, hotels and clubs, from market analysis to actual sales activity. The course includes guest lectures, term projects, sales blitzes, weekly lectures, and voluntary membership in a professional association.

HSP 241 Principles of Tourism and Travel

Prerequisite: ENG 101
3 credits

This course examines growth and development of travel and tourism as a social, economic and cultural phenomenon. It includes an introduction to travel agency management and its connection with other areas of the hospitality industry.

HSP 242 Hotel Management

Prerequisite: ENG 101
3 credits

Hotel office procedures, including such areas as reservations, housekeeping, foodservice, and public relations covered. Methods to maintain physical operations and profitability covered.

HSP 244 Meeting, Convention and Special Events Management

Prerequisite: ENG 101
3 credits

This course defines the scope and segmentation of the convention and group business market. It describes the marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs, as part of meeting and convention services. *Not offered every semester.*

HSP 296 Cooperative Education Work Experience

Prerequisite: ENG 101 Program Director signature required to register
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Work Experience site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development, and work-related problem solving. Faculty assigns a final project that applies on-the-job learning specific to hospitality management. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit.

Human Services

HSE 101 Introduction to Human Services

Prerequisite: Eligibility for ENG 101
3 credits

This course acquaints the student with the emerging roles of the human services worker. Specialties of professionals within the

human services field will be reviewed. Professional qualifications, salary ranges and employment opportunities are discussed. Basic concepts regarding mental health and social service delivery systems are explored. The student is familiarized with community resources and is introduced to the basic helping skills of the human services worker.

HSE 134 Introduction to Mental Health Systems

Prerequisite: Eligibility for ENG 101
3 credits

The purpose of this course is to offer students an opportunity to learn about the range of services and careers now available in working with people with serious mental illness. The course will provide a multidisciplinary approach: guest speakers will include mental health professionals, people recovering from mental illness, family members, and advocates working to improve the service delivery system. Students will learn about mental health agencies as part of their coursework. Course materials will primarily include articles, with ample availability of recommended readings.

HSE 176 Geriatric Social and Legal Systems

Prerequisite: SOC 114 or permission of program coordinator
3 credits

This course provides an overview of a number of legal and social policy topics pertaining to the elderly. A wide range of social and health care policies and programs are discussed. The focus also includes laws and ethical issues/questions regarding the decision-making capacity and choices of the elderly.

HSE 201 Methods of Interviewing and Communication Skills

Prerequisite for Mental Health Certificate students: ENG 101
Co-requisite for Human Services students: HSE 101
3 credits

This course provides the student with the opportunity to learn basic communication skills and interviewing techniques essential for working with people. Students become involved with role-playing and participate in discussion groups. Video equipment is used to provide the student with feedback.

HSE 212 Mediation and Restorative Practices

Prerequisite: ENG 101 (or higher)
Recommended: COM 173
3 credits

This course is designed to introduce alternative methods, philosophies, approaches, applications, and skills for all types of third-party conflict interventions. It provides students with opportunities to effectively use nonviolent communication strategies, evaluate and critique conflict situations, promote cooperative problem solving and generate alternative dispute solutions in a variety of environments, including communities, the criminal justice system and other public agencies, the work place, nonprofit organizations, schools and other education venues, public health, and hospitals. At the completion of the course, opportunities will be provided for students to observe, volunteer, co-mediate, and participate in specialized trainings at mediation centers around the state.

HSE 215 Crisis Intervention

Prerequisites: Completion of HSE 101 and HSE 201 with a minimum grade of C in both
3 credits

The student is introduced to methods of crisis intervention. Students continue to develop skills in the helping relationship. Concepts of community organization are introduced. *Offered in the spring semester*

HSE 216 Family Dynamics and Intervention

Prerequisites: HSE 101, HSE 201
3 credits

This course introduces the students to the different types of families in contemporary society. Students will learn about the dynamics within families, including communication patterns and styles and different roles of the family members. Functional and dysfunctional family systems will be compared and contrasted. The role of the human services worker in facilitating family interventions will be integrated throughout the course. *Offered in the fall semester*

HSE 235 Professional and Ethical Issues in Mental Health Services

Prerequisite: ENG 101
3 credits

This course offers students an opportunity to explore topics specific to the delivery of mental health services in community settings. The course will familiarize students with the conceptual framework of clinical and administrative functions related to direct client care. Community practitioners will be invited to share experiences in order to enable the students to begin integrating the conceptual framework with actual practices. *Not offered every year*

HSE 281 Human Services Field Work I

Prerequisites: Minimum grade of C in HSE 101, HSE 201
3 credits

This course places students in a social service agency as a professional human services worker to observe, participate and become familiar with the agencys structure, services and client populations. The student is required to attend 75 hours of field placement in the agency. Field supervisors offer professional weekly supervision. The student is required to attend a weekly seminar to discuss field work experiences and to help the student integrate theory and practical application. *Offered fall semester only.*

HSE 282 Human Services Field Work II

Prerequisites: Minimum grade of C in HSE 101, HSE 281, HSE 201
3 credits

This field placement is generally a continuation of Fieldwork and Seminar I and requires 75 hours in the agency over the semester. Under the supervision of an experienced worker, the student develops concrete and supportive skills. There are opportunities for the student to attend human services meetings within the community. A weekly seminar is held to discuss field work experiences and to help the student integrate theory and practical application. *Offered spring semester only.*

HSE 287 Practicum in Mental Health

Prerequisites: ENG 101, PSY 111, PSY 105, HSE 134 with a minimum grade of C in each course
5 credits

Students are placed in field placement, for 150 hours during the semester, under the supervision and guidance of selected mental health agencies in the region. Students experience a process of experiential learning which integrates the knowledge, skills and attitudes concurrently being taught in the classroom. Students are required to attend scheduled field work seminars. Only open to students in the Mental Health Certificate Program.

Humanities

HUM ELE Humanities Elective

3-4 credits

(Studio courses do not qualify) Art (ART 100, ART 101, ART 102, ART 105, ART 205, and ART 207),Communication (COM 172, COM 202, COM 209), Film and Media Studies (COM 154, COM 157, COM 159, COM 205, COM 224, COM 256, COM 257), English as a Second Language (ESL 142, ESL 152, ESL 192), Foreign Languages (ARA, CHI, FRE, GER, ITA, SPA),

Humanities (all HUM), the Creative Voice (IDS 210), Great Books (IDS 230),Literature (ENG 114, ENG 150, ENG 160, ENG 211, ENG 221, ENG 222, ENG 228, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 244, ENG 250, ENG 265, ENG 271, ENG 291, ENG 295), Music (MUS 101, MUS 103, MUS 104, MUS 115, MUS 121, MUS 122, MUS 132), Philosophy/Religion (all PHL), Theater (THR 101, THR 103, THR 104, THR 105), Honors Program (Cinema HP 200-215, Philosophy HP 216-230, Literature HP 231-250, Music HP 251-260, Great Books HP

HUM 125 Peace and Conflict Studies

Prerequisite: ENG 101
3 credits

An interdisciplinary introduction to conflict and peace studies, including basic concepts such as positive and negative peace, cold war and open conflict, and methods of conflict resolution on the personal, institutional and national levels. Students will reflect on issues that may trigger conflict, and types of conflict prevalent in the 21st century.

HUM 146 Leadership Through the Humanities

Pre-Requisite: ENG 101
3 credits

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Integrating readings from the humanities, experiential exercises, films, and contemporary readings on leadership, the course provides the opportunity to develop essential leadership skills through study, observation, and application.

Interdisciplinary Studies

IDS ELE Interdisciplinary Elective

Students are required to take one designated Interdisciplinary course to graduate. The Interdisciplinary course will meet the College Core requirement in the Humanities, Social Science or Science area. The following courses meet the Interdisciplinary requirement:

- BIO 180 Principals of Environmental Science (3 credits)
- BIO 181 Environmental Science (Science requirement 4 credit course with a Lab)
- IDS 210 Humanities: The Creative Voice (Humanities requirement)
- IDS 220 Social Science: Individuals and Society (Social Science requirement)
- IDS 225 Contemporary Global Issues (Social Science requirement)
- IDS 230 Liberal Arts / Humanities: Great Books (Humanities requirement)
- SCI 114 Survey of Science (Science requirement

IDS 210 Humanities: The Creative Voice

Prerequisite: ENG 102
3 credits

Defining art in its broadest sense to include visual, performance and media arts, as well as literature, music and philosophy, this course encourages students to explore the nature of creative expression. Students will learn to identify and evaluate these art forms, and, in the process, they will be asked to see relationships and make connections between various forms of creative expression. In addition to theoretical discussion of the humanities, students will engage in and explore their own creative processes.

IDS 220 Social Science: Individuals and Society

Prerequisite: ENG 102
3 credits

In seeking a richer understanding of the forces that brought about the emergence and development of modern industrialized society, this course will deal with the nature of social change and humankinds ability to adapt to it. Against this background, the course will develop a broad interdisciplinary framework in which the Social/Behavioral Science will be used to deal analytically and conceptually with the central issues of our times.

IDS 225 Contemporary Global Issues

Prerequisite: Completion of ENG 101 and ENG 102; a prior diversity course recommended (such as ANT 105, HUM 125, PHL 164, SOC 220) or permission of instructor
3 credits

This course addresses some of the key global issues that are affecting the majority of the world's people today. These issues have implications for the future of the planet and will require transcending the boundaries of individual societies and nation-states. A variety of global issues will be examined from multiple perspectives, in an active, dynamic learning environment. This course will encourage participants to develop a sense of agency, working cooperatively with others in order to engage and address today's most urgent global concerns.

IDS 230 Liberal Arts / Humanities: Great Books

Prerequisite: ENG 102
3 credits

Recommended for Honors Program Candidates, this interdisciplinary Great Books seminar focuses on a variety of questions that are central to the human condition, such as What is Justice? What is Beauty? and What is Race? The methodology of textual close reading and Socratic discussion is emphasized, including the shared responsibilities of an inquisitive, dialogue-centered learning community and the communication of complex ideas that emerge from the reading of foundational texts. Both professor and students will engage the text through questioning and rigorous discussion.

IDS 230-01 What are the Foundations of American Democracy?

Prerequisite: ENG 102
3 credits

This interdisciplinary Great Books seminar uses the methodology of close textual reading and Socratic dialogue to answer the following question: What are the foundations of democracy in the United States from 1776 and until 1877? In particular, the seminar will examine the nature of American political elites and their role in government, participation in the political process, the paradox of slavery during the ante-bellum period and the Civil War and social justice issues during Reconstruction.

IDS 230-02 How Do Dreams Create Reality?

Prerequisite: ENG 102
3 credits

Great writers and artists use dreams to create compelling and lasting works. In this course the works of Kafka, Poe, Freud, Jung, Breugel, Dickinson, William James and others will be discussed, and the artistic and intellectual use of dreams and nightmares, as a way to better understand aspects of human experiences, will be explored.

IDS 232 Great Books: What is Evil and Guilt?

Prerequisite: ENG 102
3 credits

This course satisfies the IDS CORE requirement. This online Great Books seminar is based on the Socratic idea that one learns best through open-ended questioning and deliberation. Deep timeless questions define this class, like what is the nature of evil and how to harmonize competing points of views for any given action. We explore several important writers, including Tolstoy, Johnson, Musil, Nietzsche, Yourcenar, Coleridge, and Wilde. The online nature of this class makes it very student-centered and highly engaged. Work can be completed anywhere at any time provided deadlines are met, and the topics draw from both the darkness of madness and violence and the hopefulness of redemption and reflection.

IDS 235 Social/Behavioral Science: Environment, Climate and Society
Prerequisite: ENG 102 or permission of the instructor
3 credits

This course will analyze the interconnectedness between the environment, climate and society. The relationships between natural, social, economic and political systems and environmental problems will be explored. Some of the issues covered will include societal impacts of air and water pollution, deforestation, climate change, the water supply and extreme weather.

Interior Design

IND 101 Interior Design Studio I
Prerequisite: Eligibility for ENG 101
4 credits

An introduction to the elements and principles of design, the interior design profession, and the interior design problem solving process. Two hours lecture, four hours studio.

IND 120 Materials, Textiles and Finishes
Prerequisite: Eligibility for ENG 101
3 credits

The study of interior design textiles, materials and finishes including characteristics, care, codes, and applications. Two hours lecture, two hours studio.

IND 121 Color and Lighting for Design
Prerequisite: IND 120
3 credits

A study of color theory and its application to interior design. Fundamentals of lighting design, including lamps, luminaries, lighting techniques, and applications for residential and commercial projects. Two hours lecture, two hours studio.

IND 201 Interior Design Studio II - Residential
Prerequisite: IND 101
4 credits

The study of residential spaces, including the identification of client needs, programming, standards, space planning, drawings, and presentations. Two hours lecture, four hours studio.

IND 202 Interior Design Studio III - Commercial
Prerequisite: IND 201
4 credits

A study of design principles applied to furniture layout, space planning and presentations drawings for commercial interiors. Two hours lecture, four hours studio.

IND 293 Interior Design Internship
Prerequisites: Second-year status and permission of the Interior Design Coordinator.
3 credits

An Interior Design internship provides practical experience in a supervised setting related to the Interior Design profession such as a practice/office, retail design center, material supplier/vendor, product manufacturer, etc. Such an opportunity can be within a

public or private setting related to Interior Design or Interior Architecture. Permission of the Coordinator, Interior Design is required.

IND 299 Cooperative Education Work Experience
Prerequisites: ENG 101, minimum GPA 2.0, sophomore status and approval of program coordinator
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Work Experience site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignment, career development and work-related problem-solving. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit. Faculty assign a final project designed to elicit on-the-job learning specific to architecture.

International Studies

IST 225 Global Issues
Prerequisite: Completion of ENG 101 and ENG 102; a prior diversity course recommended (such as ANT 105, HUM 125, PHL 164, SOC 220) or permission of instructor
3 credits

This course addresses some of the key global issues that are affecting the majority of the worlds people today. These issues have implications for the future of the planet and will require transcending the boundaries of individual societies and nation-states. A variety of global issues will be examined from multiple perspectives, in an active, dynamic learning environment. This course will encourage participants to develop a sense of agency, working cooperatively with others in order to engage and address todays most urgent global concerns.

Italian

ITA 111 Elementary Italian I
Prerequisite: Eligibility for ENG 101 based upon college entrance exam
4 credits

This course introduces students to basic Italian vocabulary and grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in Italian. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. Departmental exit examination is required. A minimum of one language laboratory per week is required. Native speakers of Italian are not permitted to register for this course.

ITA 112 Elementary Italian II
Prerequisite: ITA 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of ITA 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections and write short paragraphs in Italian. They continue to develop speaking and listening skills in a cultural context. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Italian are not permitted to register for this course without written permission of the instructor before classes begin.

ITA 155 Italian Conversation and Composition
Prerequisite: ITA 111-ITA 112 at NCC or equivalent
3 credits

Based on the structures and conversational situations presented in ITA 111 and ITA 112, this course is designed to develop a higher level of proficiency in aural/oral/written communication. Emphasis is also on reinforcement and enrichment of vocabulary used in a cultural context. A minimum of one language laboratory hour per week is required.

ITA 201 Intermediate Italian I
Prerequisite: ITA 112 at NCC or equivalent as determined by placement exam
3 credits

Students develop further expertise in vocabulary and grammatical structures. They read and discuss contemporary works in Italian and write short essays about these readings. Emphasis is placed on greater proficiency in language skills: listening, speaking, reading and writing. Departmental Exit Examination is required.

ITA 202 Intermediate Italian II
Prerequisite: ITA 201 at NCC or equivalent as determined by placement exam
3 credits

A continuation of ITA 201 with emphasis on more complex language patterns in all skill areas. Course materials emphasize the history, geography, literature and culture of Italy.

ITA 255 Advanced Conversation / Contemporary Issues
Prerequisites: ITA 201, ITA 202
3 credits

This intensive course is based on the structures and conversational situations presented in ITA 201 and ITA 202. Daily topics and contemporary issues in Italian-speaking countries will be emphasized. A minimum of one language laboratory hour per week is required.

Japanese

JPN 111 Japanese I
Prerequisite: Eligibility for ENG 101
4 credits

This 4-credit/non-credit course introduces students to basic Japanese vocabulary and grammar with emphasis on speaking and listening. Students will also read simple materials and write brief responses in the Japanese writing system (hiragana, katakana, and kanji). The language patterns and skills are taught within a cultural context and focus on practical applications to daily life.

JPN 112 Japanese II
Prerequisite: JPN 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of Japanese I (4-credit/non-credit), students will expand their vocabulary, learn more complex grammatical forms, and further develop reading and writing skills using kanji, hiragana, and katakana. They will also continue to develop listening and speaking skills within a cultural context. Students should have taken Japanese I or can be admitted with permission of the instructor.

Latino/Latin American Studies

LAS 201 Introduction to Latino Studies

Prerequisite: Eligibility for ENG 101
3 credits

This class will introduce students to the fields of Latino Studies. Although a broad range of topics will be covered, there will be a focus on certain aspects of history, culture, politics, race, gender and sexuality. Students will be asked to examine how a heterogeneous and changing Latino population both shapes and is shaped by life in the United States, and specifically, in Connecticut and the East Coast. Over the course of the semester, students and instructor will also engage in conversations about the experiences of being Latino in the USA to stimulate discussions of identity, class, race and/or ethnicity, religion, gender and sexuality, migration, language, and popular culture.

LAS 215 20th Century Latin American Topics/Readings & Culture
Prerequisites: Eligibility for ENG 101
3 credits

This course is an exploration of some of the most important socio-political events in 20th century Latin America and how they were represented in contemporary Latin American literature and visual arts. The dramatizations and representations of the socio-political events in the fiction explore the process of "Coming of Age" of the Latin American countries during these 20th Century historical moments and their aftermath. Class will be conducted in English; readings will be available in translation and in the original language.

Legal Assistant

LGL 101 Introduction to Paralegalism
Prerequisite: Eligibility for ENG 101. Students must meet with coordinator before registering for LGL 101.
3 credits

Introduction to the legal assistant field, the roles of attorneys and legal assistants in the practice of law and the American legal system and its historical roots. Students will study the ethical considerations of the legal profession including the special ethical considerations of the legal assistant field.

LGL 102 Legal Research and Writing
Prerequisite: Minimum grade of C in ENG 101.
Co-requisite or Prerequisite: LGL 101
3 credits

A study of legal reasoning and problem solving and the development of legal research and writing skills. Students conduct research in law libraries, referring to digests, reporter systems and statutes, computer research systems, and prepare legal memoranda and briefs. A high level of competency in the writing of English is required for the satisfactory completion of this course.

LGL 104 Real Estate Practice
Co-requisite or Prerequisite: LGL 101
3 credits

General principles of law concerning real property. Students prepare the actual documents involved, such as deeds, mortgages, leases, title abstracts and closing papers.

LGL 208 Litigation
Prerequisite: Minimum grade of C in LGL 101 and LGL 102
3 credits

General principles of law concerning civil litigation and family law practice are examined. Students study the Connecticut Practice Book and the Federal Rules of Civil Procedure; prepare discovery forms, affidavits and pleadings for motions and trials.

LGL 209 Probate Practice and Estate Administration

Prerequisite: Minimum grade of C in LGL 101
3 credits

This course covers the general principles of law concerning the nature and administration of probate practice, wills, estates and trusts.

LGL 210 Family Law

Prerequisite: Minimum grade of C in LGL 101 and LGL 102
3 credits

This course will provide an overview of the basic principles of family law and family law practice in general, as well as specific information with regard to Connecticut state laws. The course will examine specific areas of family law; i.e.: marriage, premarital agreements, common law marriages and living arrangements, annulment and dissolution of marriage, and legal separation, as well as spousal support, child custody, visitation, and support. Specific emphasis will be placed on the paralegals role and ethics in the law office setting with regard to the various legal topics presented in this course.

LGL 211 Business Organization

Prerequisite: Minimum grade of C in LGL 101 and LGL 102
3 credits

This course covers the formation, operation and termination of business entities; sole proprietorships, partnerships, corporations, limited liability companies and joint ventures under Connecticut and New York Law. Students prepare required documents and are trained in corporate practice as followed by law firms and corporate legal departments.

LGL 216 Administrative Law

Prerequisite: Minimum grade of C in LGL 101 and LGL 102
3 credits

General principles of law and practice concerning federal, state and local administrative agencies. Students will study the Federal and State Administrative Procedure Acts and learn to interface with administrative agencies with emphasis on Intellectual Property, Workers' Compensation, Social Security and local land use agencies.

LGL 280 Internship

Prerequisite: Permission of the coordinator
3 credits

Actual work experience as a legal assistant in a law office or public agency is acquired. Students are required to seek an internship through an individual search similar to a job search. The coordinator will assist those students unable to secure an internship through their own search. Students will meet periodically in a seminar setting to discuss their progress and to prepare for entry into the job market. This course may be waived at the discretion of the coordinator upon written proof that the student is currently working in a permanent position as a legal assistant, in which case an elective must be substituted.

Mathematics

MAT ELE Mathematics Elective

MAT 010 Mathematics Foundations
Prerequisite: Placement test
3 credits

This is a computer based, individualized curriculum course to build the fundamentals of mathematics. At the conclusion of the course, students will retake Accuplacer and continue with their studies based on this new placement. This course is graded Pass/Fail. *Note: please see program advisor or Mathematics Department Chair for course availability.*

MAT 094 Introductory Algebra
Prerequisite: MAT 073 or MAT 075 with a grade of C- or higher or appropriate placement test score
4 credits

This course covers the basic concepts of algebra, including fundamental operations with rational numbers, simplification of variable expressions, and methods of solving equations. Students will also study factoring techniques, exponential expressions, applications, and graphing of linear equations. Calculators are not permitted in this course. Departmental exit assessment is required. Students must earn a C- or higher to move to the next level course, MAT 121, MAT 136E or MAT 136.

MAT 094E Introductory Algebra with Embedded Support
Prerequisite: MAT 073 or MAT 075 with a grade of C- or higher or appropriate placement test score
6 credits

Topics include properties of real numbers; operations on real numbers, algebraic expressions, and polynomial functions; linear inequalities; functions; linear equations and problem solving; scientific notation; and factoring polynomials. Embedded topics include geometry, percentages and unit conversion. A focus on algebraic manipulation with integers, fractions and decimals is embedded in throughout. Calculators are not permitted in this course. Department exit assessment is required. Students must earn a C- or higher to move to the next level course, MAT 121, MAT 136E or MAT 136.

MAT 121 Applications for Business and Other Careers
Prerequisite: MAT 094E or MAT 094 with a grade of C- or higher or appropriate placement test score
3 credits

Includes a study of mathematical techniques as applied to problems in business and the contemporary world. The primary focus will be on algebraic, graphing and statistical techniques. Department exit assessment is required. Not recommended for science or math majors.

MAT 136 Intermediate Algebra
Prerequisite: MAT 094E or MAT 094 with a grade of C- or higher or appropriate placement test score
4 credits

Includes a study of functions, relations, and graphs; applications; linear functions and inequalities; quadratic and other polynomial functions; exponents and radical expressions; rational expressions and equations; and systems of equations. Department exit assessment is required. Students must earn a C- or higher to move to the next level course, MAT 146, MAT 172 or MAT 201.

MAT 136E Intermediate Algebra with Embedded Support
Prerequisite: MAT 094E or MAT 094 with a grade of C- or higher or appropriate placement test score
6 credits

Includes a study of functions, relations and graphs; applications; linear functions and inequalities; quadratic and other polynomial functions; exponents and radical expressions; rational expressions and equations; and systems of equations. Embedded topics include: solving, graphing and writing linear equations, simplifying polynomial and algebraic expressions, and operations with real numbers. Department exit assessment is required. Students must earn a C- or higher to move to the next level course, MAT 146, MAT 172 or MAT 201.

MAT 145 Math for Elementary School Teachers I

Prerequisite: MAT 136 with a grade of C- or higher or appropriate test score
4 credits

This course must be passed with a minimum grade of C. A mathematics course designed for and required of students preparing to teach in the elementary schools. Topics include number systems and their properties, problem-solving, developing mathematically correct and clear explanations of mathematical ideas, applications, and diagnosis of student error patterns. Computer component to the course. Department exit assessment is required.*Note: please see program advisor or Mathematics Department Chair for course availability.*

MAT 146 Math for the Liberal Arts

Prerequisite: MAT 136E or MAT 136 with a grade of C- or higher or appropriate placement test score
3 credits

The goals of the course are to develop, as fully as possible, the mathematical and quantitative capabilities of the student; to enable them to understand a variety of applications of mathematics; to prepare them to think logically in subsequent courses and situations in which mathematics occurs; and to increase their confidence in their ability to reason mathematically. Topics that could be included in the course: applications of everyday mathematics, symmetry, transformations, voting strategies, circuits and pathways. This course transfers easily to most four-year institutions. Department exit assessment is required.

MAT 147 Math for Elementary School Teachers II

Prerequisite: MAT 145 with a grade of C or higher
4 credits

This course must be passed with a minimum grade of C. Designed for and required of students preparing to teach in the elementary schools. Topics include rational numbers and their properties, problem solving, geometry and measurement, probability and statistics, and transformations. Department exit assessment is required.*Note: please see program advisor or Mathematics Department Chair for course availability.*

MAT 172 College Algebra

Prerequisite: MAT 136E or MAT 136 with a grade of C- or higher or appropriate placement test score
3 credits

TI graphing calculator is required. Topics include concepts of functions; numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, piecewise, rational, radical, exponential, logarithmic; complex numbers; applications; and systems of equations. Topics that might be included are recursively defined functions and topics in analytic geometry. Department exit assessment is required.

MAT 186 Pre-Calculus

Prerequisite: MAT 172 with a grade of C- or higher or equivalent
4 credits

TI graphing calculator required. Topics include concepts of functions; numeric, algebraic, and graphic techniques applied to the following functions: polynomial, radical, rational, exponential, logarithmic, and circular/trigonometric; right triangle trigonometry and applications; trigonometric identities and equations; applications; topics in analytic geometry. Department exit assessment is required.

MAT 190 Calculus for Business and Social Science I

Prerequisite: MAT 172 with a grade of C- or higher or equivalent
3 credits

TI graphing calculator required. Topics include: function review; limits and continuity; the derivative; techniques of differentiation; optimization problems; exponential and logarithmic functions and their derivatives; anti-derivatives and the

fundamental theorem of calculus; techniques of integration; applications pertaining to business and the Social/Behavioral Science. Department exit assessment is required.

MAT 201 Statistics

Prerequisite: MAT 136E or MAT 136 with a grade of C- or higher or appropriate placement test score; eligibility for ENG 101 or permission of instructor
3 credits

TI graphing calculator required. Concepts of population and sample, basic experimental designs, introduction to data collection methods; organizing and describing data with graphical techniques and numerical methods; basic probability theory; discrete and continuous probability distribution; normal curves and applications; making inferences about populations (a) point estimates (b) interval estimates (c) hypothesis tests; relationships between two variables, (a) scatter plots (b) correlation (c) regression. Department exit assessment is required.

MAT 254 Calculus I

Prerequisite: MAT 186 with a grade of C- or higher
4 credits

TI graphing calculator required. Topics include limits and continuity; derivatives; techniques of differentiation; applications of differentiation; anti-derivatives; Fundamental Theorem of Calculus and the definite integral; applications of the integral; trapezoidal and Simpsons rules. Department exit assessment is required.

MAT 256 Calculus II

Prerequisite: MAT 254 with a grade of C- or higher
4 credits

TI graphing calculator required. Topics include anti-derivatives and applications of the integral; transcendental functions and their inverses; derivatives and integrals of transcendental functions and their inverses; techniques of integration; numerical methods; indeterminate forms and LHospitals Rule; improper integrals, sequences and infinite series; polar coordinates. Department exit assessment is required.

MAT 268 Calculus III: Multivariable

Prerequisite: MAT 256 with a grade of C- or higher
4 credits

TI graphing calculator required. Topics include parametric equations; polar coordinates; vectors-dot and cross products and applications; vector-valued functions and applications; functions of several variables, limits and applications; partial differentiation and applications; multiple integration and applications; multiple integration and applications; vector calculus. Department exit assessment is required.

MAT 272 Linear Algebra

Prerequisite: MAT 256 with a grade of C- or higher
3 credits

This course involves a comprehensive introduction to the theory and applications of solving systems. Topics included are linear equations, vector and matrix algebra, determinants, eigenvectors and eigenvalues, orthogonality, least squares, symmetry, quadratic forms, and practical applications. Technology is a major component of the course, both computer and calculator work is utilized. Department exit assessment is required.

MAT 285 Differential Equations

Prerequisite: MAT 256 with a grade of C- or higher
3 credits

TI graphing calculator required topics include first-order differential equations, second-order linear solutions, higher-order linear equations with constant coefficients; laplace transformations; systems of linear order equations; numerical methods, and applications. Department exit assessment is required.

Medical Assistant / Medical Office

HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records
Prerequisites: MED 125 and CSA 105 or BBG 114
3 credits

This course is meant to give the participant an inside look at Clinical Informatics related to systems and processes for collecting and maintaining patient health information. This course offers consumers interested in obtaining knowledge of health information systems and records an introduction to the use of basic electronic medical record systems. This course includes an overview of Health Information Systems, terminology, data management, and regulatory concepts. The course is intended to inform the general public and/or offer a broad overview to health workers or information technology specialists who are interested in this field.

MED 112 Medical Insurance and Billing
Pre- or Co-Requisite: MED 125
3 credits

This course covers the clerical and administrative skills necessary to work effectively in a private physicians office, a multi-specialty clinic, or a hospital setting. These skills include maintaining patients medical records, discussion of the important issues regarding health care today, the changing skills required for success and the computerization of medical offices with HIPAA (Health Insurance Portability and Accountability Act). This course introduces the student to the major medical insurance programs used in physician offices and gives a basic knowledge of the international diagnostic and procedural coding systems.

MED 125 Medical Terminology
Pre-requisites: Eligibility for ENG 101
3 credits

Medical Terminology is a comprehensive study of the technical language of medicine through word construction. The student learns the anatomic and clinical medical terms, anatomy and physiology, path physiology, diagnostic testing, and pharmacological agents pertaining to each body system.

MED 217 Medical Coding
Prerequisites: MED 112 and MED 125
3 credits

This course encompasses most aspects of fundamentals of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students apply coding concepts and conventions of ICD-10 and CPT-4 coding as they review actual medical records.

MED 245 Clinical Lab Procedures I
Prerequisites: Minimum GPA of 2.3 and admission to the Medical Assistant Program
Corequisites: MED 112 and MED 125
4 credits

This course provides an overview of health care procedures required by medical assistants. The course teaches students to prepare examination and treatment areas in health care settings. Concepts of universal and standard precautions, aseptic technique, and infection control are presented. Therapeutic communication, medical ethics, confidentiality and accountability are

stressed. In addition, the course teaches students to perform simple lab tests, vital signs, and specimen collection. Principles of medication administration, pharmacology and principles of anatomy and physiology are integrated throughout this course. Three hours of class; three hours of clinical laboratory experience per week. *Offered fall semester only.*

MED 246 Clinical Lab Procedures II
Prerequisites: MED 245 with a grade of C or higher
5 credits

This advanced clinical procedure course builds upon the knowledge from Clinical Lab Procedures I and will provide the student with phlebotomy skills, EKG skills, and basic principles of radiology safety. The course will present concepts related to nutrition, surgical asepsis and autoclaving, simple dressing changes and response to medical emergencies. Principles of pharmacology are integrated throughout the course. Three hours of lecture, three hours of laboratory and four hours of clinical rotations per week. *Offered spring semester only.*

MED 296 Cooperative Education Work Experience
Prerequisite: MED 217, MED 246 with a grade of C or higher
3 credits

This course combines a classroom seminar with on the job learning. Students who meet program eligibility work at approved Cooperative Education Work Experience sites and participate in regularly scheduled seminars. Seminars cover the establishment of learning goals for the work assignment, work related problem solving, and legal and ethical dilemmas facing healthcare personnel. A final project is designed to incorporate on-the-job learning and medical law and ethics. Students must complete the seminar, all assignments, the final project, and the clinical work assignment to receive credit. This course includes 135 hours of supervised, unpaid externship.

Music

MUS 101 Music History and Appreciation
Prerequisite: Eligibility for ENG 101
3 credits

This course offers a comprehensive exploration of creative imagination in music from a multicultural, global perspective, including the examination of Western music in the context of musical practices throughout the world. Students also will explore the elements of music, learn musical terminology, and discover the sounds of instruments from many world cultures. No previous musical experience is required.

MUS 104 World Music
Prerequisite: Eligibility for ENG 101
3 credits

A survey of musical traditions of the worlds peoples, with primary emphasis on indigenous, popular, and art music of Africa, Asia, Indonesia and the Americas. The course will explore a wide range of musical styles and place each within the cultural and historical context from which it arises. Attendance at a live musical performance is required.

MUS 115 Music Theory I
Prerequisite: Eligibility for ENG 101
3 credits

An introduction to music theory, including the development of basic skills in reading and notating music, ear-training, sight-singing and the study of rhythm, melody, scales, keys, intervals and triads. No musical background is required.

MUS 118 Digital Songwriting

Prerequisite: Eligibility for ENG 101 or permission of the instructor
3 credits

This course is an introduction to the craft of music composition and writing songs. Using computer software, the students will learn the basics of text setting, melodic, harmonic and rhythmic unity and variety, concepts of dissonance and consonance as well as principles of form. The student will complete two pieces to be presented at the end of the course.

MUS 121 Music History Survey

Prerequisite: Eligibility for ENG 101
3 credits

A survey of classical music from Gregorian chants to the age of Beethoven. The course traces the development of Medieval and Renaissance music and emphasizes music of the Baroque and Classical eras, particularly Bach, Handel, Haydn, Mozart and Beethoven. No previous musical training required.

MUS 122 Music History Survey

Prerequisite: Eligibility for ENG 101
3 credits

An introductory survey of classical music of the 19th and 20th centuries. Beginning with an introduction to the basic materials of music, the course focuses on the major composers from Schubert to the present, their important works, stylistic and formal traits, and the cultural-historical setting in which their music was created. No previous musical experience is required.

MUS 132 Music of the Opera

Prerequisite: Eligibility for ENG 101
3 credits

For nearly 400 years, opera ruled the scene in Western Europe. Like rock concerts today, it attracted large audiences who were frequently driven into a frenzy by the power of the music. The stories behind the great works are soap operas in themselves, full of intrigue, scandal, and dangerous liaisons. Why was opera such a powerful medium? Why did it fall from grace, and can it survive in the 21st century? Students will become familiar with great composers and their operatic works, and will discover how opera is intimately tied to political, religion and culture.

MUS 138 Rock 'n Roll History and Appreciation

Prerequisite: ENG 101
3 credits

This course offers a comprehensive exploration of creative imagination in Rock and Popular music from a multicultural, global perspective, including the examination of early Jazz music in the context of influencing Rock 'n Roll music today. Students will explore the elements of music, learn musical terminology, and discover the sounds of Rock instruments and groups from many styles and trends. No previous musical experience is required.

MUS 140 Hand Drumming

Prerequisite: ENG 088
1 credit

This performance-based course focuses on West African Hand Drumming and features other styles from around the world. Through lectures and discussion, we will learn to play a variety of styles of drums and shakers and make music every day. We will look at the cultures and societies of the represented countries and how music illuminates their cultural traits. There will be one or more performance opportunities for the ensemble/class during the term.

MUS 141 Guitar I

Prerequisite: None
3 credits

An introductory guitar course, presenting simple note values in double and triple meter, in G clef. Students will develop rudimentary note reading skills on all six strings and learn to perform simple melodies. In addition, students will learn to accompany these melodies with basic chordal accompaniment.

MUS 142 Guitar II

Prerequisite: MUS 141
Guitar Two is a continuation of skill development found in Guitar One. Students will become familiar with intermediate level guitar techniques used in blues, pop, folk and classical styles. The main objective of the course is to continue to develop music literacy and technical proficiency so that students are able to play solo guitar music and song accompaniment.

MUS 150 Class Piano I

Prerequisite: None
3 credits

An Introductory piano course, presenting simple note values in double and triple meter, in both F and G clefs. Focuses on the organization of the keyboard. Develops skills in performing major scales and arpeggios, simple five-finger position compositions, and exercises for technique.

MUS 151 Class Piano II

Prerequisite and co-requisite: MUS 150 or permission of instructor
3 credits

This course is a continuation of Class Piano I. In more depth, students will study music notation, sight-reading on the grand staff, time signatures, tempo markings and dynamics. Students will also develop skills in playing chord progressions, transposing and reading music in both major and minor key signatures. The class focuses on performing beginning and intermediate piano literature, culminating with a public recital.

MUS 157 Jazz Ensemble

Prerequisite: Audition required and/or Consent of Instructor
1 credit (May be repeated up to four times for credit)

In this performance-based class, students will examine a variety of contemporary performance styles, focusing heavily on the jazz/blues/rock idioms. Through rehearsals and performances, the students will gain experience in working with an instrumental ensemble. Open to all students who demonstrate a proficiency on any given instrument. Students must provide own instrument and amplification. Advanced pianists may enroll, and a keyboard will be provided.

MUS 169 Choir Leadership

Prerequisite: Four semesters of MUS 170 College Choir
1 credit (may be repeated up to two times for credit)

For those students who have already enrolled in four semesters of MUS 170 (College Choir), this sequential course enables a student to continue with choir by taking on a role of leadership. Specifically, each student in Choir Leadership will be a Section Leader, assisting the Instructor with teaching the soprano, alto, tenor or bass section of the choir.

MUS 170 College Choir

Prerequisite: None
1 credit (may be repeated up to four times for credit)

A study through rehearsal and performance of music literature for choir. Emphasis is given to the preparation of major choral works. Opportunities exist for solo and ensemble singing in smaller groups.

MUS 171 Chorus I

A study through rehearsal and performance of music literature for choir. Emphasis is given to the preparation of major choral works. Opportunities exist for solo and ensemble singing in smaller groups.

MUS 172 Chorus II

Prerequisites: MUS 171 Chorus I

A continuation of Chorus I: a study through rehearsal and performance of music literature for choir. Emphasis is given to the preparation of major choral works. Opportunities exist for solo and ensemble singing in smaller groups.

MUS 257 Chamber Orchestra

Prerequisite: None (No audition necessary, but student should be proficient in reading music)
1 credit (May be repeated up to four times for credit)

In this performance-based class, students will examine a variety of musical genres. Through rehearsals and performances, the students will gain experience in working with a string ensemble. Open to all students who demonstrate a proficiency on any given bowed four-string instrument. Students must provide own instrument. Orchestra is a 200 level course, in that students must also be proficient in reading music.

Nursing

NUR 120 Nursing in Health & Illness I

BIO 211, BIO 212, ENG 101 are prerequisites
BIO 235 and PSY 111 are co-requisites
9 credits

This course provides an introduction to the art and science of nursing using concepts of nursing practice. Concepts related to the Nursing Profession, Health and Illness, Healthcare Systems and Patient Attributes are introduced and integrated throughout the course. Learning experiences in this course assist the student to integrate knowledge from pre-and co-requisite courses into the provision of patient-centered care using the nursing process. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. Active learning strategies are employed in this course to introduce and develop critical thinking skills and self-directed lifelong learning

NUR 125 Nursing in Health & Illness II

NUR 120, BIO 235, PSY 111 are prerequisites
PSY 201 and SOC 101 are co-requisites
8 credits

This course builds upon concepts of nursing practice introduced in Nursing in Health & Illness I. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. The course integrates a holistic, family-centered approach to the nursing and interprofessional care of patients, families and groups across the lifespan. Emphasis is placed upon organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate critical thinking skills as course concepts are applied in the implementation of safe, patient-centered care in a variety of settings using the nursing process. Active learning strategies are employed to promote the continued development of critical thinking and self-directed lifelong learning.

NUR 152 LPN to RN Transition

Pre-requisite Courses: Charter Oak State College NUR 190: LPN to RN Articulation Bridge
2 credits

This course is the final component of the Connecticut League for Nursing LPN to RN Articulation Plan for the CT-CCNP which prepares LPNs to enter the CT-CCNP in the second year of study. Students enrolling in this course have been accepted for admission into the (CT-CCNP) and have chosen the option to enter the third semester. This course integrates learning activities in the college laboratory and clinical environment to support successful transition of the LPN pursuing candidacy for licensure as a registered nurse. Emphasis is placed upon organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate critical thinking skills as CT-CCNP curricular concepts are applied in the implementation of safe, patient-centered care.

NUR 201 Nursing Care of Individuals and Families I

Prerequisites: NUR 102, NUR 103, PSY 201, SOC 101
Corequisite: NUR 202
9 credits

The student will focus on holistic care of individuals and families across the life span with a variety of health care needs. The needs of clients experiencing endocrine, respiratory, gastrointestinal, cardiovascular conditions and selected mental health disorders are examined. Bioterrorism as a health care issue will be addressed. Clinical laboratory experience provides the student an opportunity to administer care to a diverse population of clients in a variety of acute care and community health care settings. The student will utilize critical thinking, caring, professionalism and communication skills in the care of the client. Emphasis is placed on provision of safe and competent care and development of the professional role as a member of a multidisciplinary health care team. Over the semester, the student is increasingly challenged in the clinical area with more complex client assignments.

NUR 202 Pharmacology for Individuals and Families with Intermediate Health Care Needs

Prerequisites: NUR 102, NUR 103
Corequisite: NUR 201
1 credit

The student will focus on pharmacologic principles related to the care of individuals and families across the life span with intermediate health care needs. Emphasis will be placed on medications used for clients who have endocrine, gastrointestinal, respiratory, cardiovascular, autoimmune, and psychiatric conditions and clients who are survivors of bioterrorism.

NUR 203 Nursing Care of Individuals and Families II

Prerequisites: NUR 201, NUR 202, ENG 102
Corequisite: NUR 204, NUR 205
8 credits

The student will focus on the holistic care of individuals, families, and groups with complex health care needs. The student will incorporate critical thinking, caring behaviors, professionalism, and communication skills when providing nursing care in a variety of acute, long-term and/or community settings. The student will have an opportunity to manage a multi-client assignment with an emphasis on safe and competent practice. An observational experience with a visiting nurse agency, a dialysis unit and/or a cancer center will be provided.

NUR 204 Pharmacology for Individuals, Families and Groups with Complex Health Care Needs

Prerequisites: NUR 201, NUR 202
Corequisite: NUR 203, NUR 205
1 credit

The student will focus on safe use, pharmacologic principles, indications and nursing implications related to drug therapy in the care of individuals, families, and groups with complex health care needs. Emphasis will be placed on medications used for clients who have acute and chronic renal failure, oncology and neurological conditions, and multisystem dysfunction and clients who choose an alternative therapy.

NUR 205 Nursing Management and Trends

Prerequisites: NUR 201, NUR 202
Corequisites: NUR 203, NUR 204
2 credits

The student will explore the basic principles of management, leadership and collaborative relationships as they relate to providing safe and competent care. The focus is on the utilization of critical thinking skills to make decisions, priority setting, delegation, legal parameters of nursing practice and ethical issues. The student will expand the concept of caring to the profession of nursing through collegial and interdisciplinary communication. The course facilitates the transition of the student into the profession and his/her role in contemporary nursing practice.

NUR 220 Nursing In Health & Illness III

Pre-requisite Courses: NUR 125 Nursing in Health & Illness II; (or for LPN Articulation NUR 152 LPN to RN Transition); PSY 201 Lifespan Development; SOC 101 Principles of Sociology; BIO 211 Anatomy and Physiology I; BIO 212 Anatomy and Physiology II; ENG 101 Composition

Co-requisite Courses: ENG 102 Literature and Composition OR 200 level ENG per college specific requirement
9 credits

This course is designed to further develop concepts of nursing practice introduced in Nursing, Health & Illness Concepts I & II. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. This course focuses on the nursing and interprofessional care of patients, families, groups and communities with a variety of complex health care needs across the lifespan. Emphasis is placed upon management and coordination of care and the related organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate clinical reasoning as course concepts are applied in the implementation of safe, patient-centered care in a variety of settings using the nursing process. Active learning strategies are employed in this course to promote the development of clinical reasoning and self-directed lifelong learning.

NUR 225 Nursing In Health & Illness IV

Pre-requisite Courses: NUR 220 Nursing In Health & Illness III; PSY 201 Lifespan Development; SOC 101 Principles of Sociology; BIO 211 Anatomy and Physiology I; BIO 212 Anatomy and Physiology II; ENG 101 Composition; ENG 102 Literature and Composition

Co-requisite Courses: NUR 226 Transition To Practice; HUM ELE Humanities Elective OR FA ELE Fine Arts Elective OR College specific requirement.
8 CREDITS

This course is designed to further develop concepts of nursing practice introduced in Nursing in Health & Illness I, II & III. Students apply learning related to pathophysiology, pharmacology, medical, and alternative therapies in classroom, laboratory and clinical settings throughout the course. This course focuses upon the holistic nursing and interprofessional management and coordination of care for patients, families, groups and communities with a variety of complex health care needs across the lifespan. Emphasis is placed on the related organizational skills of the nurse as a member of the interprofessional healthcare team. Learning experiences provide the student an opportunity to demonstrate clinical judgment as course concepts are applied in the implementation of safe, patient-centered care in a variety of settings using the nursing process. In addition, a portion of clinical experiences within this course provide the student with the opportunity to demonstrate knowledge skills and attitudes (KSAs) that reflect awareness of the leadership and management roles of the nurse as a member of the interprofessional healthcare team. Active learning strategies are employed in this course to promote the development of clinical reasoning and self-directed lifelong learning.

NUR 226 Transition To Practice

Pre-requisite Courses: NUR 225 Nursing In Health & Illness IV; ENG 102 Literature and Composition; PSY 201 Lifespan Development; SOC 101 Principles of Sociology; BIO 211 Anatomy and Physiology I; BIO 212 Anatomy and Physiology II; ENG 101 Composition; HUM ELE Humanities Elective OR FA ELE Fine Arts Elective OR College specific requirement

Co-requisite Courses: NUR 225 Nursing In Health & Illness IV; HUM ELE Humanities Elective OR FA ELE Fine Arts Elective OR College specific requirement
2 credits

This course focuses on advanced concepts of nursing practice as they relate to leadership, management and interprofessional relationships at all levels of patient care. This course explores the curricular concepts communication, diversity, evidence based practice, healthcare policy and economics, leadership, patient centered care, professionalism, quality improvement, safety, systems-based practice, and teamwork and collaboration in greater depth. Emphasis is placed upon clinical judgment as it impacts clinical decision making and priority setting in a variety of settings within the healthcare system. Learning experiences assist the student to synthesize concepts in a manner that promotes quality improvement in clinical nursing practice for the benefit of patients, families, groups, communities, and populations across the lifespan. Active learning strategies are employed in this course to engage students in the development and application of nursing leadership and management skills as self-directed lifelong learners.

Philosophy, Ethics and Religion

PHL 101 Introduction to Philosophy
Prerequisite: Eligibility for ENG 101
3 credits

This course is an introduction to the basic themes of philosophy. It explores the nature of man, the universe in which we live, knowledge, language, the divine existence, and values. Students are encouraged to relate ideas from the great philosophers to their own thinking through Socratic dialogue and writing assignments.

PHL 111 Ethics
Prerequisite: ENG 101
3 credits

This course introduces the student to the major philosophical theories promoting various perspectives on moral values. Topics include theories that argue for self-interest, happiness, religion-based commands/taboos, duty, social contract, natural law, etc., as the sound basis for moral choice. Throughout the course students engage in Socratic dialogue as they discuss and write case studies concerning contemporary moral problems.

PHL 112 Medical Ethics
Prerequisite: ENG 101; PHL 111 recommended
3 credits

This course explores, through lecture and Socratic dialogue, the philosophical and moral dimensions of current and future health care issues. It seeks to clarify the basic assumptions and practical implications involved in the study of medical ethics. Topics will include the practitioner-patient relationship, abortion, confidentiality, treatment and informed consent, experimentation and use of human subjects, withdrawal of lifesaving treatment as well as the allocation of scarce resources.

PHL 120 Environmental Ethics
Prerequisite: ENG 101; PHL 111 recommended
3 credits

This course explores, through lecture and Socratic dialogue, the philosophical and moral dimensions of environmental concerns. It will examine the basic theoretical assumptions and practical implications in the study of the environment. Topics will include economics, cost/benefit analysis, sustainability, pollution, the greenhouse effect, hazardous waste, population, world hunger, and urban sprawl.

PHL 121 Computer Ethics

Prerequisite: ENG 101 or permission of the instructor
3 credits

This course investigates ethical issues involved in computing. Special attention will be given to the moral, legal, and constitution concerns surrounding computer security. Through lecture, discussion and case study research, students will be encouraged to learn the various ethical system, encounter questions regarding the scope and limits of each ethical approach, and engage the moral dilemmas arising not only from the use but the uniqueness of interactions over the Internet. The Socratic Method will be employed in classroom discussions to encourage dialogue and reflection on cyberspace issues such as: privacy and security concerns; free speech and libel; copyright and fair use; privacy and information sharing.

PHL 122 Ethics and Literature

Prerequisite: ENG 101
3 credits

This is a course structured to investigate by means of lecture, literary criticism and Socratic dialogue the nature, theories, methods and issues of ethics through the prism of literary narrative. Works from authors such as Leo Tolstoy, Jhumpa Lahira, Victor Hugo, Ursula LeGuin and Nathaniel Hawthorne will be used to focus attention onto issues such as the Struggle of Good and Evil; Does Life Have Meaning Beyond Mere Survival?; What is the Purpose of the Individual Autonomy?; and What is the Purpose of Sex, Love and Marriage?

PHL 123 / WMS 123 Ethics: Feminist Perspectives

3 credits

This course critiques the impact traditional moral theories and practices have on women's lives. We examine the ways separating the public from the private realm and reason from emotion continue to dominate ethical thought and behavior. Lastly, we address the power and pervasiveness religious traditions, political and economic power, violence and media have to influence social norms.

PHL 125 / WMS 125 Feminism

Prerequisite: Eligibility for ENG 101
3 credits

This course will explore the plurality of theories and narratives on feminism from the philosophical perspective, as well as practically through the lived stories of women. Class sessions will consist of a mixture of methods of presentation (lecture, first-person narrative, and dialogue), with the aim of using theoretical constructs as a springboard for the plurality of experiences and narrative of and about societal roles of sex, gender, etc.

PHL 131 Logic

Prerequisite: ENG 101
3 credits

Logic is the study of the laws of correct thinking and their application to logical reasoning, which includes an analysis of language, informal fallacies of thought and the rules of inductive and deductive thinking.

PHL 132 Critical Thinking

Prerequisite: Eligibility for ENG 101
3 credits

This course examines the notion that self-discovery is the fundamental process of learning and that critical thinking is the basic tool of the self-discovery process. Students will explore strategies for conceptualizing, analyzing, synthesizing and evaluating information gathered from a variety of sources. The concepts learned in this course will be useful in both academic and professional settings.

PHL 140 Existentialism

Prerequisite: ENG 101
3 credits

The purpose of this course is to encourage thoughtful reading in the philosophy of existentialism, and to suggest that texts from philosophy are narratives in the conversation of mankind. The students will discuss perennial issues, such as the possibility of free choice, the diversity in ways of being, the absurdity of death, and the possibility for hope, in the writings of authors from Dostoevski to Sartre and de Beauvoir. Socratic dialogue will be employed in a discussion of the philosophical and moral issues raised.

PHL 151 World Religions

Prerequisite: Eligibility for ENG 101
3 credits

Seven of the major religious traditions of the modern world are introduced: Hinduism, Buddhism, Judaism, Christianity, Islam, as well as Chinese and Japanese religious thought. The course explores the history of each tradition, its major ideas and its leading figures. It also covers the influence of these traditions in the world today.

PHL 152 Philosophy of Islam

Prerequisite: ENG 101
3 credits

The course explores the historical development of philosophy in the Islamic religion and the relationship and major ideas among the various sects and traditions and their influence on the modern world.

PHL 153 Buddhist Philosophy

Prerequisite: ENG 101
3 credits

This course examines the beginnings of Buddhism in India and follows its slow maturation and movement into China, Japan, Korea, Tibet, Sri Lanka, Thailand, Myanmar (Burma), Vietnam and Cambodia. In addition, students will also examine the meaning and practice of Buddhist theology and soteriology with a comparison of these concepts in Western religions.

PHL 164 Eastern Philosophy

Non-Western Philosophy
Prerequisite: ENG 101
3 credits

This course is intended to encourage American students to expand their vision of the world by learning more about how people from other cultures live and think. Through texts and philosophers from China, Japan, India, Tibet, Africa, and the Middle East, students explore how philosophical concepts are embedded in the cultures that produce them. As we move toward a global community, it is imperative that we know about and understand the values and traditions of our world partners and neighbors.

PHL 191 Death and Meaning of Life

Prerequisite: ENG 101
3 credits

This course investigates philosophical theories about life and death and their application to current issues from various ethical perspectives. The courses focus will be the meaning of life when confronting our mortality; the balance between sanctity of life and quality of life worldviews; the moral dilemmas found in contemporary topics such as euthanasia, suicide, human cloning, famine relief, the death penalty, and war.

PHL 199 Special Topics in Philosophy
Prerequisite: ENG 101 or permission of instructor
3 credits

This course explores the philosophical dimensions of selected current issues, ones which will be of continuing concern into the future as well. The course attempts to clarify the basic assumptions and broad implications of each issue. Topics change from semester to semester. Possible topics include ecology, war, male/female relationships, poverty, biomedical technology, medicine and health.

PHL 234 Philosophy of World Democracy
Prerequisites: A 100-level PHL course, and ENG 102; or permission of instructor
3 credits

This course is an investigation into the nature and basic themes of democracy. By outlining the elements necessary for a functioning democratic system and using four case studies from diverse places and cultures as an analytic tool to question assumptions about the universality of democratic values, students will have the opportunity to deepen their knowledge and appreciation for rule by, for and of the people, and to appreciate the complexity and difficulties inherent in the establishment and maintenance of the democratic process.

Physical Therapist Assistant

PTA 120 Introduction to Physical Therapy
Prerequisite: Acceptance into the PTA program
3 credits

This course is designed to be an introduction to the Physical Therapist Assistant program. The student will learn the paraprofessional duties of being part of a healthcare team in a clinical setting as well as recognizing the professional relationship that they will have with the Physical Therapist. Patient management, communication, conduct, medical terminology, documentation, ethics, and laws, as well as related organizations and their history will be discussed.

PTA 125 Physical Therapy for Function
Prerequisite: Acceptance into the PTA program
4 credits

This course will provide the student with the knowledge and skills necessary for patient education in the use of assistive and/or adaptive, protective, supportive, prosthetic and orthotic devices. Concepts of gait, balance, and developmental activity therapy will also be discussed. Three hours of lecture; three hours of lab per week.

PTA 230 Physical Agents in Physical Therapy
Prerequisites: Successful completion of PTA 235, PTA 253 and PTA 259
4 credits

This course is designed to provide the knowledge needed by Physical Therapist Assistants to safely administer physical and mechanical agents to their patient population. Through case studies and problem-oriented management, the student will learn to administer modalities, as well as understand indications and contraindications for each agent. Heat, cold, water, electrical, and mechanical forces will be discussed in detail. Three hours of lecture, three hours of lab per week.

PTA 235 Kinesiology for Rehabilitation
Prerequisites: Successful completion of PTA 120 and PTA 125
4 credits

This course is designed to give the student an understanding of human movement, anatomy, and biomechanics, and their

application to physical therapy. Students will explore the anatomical structure of each muscle/joint of the body as well as positioning variables, range of motion, applied forces, and joint kinematics. Students will learn to assess, measure, and analyze posture, gait, range of motion, and biomechanics. Three hours of lecture; three hours of lab per week.

PTA 250 Therapeutic Exercise

Prerequisites: Successful completion of PTA 235, PTA 253 and PTA 259
5 credits

This course is designed to provide the student with the fundamentals and theory of safe and effective therapeutic exercise with patients. Students will also become proficient in measuring physiological and anatomical parameters. This includes but is not limited to manual muscle testing, aerobic capacity, and range of motion. Three hours of lecture; six hours of lab per week.

PTA 253 Pathophysiology for Rehabilitation

Prerequisites: Successful completion of PTA 120 and PTA 125
3 credits

This class is designed to address the structural and functional changes in tissues and organs of the body in a variety of conditions and diseases throughout the human life span. The student will come to understand the effects of rehabilitation on many special populations including those with neurological and orthopedic conditions.

PTA 258 PTA in the Healthcare Arena

Prerequisites: Successful completion of PTA 230, PTA 250 and PTA 261
2 credits

This course will provide the Physical Therapist Assistant student with the necessary knowledge for understanding the healthcare processes of the clinical setting. Research based decision making will also be covered. Other topics such as licensure, continuing education, data collection, and problem-oriented management will be discussed.

PTA 259 Clinical Experience Orientation

Prerequisites: Approval from PTA Program Director
1 credit

This course is designed as an introduction to and preparation for clinical education in the Physical Therapist Assistant program. Students will become oriented to the clinical education process and come to understand provisions of the Physical Therapist Assistant in the clinical setting. Other topics such as learning opportunities, communication, leadership, supervision of staff, and problem solving will also be discussed.

PTA 261 PTA Internship I

Prerequisites: Successful completion of PTA 259
3 credits

PTA Internship I is designed to afford the student supervised clinical experience hours in observation and application of physical therapy services as a physical therapist assistant. Principles of the curriculum will be applied to general skills needed in a clinical setting. Consists of 120 clinical hours; one day per week for 15 weeks.

PTA 262 PTA Internship II

Prerequisites: Successful completion of PTA 230, PTA 250 and PTA 261 and successful completion of all general education courses required in PTA program
5 credits

PTA Internship II is an advanced clinical experience designed to afford the student supervised clinical experience hours in physical therapy services as a physical therapy assistant. Theory and fundamentals of the curriculum will be applied to specific

care plans and patient management as the student hones skills needed in a clinical setting. Consists of 280 clinical hours; full-time (approximately 40 hours per week) for seven weeks in the first half of the semester.

PTA 265 PTA Internship III

Prerequisites: Successful completion of PTA 262
5 credits

PTA Internship III is an advanced clinical experience designed to afford the student supervised clinical experience hours in physical therapy services as a physical therapist assistant. The student will be able to focus on specific interests in the field of physical therapy as they finalize their transition from student to paraprofessional. Takes place after PTA 262 in the last seven weeks of the semester. Consists of 280 clinical hours; full-time (approximately 40 hours per week) for seven weeks.

Physics

PHY 121 General Physics I

Prerequisite: MAT 136, ENG 101
Corequisite: MAT 172 if PHY 122 will be taken the following semester
Recommended: MAT 186
4 credits

A survey of mechanics (Newton's Laws of Motion, Vectors, Momentum, Energy, and Rotational Motion), fluid motion (Hydrostatic Pressure, Archimedes' Principle, Pascal's Principle, Boyle's Law, and Bernoulli's Principle), and heat (Specific Heat, Heat Expansion, Heat Transfer, Latent Heat, and the Laws of Thermodynamics). Algebra and basic trigonometry are employed. Three hours of class work; three hours of laboratory per week.

PHY 122 General Physics II

Prerequisite: MAT 172, ENG 101, PHY 121 or consent of instructor
Recommended: MAT 186
4 credits

A survey of wave motion, sound, light, electricity and magnetism, and modern physics with applications. Topics include musical instruments, electrostatics, direct current circuits, magnetism, properties of light, reflection, refraction, interference and diffraction. Algebra and trigonometry are employed. Three hours of class work and three hours of laboratory per week.

PHY 221 Calculus-Based Physics I

Prerequisite: MAT 256 or consent of instructor
4 credits

Introduction to classical mechanics from basic physical measurements through fluid dynamics. This course will include Newton's Laws, work, energy, momentum, conservation laws, conditions for equilibrium, and hydrodynamics. This is a calculus-based physics course.

PHY 222 Calculus-Based Physics II

Prerequisites: PHY 221 and MAT 256
4 credits

Topics covered in this course will be hydrodynamics, thermodynamics, Coulombs law, electric and magnetic fields, circuits, and optics. This is a calculus-based physics course.

PHY 299 Honors Physics Research

Prerequisite: PHY 121 and PHY 122 with a grade of B or higher. An interview with the faculty advisor and departmental approval are required prior to signing up for this course.

3 credits

This course includes advanced research participation and laboratory work in various branches of physics. A seminar and final research report are required. This course involves a hands on research experience. The research will emphasize the development of independent scientific thought and practice, experimental design, use of the literature, and scientific speaking and writing. Six hours of laboratory per week; six hours of library research per week.

Political Science

POL 103 Introduction to International Relations
Prerequisite: Eligibility for ENG 101
3 credits

The characteristics of the international community and the factors which determine relations between and among states are examined. The elements of national power, sovereignty, ideology, war, international organization and international law are discussed. Emphasis is given to the contemporary international political system and the factors which influence the behavior of the worlds principal political units.

POL 111 American Government
Prerequisite: Eligibility for ENG 101
3 credits

This course is an introduction to the organization and operation of the American political system with special emphasis on its background, ideology, structure and function. Emphasis is on discussion of the major themes of American politics and their relevance to contemporary life.

POL 112 State and Local Government
Prerequisite: Eligibility for ENG 101
3 credits

A concise and current analysis of state and local government functions, the nature of political activity within states and localities and the nature of public policy. Particular attention is paid to Connecticut state government.

POL 114 Community Government
Prerequisite: Eligibility for ENG 101
3 credits

An introductory course, geared toward the problems of urban living today, with emphasis on the small city, such as those in Fairfield County. The course includes political theory, but emphasis is on the practical aspects of government such as suburban city politics, public safety, planning and land development. *Not offered every year.*

POL 298 Special Topics in Political Science
Prerequisite: ENG 101 and one of the following POL 103, POL 111 or POL 112 or permission of the instructor
3 credits

Generally conducted as a seminar, this intermediate-level course offers an in-depth examination of a specialized topic in political science selected by the instructor. Topics such as American political thought, American foreign policy, American political parties and elections, and the United States Supreme Court might be offered. Lectures, discussion, and writing assignments are directed at thorough analytical examination of the topic. This course may be taken more than once for credit when the topics are different. *Not offered every year.*

Psychology

PSY 100 Personal Growth and Adjustment

Prerequisite or Co-Requisite: ENG 088
3 credits

This course focuses on personal growth in the areas of self-understanding, constructive action, appropriate decision making. Students will learn how to use psychological theories and concepts to enhance their understanding of their own development, make choices that are personally meaningful, and develop their interpersonal problem-solving skills. This course is not open to students who have already taken PSY 111.

PSY 105 Group Dynamics

Prerequisite: PSY 111
3 credits

This course explores the major influences and effects of group processes, including membership, norms, goals, leadership, problem solving, and decision making. This course provides students with a group experience and emphasizes theoretical analysis of group process.

PSY 111 General Psychology I

Prerequisite or Co-requisite: ENG 101
3 credits

This course is the first in a sequence (PSY 112 is the second) that provides a comprehensive overview of the discipline of psychology. The primary goal of this course is to provide students with a foundation for understanding the physiological and environmental forces that shape human thinking and behavior. Topics include historical perspectives, research techniques, the nervous system, sensation, perception, emotion, learning, motivation and memory.

PSY 112 General Psychology II

Prerequisite: PSY 111
3 credits

This course is the second in a sequence (PSY 111 is the first) and expands on the analysis of human behavior to include the influence of wider social contexts. Topics may include individual differences, personality theory, human development, behavioral disorders and treatment, and social and group influences.

PSY 200 Child Psychology

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course is a study of human biological, intellectual, emotional, and social development from conception to the beginning of adolescence. In addition to studying the mental processes and behavioral characteristic of children as they age, this course also emphasizes study of the relevant physiological processes, environmental influences, and socio-cultural forces that underlie and shape child development, including genetic inheritance, families, schools, and public policy.

PSY 201 Lifespan Development

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course provides a comprehensive overview of human development, including the biological, cognitive, emotional, and

social changes associated with maturation from infancy to old age. This course also examines the important physiological processes, environmental influences, and sociocultural forces that underlie and shape human development across the lifespan, including the roles of genetic inheritance, families, schools, work, and other societal institutions.

PSY 207 Adolescent Psychology

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course is a study of human biological, intellectual, emotional, and social development from early adolescence through early adulthood. In addition to studying the mental processes and behavioral characteristic of adolescents as they age, this course also emphasizes study of the relevant physiological processes, environmental influences, and sociocultural forces that underlie and shape adolescent development, including pubertal changes, families, peers, schools, public policy, and mass media.

PSY 208 Psychology of Adult Development and Aging

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course focuses on the quantitative and qualitative ways in which people develop from young adulthood through old age, including the changes in physical, mental, social, and emotional functioning associated with the aging process. This course also emphasizes study of the socio-cultural forces that impact adult development, including marriage and family, work, and institutions and cultural practices associated with healthcare and dying.

PSY 211 / WMS 211 Psychology of Women

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course is a survey and examination of current research and theories about women and gender roles, and examines sex differences from the biological, psychoanalytic, learning, and social perspectives. Topics include female anatomy and physiology, attitudes toward women, motherhood, relationships, women and work, sexuality, marriage and love.

PSY 220 Educational Psychology

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course examines the application of psychological theory and research in educational settings, and focuses on the student characteristics, psychological processes, and educational practices that underlie effective learning and teaching. This course would be especially appropriate for students considering a career in teaching or who need deeper understanding of educational processes. Topics may include learning and achievement motivation, cognitive development and intelligence, effective teaching and classroom management, and standardized and classroom assessment.

PSY 240 Social Psychology

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course involves an examination and analysis of environmental influences which underlie, shape and modify individual behavior. The course emphasizes the presentation, evaluation, and application of theories and empirical research in topic areas such as social cognition, group processes, attribution, conformity, attitude formation and change, prejudice, interpersonal behavior (e.g., altruism and aggression), and the influence of gender on social behavior.

PSY 243 Theories of Personality

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course is a survey and examination of the current theories and research in the psychological study of human personality. This course examines the nature and development of personality from several theoretical frameworks, including the psychoanalytic, dispositional (trait), learning (behavioral), and humanistic perspectives.

PSY 245 Abnormal Psychology

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course introduces students to theories and research findings which give a rich understanding of human behavior. Psychiatric diagnostic classifications and treatment interventions of mental and behavioral disorders are a primary focus of the course. Examples of specific diagnostic categories include; anxiety disorders, mood disorders, personality disorders, eating disorders, developmental disorders and schizophrenia. The course also emphasizes the analysis of physiological, environmental and sociocultural factors which influence human behavior and psychopathology.

PSY 250 / WMS 250 Psychological Aspects of Human Sexuality

Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This course is an examination of the scientific study of human behavior including psychological and physiological components of sexuality, with an emphasis on understanding the interaction between human sexual behavior and social contexts. Topics may include reproductive anatomy and physiology, sexual behaviors and practices, sexuality throughout the lifespan, love and relationships, social and cultural perspectives of gender, sexual dysfunction and deviance and cross-cultural perspectives of sexuality.

Respiratory Care

RSP 111 Medical Physics

Prerequisite: ENG 101, BIO 211, BIO 235, CHE 111, CSA 105
Co-requisite: BIO 212, PSY 111, RSP 141
3 credits

This course introduces the student to the basic principles of physics applicable to respiratory care. Topics include systems of measurement, fluid dynamics, gas laws, diffusion, pneumatics, heat and electricity. Additionally, the course provides a review of basic algebraic operations. Three hours of class per week. *Offered fall semester only.*

RSP 120 Respiratory Physiology

Prerequisites: RSP 141, RSP 111
Co-requisites: RSP 151, RSP 161
2 credits

The structure and function of the respiratory system and its relationship to the cardiovascular system are studied. Emphasis is placed on the interrelationship of structure and function, including mechanics of respiration, ventilation, tissue metabolism, oxygen transport, perfusion, gas exchange and histology. Two hours of class per week. *Offered spring semester only.*

RSP 141 Principles of Respiratory Care

Prerequisites: BIO 211, BIO 235, CHE 111, CSA 105, ENG 101
Co-requisites: PSY 111, RSP 111 , BIO 212
4 credits

This course introduces the student to basic principles of Respiratory Care. Technical aspects include medical gas therapy, humidity and aerosol therapy, physical assessment techniques, infection control, and oxygen therapy. The student will also learn about professionalism, cultural diversity in health care and computerized medical documentation. Four hours of classroom (including simulation weekly), 4 hours of lab weekly and 40 hours of clinical for the semester. *Offered fall semester only.*

RSP 151 Cardiopulmonary Pathophysiology

Prerequisites: RSP 111, RSP 141
Co-requisites: RSP 120, RSP 161
3 credits

This course examines the etiology, path physiology, clinical manifestations and treatment of various cardiovascular diseases and diseases that directly affect the cardiopulmonary system. Case application will be included. Three hours of class per week. *Offered spring semester only.*

RSP 161 Diagnostic and Therapeutic Procedures

Prerequisites: RSP 111, RSP 141
Co-requisite: RSP 120, RSP 151
5 credits

This course introduces the student to the diagnostic and therapeutic procedures utilized in the hospital to manage patients with abnormalities or dysfunction of the respiratory system. Included in the course are theory and operation of such topics as aerosol therapy, respiratory pharmacology, hyper-inflation therapy, and pulmonary function studies with the use of computerized technology. Computerized charting systems are also introduced. Four hours of class including simulations, four hours of laboratory practice and eight hours of clinical experience per week. *Offered spring semester only.*

RSP 201 Future Trends

Prerequisites: RSP 281
Co-requisites: ENG 102, RSP 272, RSP 291
2 credits

This course is designed to expose the student to health care settings and issues other than those found in an acute care setting. This course will provide an overview of such topics as smoking cessation, polysomnography, continuous quality improvement, research methods and statistics, and development and implementation of respiratory protocols. Two hours of class per week. *Offered fall semester only.*

RSP 272 Critical Care I

Prerequisite: RSP 281
Co-requisites: ENG 102, RSP 201, RSP 291
7 credits

This course will focus on conventional and alternative forms of mechanical ventilation. Indications, application, discontinuation, and physical effects of mechanical ventilation will be discussed. The student will learn advanced interpretation of arterial blood gases, pulmonary function testing and imaging studies. Noninvasive, home, and emergency and hospital transport strategies will also be covered. Three hours of class, four hours of laboratory and 16 hours of clinical experience per week. *Offered fall semester only.*

RSP 273 Critical Care II

Prerequisites: RSP 201, RSP 272, RSP 291
Co-requisites: COM 173, and either IDS 210 OR IDS 230

7 credits

This course focuses on basic cardiac and neurological function. Electrophysiology, lead placement, cardiac dysrhythmias recognition and treatment will be covered. The student learns the concepts and clinical applications of cardiology, cardiac diseases, and invasive and noninvasive physiologic monitoring. Successful completion of a group administered self assessment credentialing examination is required for course completion. Three hours of class, three hours of lab (including simulation) and 16 hours of clinical experience per week. *Offered spring semester only.*

RSP 281 Advanced Clinical Practicum
Prerequisite: RSP 120, RSP 151, RSP 161
2 credits

This course is designed to allow the student to utilize all previously learned respiratory care skills in a clinical setting. The student is introduced to more invasive patient care procedures such as airway management, arterial puncture, analysis and data entry, and BLS CPR, which will enhance the transition to critical care. Two hours of class, two hours of laboratory practice, and 16 hours of clinical per week. *Offered summer session only.*

RSP 291 Perinatal Care and Pediatric Respiratory Care
Prerequisite: RSP 281
Co-requisites: ENG 102, RSP 201, RSP 272
2 credits

This course will provide the student with a comprehensive study of pediatric and prenatal respiratory care. Pediatric/prenatal cardiopulmonary path physiology, ventilator management, PALS and NRP techniques, and embryology will be examined. Two hours of class per week. *Offered fall semester only.*

Sciences (General)

SCI ELE Science Elective
3-4 credits

AST 101, BIO 103, BIO 105, BIO 110, BIO 111, BIO 112, BIO 121, BIO 122, BIO 173, BIO 180, BIO 181, BIO 211, BIO 212, BIO 235, BIO 272, BIO 299, CHE 111, CHE 122, CHE 212, CHE 260, GLG 121, PHY 121, PHY 122, PHY 221, PHY 222, PHY 299, SCI ELE, SCI 114, SCI 294

SCI ELE Science Elective with Lab

SCI 114 Survey of Science
Prerequisite: ENG 101, eligibility for MAT 136 or the equivalent.
4 credits

This course fulfills the IDS requirement. This course explores basic concepts of physics, chemistry and biology, focusing on the interrelatedness of these disciplines through lecture demonstrations, computer simulations, group collaborations and may include field trips. The topics covered include chemistry (atomic structure, elements, periodic table and simple reactions), biology (characteristics of living things, cell cycle, DNA and genetics, ecology and the environment) and physics (energy, heat, temperature and light). The laboratory portion of the course is tied closely to the lecture and will use analytical techniques to explore questions from the perspective of chemists, biologists and physicists.

SCI 294 Cooperative Education Work Experience
Prerequisite: Permission of the program director and Cooperative Education Work Experience Office
3 credits

This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility work at an approved Cooperative Education Work Experience site and attend a regularly scheduled seminar on campus. The seminar covers the establishment of learning goals for the work assignments, career development and work-related problem solving. Faculty assign a final project designed to elicit on-the-job learning about Science. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit.

Sociology

SOC ELE Sociology Elective

SOC 101 Principles of Sociology
Prerequisite: Eligibility for ENG 101
3 credits

This course is an introduction to the field of sociology, its history, vocabulary and basic principles. A major focus is on culture as the phenomenon central to understanding individual behavior in informal groups and formal organizations. Social structure, social norms, collective behavior and demographic trends are also examined.

SOC 104 Sociology of the Family
Prerequisite: Eligibility for ENG 101
3 credits

An in-depth exploration of traditional and nontraditional intimate relationships, including such issues as emerging sexuality, the dynamics of dating, mate selection, love and the nature of commitment, contributing factors toward marital success and failure, parenting, the family in crisis and creative alternative lifestyles. Primary relationships in America are studied and compared with those of other cultures today and throughout history. Particular emphasis is given to interpersonal communication, enabling students to draw upon personal experiences and apply their newfound learning to their own relationships, present and future. *Not offered every year*

SOC 114 Sociology of Aging
Prerequisite: Eligibility for ENG 101
3 credits

This course deals with the emotional, psychological, sociological and economic aspects of aging. It provides the student with an understanding of the latest research on the aging process, including cultural dimensions. Contemporary issues related to the aging process are explored. *Not offered every semester*

SOC 203 Public Health
Prerequisites: ENG 101, SOC 101
3 credits

This course is designed to introduce the student to the world of public health as it deals with biological, physical, social and man-made threats to human health and wellbeing. Topics specific to this course will include the viral pandemics, food and water safety, the obesity epidemic, natural disasters, bioterrorism and other health concerns. During the course students will be exposed to the many places where public health is found in our local and global society, how public policy is established to ensure healthier communities, a sensitivity to cultural differences within each community, and the many career paths associated with public health. This course is appropriate for any student who is pursuing careers in allied health, health care administration and finance, public policy, environmental studies, and/or social behavioral studies.

SOC 220 Racial and Ethnic Diversity

Prerequisite: SOC 101, ENG 101 or permission of the instructor
3 credits

American society consists of minorities originating in all the continents. This course reviews the history of Native Americans, African-Americans, Asians, Hispanics, and others. It studies the problems and accomplishments of racial, ethnic and religious minorities undergoing assimilation, with the resulting changes in American society and culture.

SOC 225 Death and Dying

Prerequisite: ENG 101, SOC 101 or permission of the instructor
3 credits

An in-depth exploration of human emotions, attitudes and behaviors associated with death and dying. Topics include the study of historic and religious foundations, suicide, euthanasia, bereavement, preparations, coping with fear, dealing with children, and theories concerning life after death and reincarnation. The course is designed to provide stimulus for introspection of individual problem areas. *Not offered every semester*

SOC 240 / CJS 201 Criminology

Prerequisite: ENG 101, SOC 101 or permission of the instructor
3 credits

Examines the major theoretical perspectives relied on to understand, explain, and evaluate the nature of criminal behavior and criminal system and societal responses to crime. The course also focuses on the social, political, cultural, and economic issues related to crime and crime control.

SOC 253 / HP 253 Elvis Presley and the American Dream

Prerequisite: ENG 101, SOC 101 OR permission of the instructor
3 credits

This course will examine the life and influence of the cultural icon who, more than any public figure of the 20th century, embodies the racial, sexual, generational, historical and cultural tensions that had been fomenting for years but exploded with unexpected force across the American landscape of the 1950s. With a musical style and public persona that presaged the new social realities of the times, Elvis Presley was both prophet and pariah a musical cross over who blended the sacred and profane, and epitomized in his music, his films, his life, and his death, both the best and the worst of what America was and is. *An additional, in-depth research paper will be required of all Honors students taking this course. *Not offered every semester*

SOC 254 / HP 254 Rock 'n Roll - The Post WWII Generation

Prerequisite: ENG 101, SOC 101 or permission of the instructor
3 credits

This course traces the evolution of that most American of musical forms, from its roots in African and European musical traditions, to its melding of blues, country, gospel and folk into something truly unique and revolutionary. Rock 'n Roll's lasting impact on American society and culture, from the initial formation of a new, teenage social class, to the rise in juvenile delinquency, the breakdown of racial and sexual barriers, the formation of various subcultures (drugs, surfers, bikers), and the role it played in civil rights, antiwar and feminist movements will be examined. The growth and on-going development of the music responsible for changing, chronicling, and eventually redefining the very society from which it sprang will be covered. *Not offered every semester*

SOC 260 Sociology of Education

Prerequisite: SOC 101, ENG 101
3 credits

The Sociology of Education course focuses on the external social forces and internal organizational processes that shape schooling. This course begins by analyzing the development of this field of inquiry, tracing its origins to the work of French

sociologist Emile Durkheim followed by a range of international and domestic sociological theorists. Rooting the creation of educational institutions within the history of U.S. education, we then consider a wide range of topics. In addition to discussions that center on contemporary issues in education, the course will consider global dimensions and offer a comparative analysis of education wherever applicable. Besides K-12, we will consider developments in higher education with a focus on the expansion of access and lifelong learning. *Not offered every year*

Spanish

SPA 109 Spanish for Medical Personnel

3 credits

Spanish for Medical Personnel enables nurses, doctors, clinic and hospital administrators, EMS personnel and home healthcare workers to learn Spanish that will help them communicate effectively in many healthcare situations, including: reception and sign-in; general examinations; the taking of medical histories; discussion of symptoms; delivering a prognosis.

SPA 111 Elementary Spanish I

Prerequisite: Eligibility for ENG 101
4 credits

This course introduces students to basic Spanish vocabulary and grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in Spanish. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Spanish are not permitted to register for this course without the written permission of the instructor before classes begin.

SPA 112 Elementary Spanish II

Prerequisite: SPA 111 at NCC or equivalent as determined by placement exam
4 credits

In this continuation of SPA 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections and write short paragraphs in Spanish. They continue to develop speaking and listening skills in a cultural context. Departmental Exit Examination is required. A minimum of one language laboratory hour per week is required. Native speakers of Spanish are not permitted to register for this course without the written permission of the instructor before classes begin.

SPA 155 Spanish Conversation and Composition

Prerequisite: SPA 111-SPA 112 at NCC or equivalent as determined by placement exam
3 credits

Based on the structures and conversational situations presented in SPA 111 and SPA 112, this course is designed to develop a higher level of proficiency in aural/oral/written communication. Emphasis is also on reinforcement and enrichment of vocabulary used in a cultural context.

SPA 175 Spanish for Heritage Speakers I

Prerequisites: Instructors permission
3 credits

Spanish for Heritage Speakers I is designed to address the needs of Hispanic/Latino students who can communicate in Spanish but need to develop and/or improve their reading and writing skills. It addresses specific linguistic issues such as diction, orthography and sentence structure. The course is will be conducted in Spanish and includes cultural discussions. One laboratory hour per week is required.

SPA 201 Intermediate Spanish I

Prerequisite: SPA 112 at NCC or equivalent as determined by placement exam
3 credits

Students develop further expertise in vocabulary and grammatical structures. They read and discuss contemporary works in Spanish and write short essays about these readings. Emphasis is placed on greater proficiency in language skills: listening, speaking, reading and writing.

SPA 202 Intermediate Spanish II
Prerequisite: SPA 201 at NCC or equivalent as determined by placement exam
3 credits

A continuation of SPA 201 with emphasis on more complex language patterns in all skill areas. Course materials emphasize the history, geography, literature and culture of countries where Spanish is spoken.

SPA 254 Spanish Immersion
Prerequisite: SPA 112 and instructors permission
6 credits

This is an intensive Spanish study abroad course designed to enrich participants understanding of the language trough the study of the host countrys history and civilization. Participants will be immersed in the language, improving their linguistic and communicative skills, and deepening their knowledge of the host country. It is designed for participants who have at least an intermediate Spanish level. Additional immersion in language and culture, after class workshops, language exchange, social activities and guided excursions are designed to provide ample opportunity to use Spanish and be a part of a comprehensive learning experience. The overall aim of the program is to instill the linguistic, practical, and cultural aspects of the language. There is also a Service Learning Project as part of this course.

SPA 255 Advanced Conversation / Contemporary Issues
Prerequisite: SPA 201 and SPA 202
3 credits

This intensive course is based on the structures and conversational situations presented in SPA 201 and SPA 202. Daily topics and contemporary issues in Spanish-speaking countries will be emphasized. A minimum of one language laboratory hour per week is required.

SPA 260 Spanish-American Culture and Civilization
Prerequisite: SPA 202 at NCC or equivalent as determined by instructor
3 credits

Students examine the historical sources and the main currents of cultural development in Spanish-American countries. Special attention is paid to the influence of Hispanic culture in the American continents and also in the Caribbean.

SPA 261 Twentieth Century Spanish-American Literature
Prerequisite: SPA 202 at NCC or equivalent as determined by instructor
3 credits

Students read and discuss selected works of 20th century Spanish-American literature to identify significant themes and trends. The impact of the works on European literature is explored.

SPA 262 Female Characters in Spanish-American Literature
Prerequisite: SPA 202 at NCC or equivalent as determined by instructor
3 credits

Students analyze and compare female protagonists in the works of both male and female Spanish-American writers.

SPA 263 Spanish Composition

Prerequisite: Advanced proficiency level in aural/oral Spanish
3 credits

This course is designed for bilingual or advanced aural/oral proficient students. This course reviews Spanish grammar, spelling and punctuation as they apply to practical tasks and academic disciplines. Students will learn to compile, organize and process information, which will allow them to complete clear and precise written compositions in Spanish. This course is especially useful for students whose knowledge of the language was acquired informally.

SPA 264 Twentieth Century Spanish Literature

Prerequisite: SPA 202
3 credits

Through analytical readings of selected works of Spanish Peninsular literature, students will become acquainted with the Spanish literary legacy. Special emphasis will be placed in the study of the two most relevant generations of modern writers, Generaci del 98 and Generaci del 27. The course will be conducted in Spanish.

SPA 265 Culture and Civilization of Spain

Prerequisite: SPA 202
3 credits

This course is an overview of the history of Spain from prehistoric times to the present. As each period unfolds, students will be introduced to the achievements, regressions, and vast changes that have taken place in Spain. From the discovery of a New World by Christopher Columbus to Francos dictatorship and the arrival of King Juan Carlos to the throne. This course will be conducted in Spanish.

SPA 266 Caribbean Short Stories

Prerequisite: SPA 202
3 credits

Students read and discuss selected 20th century Spanish Caribbean stories. In working with the genre of short stories, students examine sociopolitical and sociocultural themes and trends. The texts will be read and discussed in Spanish.

SPA 267 Spanish Golden Age Literature

Prerequisite: SPA 202
3 credits

This course is designed to focus on the contents of literary works of the Spanish Golden Age. Students will be introduced to Cervantes, Lope de Vega, Calder de la Barca and Tirso de Molina as well as to the great Mystics: Fray Luis de Leon, San Juan de la Cruz and Santa Teresa de Jes (16th-17th centuries). These authors reflect the spirit and character of the Spanish people, and the readings of their literary works will help understand the cultural contributions of Spain to the world. Readings and discussions will be conducted in Spanish.

Theater Arts

THR 101 Introduction to Theater

Prerequisite: ENG 101
3 credits

This course studies the art of the theater, its literature, structure and aesthetics. Contributions of the playwright, actor, director, designer and producer are examined through individual and group projects and attendance at theatrical performances.

THR 103 History of Theater I - Antiquity-Renaissance

Prerequisite: ENG 101
3 credits

This is the first of two courses in the study of the history of Western theater. It covers the time period from antiquity to the Renaissance. Included will be an examination of Greek, Roman and Medieval theater, as well as the Italian and English Renaissance, the Spanish Golden Age and neoclassical France. The course includes a study of plays, historical documents, contemporary writing and a pictorial overview of theater architecture, costumes and scenic designs. Both the artistic and cultural viewpoints are examined.

THR 104 History of Theater II - Restoration-Present

Prerequisite: THR 103
3 credits

This is the second of two courses in the study of the history of Western theater. This course covers the time period from the English Restoration to contemporary theater. Included will be an examination of the Restoration, comedy of manners, the well-made play, the rise of naturalism, the avant-garde and absurdism. The course includes a study of plays, historical documents, contemporary writing and a pictorial overview of theater architecture, costumes and scenic designs. Both the artistic and cultural viewpoints are examined.

THR 105 History of American Musical Theater

Prerequisite: ENG 101 and permission of instructor
3 credits

This cross-disciplinary course examines the American musical theater in terms of its background and styles, its potentialities and achievements, and its outstanding contributors and current directions.

THR 110 Acting I

Prerequisite: None
3 credits

The course is designed as an introduction to characterization and scene study with exercises designed to free the imagination, body and voice and to enhance and promote concentration and relaxation.

THR 190 Theater Practicum I

Prerequisite: None
1-3 credits

Under the supervision of a theater faculty advisor, students perform production work in areas such as stage management, costume or set construction, lighting or sound technology or additional duties, according to individual interests. Students may earn a total of three credits through theater practicums.

THR 210 Acting II

Prerequisite: THR 110
3 credits

A continuation of THR 110 Acting I, this course offers advanced study in sensory awareness, sense memory and character study for the preparation of a role. Students will study theories of acting and basic vocal and body techniques. They will rehearse and perform contemporary and classical monologues and scenes.

THR 225 Directing

Prerequisite: ENG 101
3 credits

An introduction to directing, including play analysis, interpretation, casting, blocking and rehearsal procedures. Scenes are directed for the class.

THR 226 Musical Theater Production

Prerequisite: Permission of instructor
3 credits

Students learn theater by participating in a theatrical musical production, as cast and production staff. Students will be used according to their desires and abilities. This course may be repeated once for additional credit.

THR 230 Playwriting

Prerequisites: ENG 101
3 credits

An analysis of the basic techniques in playwriting, and the reading and criticism of the students works in progress. Scripts of outstanding merit may be produced at lunchtime theater or other venues.

Veterinary Technology

VET 100 Introduction to Animal Care

Prerequisite: Admission to Veterinary Technology Program
2 credits

This course is an introduction to practical and "hands-on" experience with various species. Basic biological concepts and normative data including common husbandry practices and diseases are discussed. Restraint, grooming and handling methodologies are discussed and practiced.

VET 101 Introduction to Veterinary Technology

Prerequisite: Eligibility for ENG 101 or ENG 101W
Recommended: Prior math and science
3 credits

This course introduces the role of the veterinary technician to employment opportunities, clinical settings and professional development opportunities in the field. Ethics, animal welfare regulations, state and federal laws are reviewed, including controlled substance laws, occupational safety and health regulations and veterinary practice responsibilities. Preventive health care and introduction to nursing practices will be introduced.

VET 103 Communication and Office Management for Veterinary Technicians

Prerequisite: Admission to Veterinary Technology Program
2 credits

This is a communication and business management skills course for Veterinary Technology students. Topics include communication techniques, team building and collaboration, client relations, understanding different personality types, the human-animal bond, staff management, triaging phone calls, office procedures and practices, recordkeeping, and stress management. Personnel administration and other administrative procedures common to veterinary medical practices including databases are reviewed.

VET 125 Veterinary Medical Terminology

Prerequisite: Eligibility for ENG 101 or ENG 101W
Recommended: Prior math and science
1 credit

This course is an introduction to basic veterinary medical terminology including origins of scientific terms, suffixes and prefixes, which will enhance student ability to interpret and discuss scientific and clinical concepts. Concentration is on veterinary medical terminology, which facilitates the student's comprehension of materials in patient records, medical reports and scientific articles. Clinical cases including diagnostic reports are utilized for discussion in this course.

VET 151 Small Animal Veterinary Technology with Lab
Prerequisites: VET 100 and VET 101, and GPA of 2.0 or higher
Strongly Recommended: Documentation of Rabies immunity
4 credits

Nursing procedures in small animals and laboratory species are discussed. Topics include physical examinations, common medical nursing techniques and emergency care. Long term nursing care of common animal conditions will be discussed including client education. The course includes vaccination protocols, nutritional support and specialized problems encountered in companion animals. Relevant clinical cases will be utilized in lecture discussions. Laboratory sessions include restraint, physical exams, specimen collection, drug administration, and principles of husbandry. Off-site clinical instruction.

VET 152 Large Animal Veterinary Technology with Lab
Prerequisites: VET 100 and VET 101, and GPA of 2.0 or higher
Strongly Recommended: Documentation of Rabies immunity
4 credits

The course focuses on the specifics related to large animal medicine and nursing practices including techniques. Lectures include anatomy and physiology, nutrition and breeding of agricultural species. The etiology of disease, transmission, prevention and disease control are discussed. Topics include nursing care, diagnostic techniques, reproduction, husbandry, and common diseases. Laboratory sessions include restraint, physical exams, specimen collection, drug administration, and principles of husbandry. Supervised field trips are required.

VET 201 Veterinary Anatomy and Physiology I with Lab
Prerequisite: Admission to Veterinary Technology Program
4 credits

Veterinary anatomy and physiology of domestic species presented as a two-course series. The anatomic structures and physiologic functions of domestic animals including companion species are discussed. The first semester reviews the basic foundations of structure and function of the most common species including the integumentary, skeletal, muscular, nervous, endocrine, and digestive systems in addition to cellular aspects of metabolism. Comparative aspects of other species including avian, reptilian and farm species are provided. Lecture and laboratory exercises emphasize the understanding of the organized body state and the relationship of various components including cells, tissues, organs and body systems.

VET 202 Veterinary Anatomy and Physiology II with Lab
Prerequisite: VET 201 and GPA of 2.0 or higher
4 credits

Veterinary Anatomy and Physiology II with Lab. This course is a continuation of VET 201 Veterinary Anatomy and Physiology I with Lab, with discussion of the respiratory, circulatory, urinary and reproductive systems. Relevant clinical topics are utilized during this course.

VET 207 Clinical Veterinary Technology Procedures with Lab
Prerequisites: VET 125, VET 151, VET 152, VET 202, and GPA of 2.0 or higher
Corequisites: VET 212 and VET 230

2 credits

The theory behind clinical sample analysis utilizing clinical laboratory procedures including specimen collection, hematology, cytology, blood chemistry, urinalysis, necropsy technique, and serology. Emphasis is on manual performance of basic laboratory diagnostic procedures and discussion of the relevance of laboratory findings to the veterinary practitioner.

VET 212 Principles of Imaging with Lab
Prerequisites: VET 125, VET 151, VET 152, VET 202, and GPA of 2.0 or higher
Corequisites: VET 205 and VET 230
1 credit

The theory and principles of radiology and radiation safety. Topics include radiologic and imaging principles and practices and the uses in patient diagnosis. Animal restraint, positioning, special diagnostic techniques and imaging are reviewed. Ultrasonography, Computerized Axial Tomography, Magnetic Resonance Imaging and Positron Emission Tomography will be discussed.

VET 221 Diseases of Animals
Prerequisite: VET 205 and GPA of 2.0 or higher
2 credits

The course encompasses health and diseases of the major domestic animal species. Major systems are discussed with a review of anatomy and physiology. Clinical signs of organ dysfunction, pathophysiology, diagnostic tests, treatment and prevention are reviewed. The lecture topics are approached in an organ system format including integumentary, musculoskeletal, neurosensory, cardiovascular, respiratory, digestive, renal and reproductive systems.

VET 230 Veterinary Anesthesia and Surgical Nursing with Lab
Prerequisites: VET 125, VET 151, VET 152, VET 202, and GPA of 2.0 or higher
Corequisites: VET 205 and VET 212
4 credits

Lectures and demonstrations in general anesthetic technique, standard surgical procedure, and operating room conduct. The emphasis is on surgical technology including equipment and supply nomenclature, patient monitoring, aseptic, sterile technique, preoperative care of the patient and emergency medicine. Classifications and mechanisms of action for commonly used anesthetics, and analgesics are discussed. Topics include intravenous catheterization techniques, CPR, and oncology therapeutics.

VET 235 Veterinary Microbiology
Prerequisites: *Eligibility for ENG 101, one semester of college work in both Biology and Chemistry, and Admission to the Veterinary Technology Program.*
4 credits

This course is an introduction to Veterinary Microbiology for the veterinary technician. Topics include microbial morphology, metabolism, genetics, growth and control, infection, immunity, veterinary commensals and pathogens. Veterinary relevant clinical applications are emphasized. Laboratory work emphasizes bacterial staining techniques, sample collection techniques, microscopic examination, culturing isolation and biochemical reactions.

Lecture: 3 hours per week. Laboratory: 3 hours per week.

VET 238 Parasitology
Prerequisite: VET 151
Strongly Recommended: VET 205
3 credits

This course is intended to familiarize students with the parasites of importance in the veterinary field. The course includes both

lecture and laboratories to reinforce the knowledge and identification skills necessary for the veterinary technician. 2 lecture hrs/1 lab hr **

VET 241 Dentistry for Veterinary Technicians with Lab
Prerequisites: VET 205, VET 212, and GPA of 2.0 or higher
1 credit

This course is an introduction to veterinary dentistry, which has become a significant part of veterinary practices. Topics include oral anatomy, terminology, periodontology, oral radiography, endodontics, orthodontics and restorative dentistry. Tasks performed by veterinary technicians, including oral radiography will be discussed.

VET 250 Principles of Pharmacology for Veterinary Technicians
Prerequisite: VET 125 and GPA of 2.0 or higher
3 credits

The study of dose and dosage in applied pharmacology. Topics include basic mathematics, conversions, measurements, drug calculations, drug orders and fluid rate calculations. The major classes of drugs used in therapeutics, dose response characteristics, mechanisms of action, major physiological effects, toxicity and drug interactions are discussed. A review of laws applying to licensure and use of controlled substances in veterinary medicine is included.

VET 280 Veterinary Technology Externship I
Prerequisites: VET 205, VET 212, VET 230, GPA of 2.0 or higher, and approval of the Veterinary Technology Program Coordinator
1 credit

This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all previous veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

VET 281 Veterinary Technology Externship II
Prerequisites: VET 205, VET 212, VET 230, GPA of 2.0 or higher, and approval of the Veterinary Technology Program Coordinator
2 credits

This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all previous veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

Women's Studies

WMS 103 / BIO 103 Women's Health
Prerequisite: Eligibility for ENG 101
3 credits

This three-credit course focuses on the biology of women. Specific topics include reproduction, birth control, genetics (gender determination, sexual orientation, sex change), conception to birth, women's health and body systems, aging, women in science and scientific research.

WMS 105 Gender in the Everyday World
Prerequisite: ENG 101
3 credits

This course is an interdisciplinary and global exploration of womens experiences in work and family, health and sexuality, creativity and politics. In looking at these subjects, it acknowledges the history of womens subordination and examines womens contributions toward social change. It also looks at social and cultural images of women around the world and recognizes that individual experience and opinions can be the starting point for knowledge and growth. This course will emphasize collaborative learning in line with the tenets of feminist pedagogy.

WMS 123 / PHL 123 Ethics: Feminist Perspectives
3 credits

This course critiques the impact traditional moral theories and practices have on women's lives. We examine the ways separating the public from the private realm and reason from emotion continue to dominate ethical thought and behavior. Lastly, we address the power and pervasiveness religious traditions, political and economic power, violence and media have to influence social norms.

WMS 125 / PHL 125 Feminism
Prerequisite: Eligibility for ENG 101
3 credits

This course will explore the plurality of theories and narratives on feminism from the philosophical perspective, as well as practically through the lived stories of women. Class sessions will consist of a mixture of methods of presentation (lecture, first-person narrative, and dialogue), with the aim of using theoretical constructs as a springboard for the plurality of experiences and narratives of the feminine.

WMS 160 / ENG 160 Introduction to Literature by Women
Prerequisite: ENG 101
3 credits

The course will focus on the works of female writers. Its purpose is to allow students to develop a sense of the range, variety and quality of the writing of those women whose voices are not always included in literary canons. Authors are considered from both historical and feminist perspectives.

WMS 211 / PSY 211 Psychology of Women
Prerequisite: PSY 111
Recommended: PSY 112
3 credits

This is a survey and examination of current research and theories about women and sex roles. The course examines sex differences from the biological, psychoanalytic, learning and sociological perspective. Topics include attitudes toward women, motherhood, relationships, women and work, sexuality, marriage, love and the biology of women.

WMS 221 / HIS 221 Women of the World
Prerequisites: HIS 101, HIS 102, HIS 201 or HIS 202
3 credits

An overview of women's history since ancient times to the present, emphasizing the changing political, economic, social and legal positions of women worldwide. Included will be the study of the forces leading to the women's movement, suffrage, and feminism today. Individual and collective attainment of women in Western Civilization will be as well a major focus of this course.

WMS 250 / PSY 250 Psychological Aspects of Human Sexuality
Prerequisite: PSY 111
Recommended: PSY 112

3 credits

Scientific study of human behavior including psychological and physiological components of sexuality. Topics include cross-cultural perspectives of sexuality, sexual response systems, developmental and social perspectives of gender, sexuality throughout the life cycle and reproduction.

WMS 265 / ENG 265 Women's Autobiography

Prerequisite: ENG 102 or permission of instructor
3 credits

Traditionally, autobiography has been viewed as a direct and true reflection of a person's life. This course is designed around current theories that question that view and posit, instead, autobiography as a construction of self. Through a focus on a diverse cross-section of 20th Century Women's Autobiographies, we will analyze how gender, sexuality, race, class, and location affect what is written and how it is written. We will also ask how are these women's identities shaped by their placement in the text and in society? How do these women use their writing to modify or strengthen the ways that society has positioned them?

Other Courses

ENG 265 / WMS 265 Women's Autobiography

Prerequisite: ENG 102 or permission of instructor
3 credits

Traditionally, autobiography has been viewed as a direct and true reflection of a person's life. This course is designed around current theories that question that view and posit, instead, autobiography as a construction of self. Through a focus on a diverse cross-section of 20th Century Womens' Autobiographies, we will analyze how gender, sexuality, race, class, and location affect what is written and how it is written. We will also ask how are these women's identities shaped by their placement in the text and in society? How do these women use their writing to modify or strengthen the ways that society has positioned them?

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

General Statement

A major function of the community college is to serve a broad segment of the community within Southwestern Fairfield County through continuing education, workforce training and community service programs. Norwalk Community College achieves this goal through offering credit and non-credit courses (traditional classroom and online) and certificate programs for business and industry workforce training, business and professional development, along with lifestyle courses to meet the needs and interests of citizens of all ages. See our catalogs for course information.

Business & Industry Workforce Development

Workforce Development classes offer employers and business associations customized training services by understanding their employees' needs, designing a curriculum, and delivering the required instruction.
This service provides rapid, on-demand, solutions to workplace training needs. Some of the many course subjects include business writing and math, customer service, information and industrial technologies, performance management, safe food handling and preparation, computer security, operating and growing small businesses, etc.
Employers have the option of scheduling classes at their place of business or on campus on days/times convenient to their employees' schedules. Skill building is emphasized through practical exercises and interactive workshops geared toward adult learners. All instructors have extensive experience in business, industry and/or the public sector, to assure that the curriculum is relevant and practical.

Professional Development and Health Care Programs

A variety of courses are offered each semester, for example, introductory to advanced computer software applications in word processing, spreadsheets, database techniques, networking, computer repair and graphics are. Other courses include Small Business Management and Entrepreneurship, Bookkeeping Certificate, Non-Profit Management Certificate, Physical Security Studies Certificate, Legal Secretary Certificate. Allied Health programs include Medical Billing and Reimbursement Specialist, Certified Nurse Aide, EKG, and Phlebotomy, Dental, Pharmacy, Central Sterile Processing, Patient Care Technician and Veterinary Assistant. The instructors are highly trained and experienced practicing professionals and all course content is practical and applicable to real business situations. Tuition for non-credit courses is very affordable.
Many courses in career planning and skill retraining are designed for individuals experiencing career transitions or displacement. Non-credit certificates programs allow people who are interested in considering a new career path enhance their knowledge base to earn a certificate of completion in a short period of time, thereby giving them new marketable skills to keep current with our rapidly changing economy.

Real Estate Classes

The real estate courses and seminars are designed to meet the needs of individuals interested in a career in real estate and for current Realtors to maintain their license. Courses include but are not limited to Real Estate Principles & Practices and Real Estate Appraisal. Continuing Education Seminars are available for salespeople, appraisers and brokers to fulfill their continuing education requirement. All of the courses and seminars meet the educational requirements set forth by the State Real Estate and Appraisal Commission.

Personal Enrichment

Personal enrichment courses are available to individuals to discover or continue to pursue their interests and passions. Topics are wide and varied and instructors are practicing professionals who deliver the finest and latest information and utilize the latest teaching techniques. Investment and personal financial planning classes are available for individuals interested in taking control of their financial lives. Master gardeners teach gardening, and professional designers facilitate the landscaping and interior design courses. The art and photography instructors introduce students to new techniques to develop their artwork. Wellness courses include yoga and tai chi, and boating courses prepare students to obtain their CT Boating License. These are just an example of the many interesting courses available to enjoy.

College for Kids

College for Kids offers stimulating classes for youth entering grades 1 12. Instructors are knowledgeable and enthusiastic experienced in teaching youth. The creative enrichment programs spark the curiosity of our youth. College for Kids includes a wide variety of courses including computer science, chess, art, science, languages, engineering, math and culinary classes. College for Kids classes take place on Saturday throughout the Fall and Spring; approximately 65 week-long classes take place in the summer.

Lifetime Learners Institute

Housed within Norwalk Community College, Lifetime Learners Institute (LLI) is an independent, non-profit organization of working and retired adults over 50 who are interested in lifelong learning. LLI believes that growth through continuing education is the secret to staying young. The organization's purpose is to offer non-credit, educational courses in areas of interest such as history, current affairs, literature, humanities, art, music, science, nature, theater, movies, etc. The classroom environment provides an opportunity to engage individuals with similar interests and establish new friendships. The Friday Brown-Bag Lunch & Learn series includes a coffee hour for socializing followed by a thought-provoking presentation.
The 800+ membership is comprised of residents aged 50 and over from communities in Fairfield and Westchester counties. Every Fall and Spring, members can choose from a selection of 40+ non-credit courses, which run from four to eight weeks. In the Winter and Summer, members can also enjoy a selection of four week courses.

English as a Second Language (Non-Credit)

This program is designed for students whose native language is not English. These non-native speakers are taught the basics of speaking and listening, and reading and writing English with a focus on academic writing. This program consists of six different levels of proficiency offered at various times throughout the day and evening, weekdays and Saturdays, during the fall, spring and summer.
The classes help adult students learn English for work, family needs, and college courses. Students from approximately 60 different countries participate in the ESL program. A placement test is given upon application. Classes are held in Norwalk. NCC also offers credit-bearing ESL classes to prepare students for English Composition and other college-level coursework. Call (203) 857-7176 for more information or visit the ESL website.

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B.S. Charter Oak State College

Office of Human Resources & Payroll Services

Human Resources

Louisa J. Jones, *Associate Director of Human Resources*
A.S., Norwalk Community College
Paralegal, Norwalk Community College
B.S., Sacred Heart University

Colleen Osborne, *Human Resources Associate*
B.S., M.B.A., Fairfield University

Linda Glowienka, *Project Assistant*
B.A., SUNY at New Paltz
M.B.A., University of Bridgeport

Adriano Bueno, Project Assistant, Chief Operating Officer & HR
B.A., Southern Connecticut State University

Payroll

Paul Mirmina, *Fiscal Administrator*
A.S., Johnston & Wales College
B.S., University of New Haven

Mare Christensen, *Fiscal Administrative Assistant*
A.S., Norwalk Community College

Henry Moss, *Payroll Clerk*

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Business Office

Carrie McGee-Yuroff, *Director of Finance & Administrative Services*
B.B.A., University of Massachusetts
M.S., Fairfield University

Michael Nolan, *Accountant*
B.S., Boston University

Ewa Mazur-Kmiecik, *Grant Project Assistant*
B.S., M.S., University of Insurance and Banking (Warsaw Poland)

Gwen Brown, *Fiscal Administrative Officer*
A.S., Housatonic Community College

Fifi Coon, *Fiscal Administrative Assistant*
A.S., Norwalk Community College

Iceypheen McClain, *Fiscal Administrative Assistant*
A.S., Norwalk Community College

Alejandra Chavero de Shanahan, *Fiscal Administrative Officer*
A.S., Norwalk Community College

Magdalena Szychowska, *Office Assistant*
A.S., Norwalk Community College
B.S., Sacred Heart University

Purchasing/Accounts Payable

Desharma Martin, *Fiscal Administrative Assistant*
A.S., Norwalk Community College

Bernice Williams, *Fiscal Administrative Assistant*
A.S., Housatonic Community-Technical College

Gladys Roberson, *Head Financial Clerk*
A.S., Norwalk Community College

Altiman Watson, *Purchasing Clerk*
A.S., Norwalk Community College

Faculty Services

Ora Peart, *Program Assistant*
A.A., Norwalk Community College

Elizabeth Pisaretz, *Academic Assistant*
B.S., Southern Connecticut State College

Information Technology

Wyatt Bissell, *Acting Director of Information Technology*
A.S., Norwalk Community College
B.G.S., University of Connecticut
M.S., Boston University

Kristian Correa *Assistant Director of Information Technology*
B.S., Widener University

Lee Burton, *Technician II*
A.S., Gateway Community College

Kevin W. Morin, *Technician II*
A.S., Three Rivers Community College
B.G.S., University of Connecticut

Kishan Samaranayake, *Technician II*
A.S., Norwalk Community College

Chris Asetta, *Technician I*

John Lupulio, *Technician I*
A.S., Norwalk Community College

Michele Hilton, *Administrative Assistant*
A.S., Western Connecticut State University

Donna Wright, *Office Assistant*

Marketing and Public Relations

Madeline K. Barillo, *Director of Marketing and Public Relations*
B.A., Swarthmore College
M.S., Manhattanville College

Cynthia M. Zaref, *Graphic Design Associate*
B.F.A., Rhode Island School of Design

Barbara Bernier-Smith, *Coordinator, Events, Campus and Community Relations*
A.S., Norwalk Community College
B.S., Charter Oak State College

Richard Leonard, *Project Assistant*
B.A., Dickinson College

Academic Affairs

Michael Butcaris, Ph.D., *Interim Dean of Academic Affairs*
A.S., Housatonic Community College
B.A., Fairfield University
M.S., Southern Connecticut State University
Ph.D., University of Connecticut

Lois Aimé, *Director, Educational Technology*
B.G.S., University of Connecticut
M.S., Eastern Connecticut State University

Courtney Anstett, *Coordinator, Service Learning*
B.A., Quinnipiac University
M.S., University of Bridgeport

Tamika Goodwin-Fletcher, *Assistant to the Dean of Academic Affairs*

Judy DeArmas, *Administrative Assistant*

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Academic Enrichment and First-Year Experience Division

Forrest Helvie, Ph.D., *Chair, Professor*
B.A., Elmira College
M.S., Central Connecticut State University
Ph.D., Indiana University of Pennsylvania

Faculty

Maria Buchta, *Professor*
Graduate Certificate in T.E.S.O.L.
B.A., Eastern Connecticut State University
M.S., Central Connecticut State University

Heather DeDominicis, *Professor*
B.A., University of Connecticut
M.E.D., University of Pennsylvania

Robert Lamothe, *Professor*
B.A., Yale University
M.A., Columbia University

Academic Services

Diane Osele Donovan *Director, Academic Support Services*
B.S., Allegheny College
M.S., Ed., Indiana University

Denise Rawles-Smith *Coordinator, REAL Program*
B.A., Clark College
M.S.M., Albertus Magnus College

Student Support Services Program

Jacqueline Santiago, *Director of Student Support Services (TRIO)*
A.S., Housatonic Community College
B.S., Charter Oak State College
M.S., University of Bridgeport

Michelle Nickerson, *Student Retention Specialist*
A.S. Manchester Community College
B.S. University of Connecticut
M.S. Central Connecticut State University

Elizabeth Lambert, *Project Assistant, Student Support Services*
B.S., Providence College

Linda P. Lerman, *Director of Library*
B.A., M.L.S., University of Michigan
M.A., Jewish Theological Seminary of America
M.B.A., Sacred Heart University

Paula C. Podlaski, *Library Associate*
B.S., Southern Connecticut State University

Kimberly Bryant-Smith, *Library Associate*
B.A., Duke University

Feng Alison Wang-Huang, *Digital/Instruction Librarian*
B.A., M.L.S., Southern Connecticut State University

Ilene Boyar, *Library Assistant*

Art, Architecture and Design Department

John Alvord, *Chair, Professor and Coordinator, Graphic Design and Design for the Web Programs*
B.A., Boston College
M.A., Teachers College, Columbia University

Faculty

Joseph Fucigna, *Professor and Coordinator, Art Programs*
B.F.A., Alfred University
M.F.A., School of Visual Arts

Joan Fitzsimmons, *Professor, Photography*
B.F.A., Washington University
M.F.A., The School of the Art Institute of Chicago

Kenneth Lalli, *Professor, Graphic/Web Design*
B.F.A., M.F.A., Herbert H. Lehman College, The City University of New York

Edmond T. Yalda, *Instructor and Coordinator, Architectural Engineering Technology*
B.A., Carleton University, Ottawa Canada

Business Department

Thomas K. Jackson, Esq., *Chair, Professor and Coordinator, Legal Assistant Program Advisor, Legislative Internship Program*
B.A., J.D., Washburn University

Faculty

Lia G. Barone, Esq., *Coordinator, Business Administration Program Professor, Law Advisor, Legislative Internship Program*
B.A., Boston College
J.D., Pace University

H. Steven Dashefsky, *Professor*
B.S., Southern Connecticut State University
M.S., University of Massachusetts

Justin Davis, *Culinary Assistant*
A.S., B.S., M.A.T, Johnson and Wales University

Dr. J. Thomas Failla, *Director, Hospitality Management and Culinary Arts Program*
B.A., Political Science, Central Connecticut State University
M.B.A., University of New Haven
D.P.S., Management and Marketing, Pace University

Karen Gray, *Professor*
B.S., New York University
M.B.A., St. John's University

Michael P. Roe, *Assistant Professor, Accounting*
B.S. Fordham University

Anthony R. Romeo, CGMA, CPA *Coordinator, Accounting Program Professor, Accounting*
B.A., M.S., Bernard M. Baruch College

Tony Scott, CPA, CMA *Coordinator, Business Management Program and Professor, Accounting*
B.S., M.B.A., University of Illinois

Susan Steiz, *Professor and Coordinator, Marketing Program*
B.A., University of Rochester
M.B.A., New York University

Jeffry Trombetta, *Professor, Hospitality Management and Culinary Arts*
A.A.S., Culinary Institute of America
B.S., Syracuse University

Computer Science Department

Thomas J. Duffy, *Chair, Professor and Coordinator, Computer Science*
B.S., M.A., Western Connecticut State University

Faculty

Patrick J. Cassidy *Professor and Coordinator, Computer Security Program and Cisco Networking Academy*
A.S., Westchester Community College
B.S., Embry-Riddle Aeronautical University
M.S., Polytechnic University

Charles J. Gabor, Jr., *Professor*
B.S., Charter Oak State College
M.S., University of New Haven

Kerry Cramer, *Assistant Professor*
B.A., Virginia Polytechnic Institute and State University
M.S., Sacred Heart University

English Department

William E. O'Connell, *Chair, Professor, English*
B.A., Knox College
M.A.L.S., Wesleyan University

Faculty

Gary Carlson *Professor, English*
B.S., M.S., Southern Connecticut State University
M.F.A., Warren Wilson College

Cindy Casper, *Professor, English*
A.S., Housatonic Community College
B.A., University of New Haven
M.A., University of Connecticut

Susan A. Gebhardt-Burns, *Professor, English*
B.A., Caldwell College
M.A., Western Illinois University

Rebecca L. Hussey, *Professor, English*
B.A., Wheaton College
M.A., Ph.D., Fordham University

Christine A. Japely, *Professor, English*
B.A., Boston College
M.F.A., Columbia University

Catherine Milton, *Professor, Coordinator of Womens' Studies*
B.A., Georgetown University
M.A., Ph.D., New York University

Laurel Peterson *Professor, English*
B.A., Wheaton College
M.A., M.F.A., Manhattanville College

English as a Second Language Division

Hannalore Moeckel-Rieke, *Chair, Associate Professor of English and ESL*
M.A., Ph.D., English, Ruhr Universitat, Bochum, Germany

Mary Ellen Milvid, *Program Assistant*
A.S., Housatonic Community College

Faculty

Janie B. Burkhardt, *Professor, English as a Second Language*
B.A., University of Wisconsin
M.A.T., Brown University
C.A.S., Fairfield University

Denise Daych, *ESL Coordinator, Non-credit program*
B.S., Boston College
M.A., University of Bridgeport
M.A.T., Sacred Heart University

Robert Emigh, *Associate Professor*
A.S., Mott Community College
B.A., Michigan State University
M.A., School for International Training

William Key, Jr., *Associate Professor*
B.A., Ohio University
M.A., Monterey Institute of International Studies

ESL/Language Lab

Luke McCarthy, *Coordinator*
B.A., University of Hawaii at Manoa
M.A., Southern Illinois University, Carbondale

Humanities Department

Edward J. Grippe, *Chair, Professor, Philosophy and Religion*
B.A., M.A., Fordham University
Ph.D., CUNY Graduate Center

Faculty

Andres Aluma, *Professor, Spanish and US Latino/Latin American Studies*
Program Coordinator of Foreign Languages and US Latino/Latin American Studies
B.A., Universidad del Azuay, Cuenca-Ecuador
M.A., University of Wisconsin-Milwaukee
Ph.D. Candidate, University of Illinois-Chicago

Susan Seidell, *Professor, Speech Communication*
B.A., Southern Connecticut State University
M.A., University of Massachusetts at Amherst

Estelle Dattolo, *Professor, Italian*
M.A., University of Messina, Italy

Renae Edge, *Professor, Speech Communication*
B.A., University of Georgia
M.A., University of Wisconsin-Madison

Christine Mangone, *Associate Professor, Music and Theater*
B.A., Dartmouth College
M.A., California State University, North Ridge Ph.D., UCLA

John Shields, *Professor, Film and Media Studies*
B.A., M.A., Pennsylvania State University

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Elizabeth Glatt, *Chair, Professor, Mathematics*
B.S., M.S., University of Rhode Island
M.S., University of Connecticut

Faculty

Gabriel Adamek, *Professor, Mathematics*
B.S., Rutgers University
M.S., University of Massachusetts

Susan Keller Burt, *Professor, Engineering*
B.S., Clarkson University
M.S., Rensselaer Polytechnic Institute

Teuta Dalip, *Assistant Professor, Mathematics*
B.G. University of Tirania, Albania
M.A., Central Connecticut State University

Peter Daupern, *Professor, Mathematics*
B.S., Southern Connecticut State University
M.S., University of New Hampshire
Ph.D., CUNY Graduate Center

Nancy Fleming, *Professor, Mathematics*
M.A., New York University
B.S., University of California, Davis

Joseph G. Karnowski, *Professor, Mathematics*
B.A., B.S., University of Missouri
M.S., Southern Illinois University

Jeffrey Kenausis, *Associate Professor, Mathematics*
B.S., Carnegie Mellon University
M.A.T., Sacred Heart University
C.A.S, Fairfield University

Dennis Korchinski, *Associate Professor, Mathematics*
B.S., St. Francis College
M.A., St. John's University
Ph.D., Adelphi University

Riaz Lalani, *Associate Professor, Mathematics*
B.S., Wofford College
M.S., Clemson University

Mobin Rastgar Agah, *Associate Professor, Engineering*
Coordinator, Engineering Science and Technological Education
B.S., M.S. Amirkabir University of Technology
Ph.D., Temple University

Andrea Pizone-Novia, *Associate Professor, Mathematics*
B.S., University of New Hampshire
M.A.T., Sacred Heart University
6th Year Degree, Sacred Heart University

Daria Santerre, *Professor, Mathematics*
B.S., Western Connecticut State University
M.A.T., Fairfield University

Nursing and Allied Health Division

Angela Chlebowski, M.S.N., R.N., *Interim Director, Nursing and Allied Health, Nursing*
B.S.N., M.S.N., Fairfield University

Nursing

Tanisha Tyson, M.S.N., R.N., Department Chair, *Assistant Professor, Nursing*
B.S.N., Southern Connecticut State University
M.S.N., Sacred Heart University

Faculty

Peter Aster, Assistant Professor, Nursing
A.A.S., New York State Regents College
B.A., The City College of New York
M.Sc., University of Alberta
M.S.N., Sacred Heart University
Ph.D., University of Ottawa

Susan George, M.A., R.N., *Assistant Professor, Nursing*
B.S.N., Evansville College
M.A., Teachers College, Columbia University

Brenda Hooper, M.S.N., R.N., *Assistant Professor, Nursing*
A.S., Norwalk Community College
B.S.N., Fairfield University
M.S.N., Southern Connecticut State University

Barbara Jarboe, A.P.R.N., F.N.P., *Professor, Nursing*
A.S.N., University of Bridgeport
B.S.N., Sacred Heart University
M.S.N., Southern Connecticut State University

Diane Kiraly, M.S.N., R.N., *Assistant Professor, Nursing*
B.S.N., Russell Sage College
M.S.N., Southern Connecticut State University

Dorothy Lay, D.N.P., M.B.N., R.N., *Professor, Nursing*
B.S.N., University of Bridgeport
M.S.N., M.B.A., Sacred Heart University
D.N.P., Case Western Reserve University

Michele Nye, D.N.P., M.S.N., R.N., *Assistant Professor, Nursing*
B.S.N., University of Connecticut
M.S.N., University of Hartford
D.N.P., Sacred Heart University

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Loris Edwards, M.S.N., R.N., *Clinical Supervisor*
A.S., Norwalk Community College
B.S.N., M.S.N., Mercy College

Marlene Overton, M.S.N., R.N., *Clinical Supervisor*
A.S.N., Columbia Presbyterian Hospital
B.S., Charter Oak State College
M.S.N., Western Connecticut State University

Nursing Lab

Kerianne Brennan, B.S.N., R.N., *Program Director, Simulation and Laboratory Operations*
A.S.N., Nassau Community College
B.S.N., Molloy College

Nursing Education and Allied Health Office

Cathy Hara, *Program Assistant*
A.S., Norwalk Community College

Carol Yoder, M.S.N., R.N., *Advisor*
B.S.N., University of Bridgeport
M.S.N., University of North Carolina, Chapel Hill

Linda Melodia, DNP, M.S.N., R.N., *Advisor*
B.S.N., University of Bridgeport
M.S.N., Scared Heart
University
           DNP, Oakland University, Michigan

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Rita Horan, Ed.D., C.M.A., *Director, Medical Office Management Program/ Medical Assistant Program*
B.A., M.A., Fairfield University
Ed.D., Columbia University

Maohlicia Carolus, M.S., B.S., A.S., *Coordinator, Medical Assistant Program*
A.S., Swedish Institute
B.S., Lehman College
M.S., Mercy College
M.A., Mandl School for Medical and Dental Assistant

Lab Medical Assistant

Respiratory Care Program

Maria Grayson, R.R.T., *Director, Respiratory Care Program*
A.S., Mattatuck Community College
B.S., University of Connecticut
M.S., Independence University

Deysy Pelaez, R.R.T., *Clinical Coordinator, Respiratory Care Program*
A.S., Westchester Community College
B.S.M., University of Pheonix
M.H.A./E.D., University of Pheonix

Physical Therapist Assistant Program

Jennifer W. Bresnick, *Director, Physical Therapist Assistant Program*
A.S., Howard Community College
B.A., Marist College
M.P.T., D.P.T., University of Maryland, Baltimore

L. Roger Silva, *Coordinator, Physical Therapist Assistant Program*
B.S., University of Massachusetts, Amherst
M.P.T., D.P.T., University of St. Augustine

Placement Testing

Thalia Moshoyannis, *Director, Assessment and Placement*
B.S., Cornell University
M.S., Syracuse University

Science Department

Michele Barber, *Chair, Professor, Biology*
B.A., Ithaca College
Ph.D., University of Connecticut

Faculty

Anthony J. Brown, *Professor, Biology*
B.A., Whittenberg University
M.D., University of Cincinnati College Medicine
General Surgical Residency, Columbia University College of Physicians & Surgeons, Stamford Hospital

Stephanie Brown, *Professor, Biology*
B.S., M.S., M.S., University of New Haven

Betty Ann Frost, *Professor, Biology*
B.A., Connecticut College
M.A.T., Sacred Heart University
M.S., Southern Connecticut State University

Philip Gee, *Professor, Physics*
B.S., Bridgewater State College
M.S., University of Connecticut

Robert J. Hall, *Professor, Chemistry*
B.S., University of Washington
Ph.D., State University of New York at Buffalo

Jonathan McMenamin-Balano, *Professor, Biology, Honors Program Coordinator*
B.S., University of Massachusetts
M.A., M.Phil., Yale University

Susan Puglisi, *Professor, Biology*
B.A., M.S., University of Bridgeport
Ph.D., Clark University

Laura Racine, *Professor, Chemistry*
B.S., State University of New York at Albany
Ph.D., Indiana University

Dale F. Sartor*, *Academic Assistant*
B.S., Fordham University

Cindy Taylor*, *Academic Assistant*
A.S., Norwalk Community College

Social and Behavioral Sciences and Human Services Division

Steve Glazer, *Chair, Professor, Economics*
B.A., Drew University
M.A., University of Connecticut

Faculty

Steven Berizzi, *Professor, History and Political Science*
B.A., Harvard University
J.D., University of Bridgeport School of Law
M.A., Trinity College

Gary Capobianco *Professor, Psychology*
B.A., Manhattanville College
M.A., Fairfield University

Mary Frances Carmell *Professor, Anthropology and Sociology*
B.A., College of St. Rose
M.A., Yale University

Paul Gallo *Director, Exercise Science and Wellness Program*
B.S., Cortland College, SUNY

M.A., Adelphi University
Ed.D., Teachers College, Columbia University

William A. Grodman, *Professor, Psychology*
B.A., The American University
M.S.W., University of Pennsylvania
Ph.D., Hofstra University

Nicole Mendola, *Instructor, Exercise Science and Wellness, Group Exercise Certificate Coordinator*
B.S., M.S., James Madison University

Robert Howard *Professor, Interdisciplinary Studies*
B.A., Lemoyne College
M.A., Teachers College, Columbia University
Ph.D., State University of New York, Stony Brook

Jennifer Lipps, *Office Assistant, Exercise Science and Wellness*
A.S., Norwalk Community College

Althea Seaborn, *Professor and Coordinator Criminal Justice Program*
B.S., University of Southern California
J.D., UCLA School of Law

Ernest Wiegand, *Professor and Coordinator, Archaeology as an Avocation Program*
B.S., University of Connecticut
M.A., Hunter College (CUNY)

Early Childhood Program

Joan Parris, *Director of Early Childhood Education Community Education*
B.S., Framingham State College
M.A.T., Sacred Heart University

Faculty

Margaret Dana-Conway, *Professor, Early Childhood Education*
B.S., Manhattanville College
M.Ed., Hunter College

Jennifer Wood Heslin, *Professor, Coordinator, Early Childhood Education*
A.S., Norwalk Community College
B.S., Charter Oak State College
M.Ed., Southern Connecticut State University

Kathryn Croaning Child Development Lab School

Nicole La Bar, Director, Child Development Center
B.S., Fordham University
MS.ED., Lehman College

Amata Santoro, *Office Assistant, ECE*

Teachers

Esther Alcin, *Teacher*
A.S., Norwalk Community College
B.S., University of Bridgeport

Beatriz Kaegi, Assistant Teacher
B.S. University of Zurich

Liz Martin, *Teacher*
B.A., Albertus Magnus College

Tara McLean, *Teacher*
A.S., Norwalk Community
College
        B.S., Charter Oak State College

Jacqueline Roman, Assistant Teacher
A.S. Norwalk Community College

Veterinary Technology

Anne C. Hermans, *Program Coordinator and Assistant Professor*
B.A., Barnard College
D.V.M., Cornell University College of Veterinary Medicine

Valerie J. Ramos, *Clinical Coordinator and Instructor*
A.S., Veterinary Technology, Northwestern Community College
B.A., Central Connecticut State University
M.B.A., University of Phoenix

Continuing Education and Workforce Development

Kristina Testa-Buzzee*, Ed.D., *Associate Dean of Continuing Education and Workforce Development*
B.A., Western Connecticut State University
M.A., New York University
Ed.D., Johson and Wales University

Barbara Cartsounis, *Continuing Education Aide*
A.A., Sacred Heart University

Deborah Edwards, *Continuing Education Aide*
A.S., Norwalk Community College

Midge King, *Continuing Education Aide*
B.A., University of Delaware

Joanne Renwick, *Academic Advisor, Workforce Education*
B.S., Nova Southeastern University
M.S., Purdue University

Institutional Effectiveness

Rachael DiPietro, Title V Research Specialist
A.S., Norwalk Community College

B.A., Trinity College
M.A., Teachers College, Columbia University

Katherine Hall, Research Assistant*
B.A., Franklin and Marshall College
M.A., John Hopkins University, Bloomfield School of Public Health

Suzanne Lyons, *Title V Coordinator*
B.A., University of Notre Dame
M.S.W., University of Pennsylvania

David Bahr, *Information Technology Technician II*
B.S., Southern Connecticut State University

Roberto Reyes *Information Technology Specialist*
A.S., Norwalk Community College
B.S., Charter Oak State College

Student Services Division

Kellie Byrd Danso, *Dean of Students*
B.A., Southern Connecticut State University
M.Ed., North Carolina State University
Ed.D., Northeastern University

Tiffani Fraser, *Assistant to the Dean of Students*
B.A., University of Connecticut
M.S., Southern New Hampshire University

Karla Lara, *Student Retention Specialist*
B.S., Southern Connecticut University
M.S., University of Bridgeport

Pracilya Titus, *Student Retention Specialist*
B.A., Pace University
M.A., M.S.W., Southern Connecticut State University

Admissions Office

William Chagnon, *Director of Admissions*
B.S., M.S., Southern Connecticut State University

Curtis Antrum *Associate Director of Admissions*
B.S., University of Michigan

Arlene Blum, Enrollment Services Assistant
A.S., Norwalk Community College
B.S., University of Connecticut

Robin Morris, *Assistant to the Director of Admissions*
B.S., Boston University

Alfred Thomas, Jr., *Counselor*
B.S., M.S., Southern Connecticut State University

Center for Career Development

Kiran Somaya, *Director of Career Services*
B.S., Mumbai University
M.S, Mumbai University
M.B.A., University of Bridgeport

Maria Turkel, *Career Counselor (CTE)*
B.S., Syracuse University

Kelly DelMazio, *Counselor*
B.A., Eastern Connecticut State University
M.S., Central Connecticut State University

Counseling Center

Catherine Miller, *Director of Counseling*
B.A., M.A., University of Connecticut
M.S., Western Connecticut State University

Charles Kruzshak, *Counselor*
A.S., Norwalk Community College
B.S., Mercy College
M.S., University of Bridgeport

Wendy Mendes, *Counselor*
A.S., Norwalk Community College
B.S., M.S., Southern Connecticut State University

Orlando Soto, *Counselor*
A.S., Norwalk Community College
B.S., Sacred Heart University
M.A., Interamerican University of Puerto Rico

Carolyn Y. Thomas, *Counselor*
B.A., M.A., University of Minnesota

Donna Brooks, *Retention Specialist*
AA., A.S, B.S., Sacred Heart University
M.S., University of Bridgeport

Marie-Ange Nicolas *Program Assistant*
A.S., Norwalk Community College
B.S., Charter Oak State College

Disability Services

Fran Apfel, *Counselor/Student Disabilities Services*
M.A., Long Island University
Ph.D., University of Rochester

Financial Aid Services

Luis Guamán, *Director of Financial Aide*
B.A., City College of the City University of New York

Fany Stubbs, *Associate Director of Financial Aide*
B.S., University of Bridgeport

Javier Figueroa, *Financial Aide Assistant*
A.S., Norwalk Community College

Genesis Mosquera, *Financial Aide Assistant*
A.S. Norwalk Community College

International Student Center

Dennis Bogusky, *Director, International Student Services*
B.S.W., M.S., Southern Connecticut State University

Justyna Davis*, Coordinator, International Student Services*
A.A., Norwalk Community College
B.S., University of Connecticut
M.S., Post University

Records and Registration Office

Steve Mendes, *Registrar*
A.A., Nassau Community College
B.S., Southern Connecticut State University

Leonel Araujo-Solis, *Assistant Registrar*
A.S., Norwalk Community-Technical College
B.A., University of Connecticut

Simone Bowen, *Education Assistant/Assistant Registrar*
A.S., Housatonic Community College

Gayle Costabile, *Registration Services Assistant*
A.S., Norwalk Community College

Christopher F. DeCew, *Assistant Registrar*
A.S., Norwalk Community College
B.S., University of Connecticut

Priscilla Jefferson, *Assistant Registrar*
A.S., Housatonic Community College
B.S., University of Bridgeport

Deborah Kidd, *Associate Registrar*
B.A., Lehigh University

Wendy Longo, *Office Assistant*

Student Activities

Javon Noblin, *Director of Student Activities*
B.A. Eastern Connecticut State University
M.A.T., Sacred Heart University

Jennifer Weekes-Osinowo, *Secretary 2*
A.S. Norwalk Community College

College Emeriti

Marlene Adelman, *Professor, Psychology*

Deborah Allen, *Director, Counseling*

Henry Altieri, *Assistant Professor, Data Processing Technology*

Joseph Altilio, *Associate Professor, Mathematics*

Richard Anastasio, *Professor, Mathematics*

Alan Anderson, Director, Administration Information Technology/Media Services

Joan Antell, *Public Relations Director*

Walter J. Arndt, Jr., *Professor and Coordinator, Criminal Justice Program*

Barbara Baken, *Technical Services Librarian*

Eleanor Bascom, *Cooperative Education Job Developer*

Carmen Bayles, *Director, Learning Resources Center*

Ann Bello, R.N., *Professor, Nursing*

Ervin L. Betts, *Professor, Psychology*

Ray Biasotti, C.P.C. *Counselor*

Gloria Bisesi, *Associate Professor, Science*

Patrick Boland, *Director of Career Services*

Lynn Boyar, *Director of Extended Studies Programs*

Robert F. Boye, *Associate Professor, Law Enforcement*

Eugene Boyko, *Associate Professor, Psychology*

Danita Brown, Registrar

Eileen Brown, *Professor, History*

Paul Brown, *Professor, English*

James Catrambone, *Professor, Business*

Ann L. Chernow, *Professor, Art*

Kathryn Clark, *Applications Support Manager*

Emilio Clocchiatti, *Professor, Foreign Languages*

Kathleen Coppola, Professor, Early Childhood Education and ECE Program Coordinator

Mary J. Corey, *Assistant to the President*

Ruth Corson, *Professor, English*

Kimberlee Csapo-Ebert, *Director, Enrollment Management*

Dan Cunningham, *Culinary Lab Assistant*

Angeles Dam, *Professor, Spanish*

Ralph D'Ambruoso, *Professor, English*

Abigail Deaver, *Professor, English*

Edward DeJaugh, *Assistant Professor*

Elaine Delvecchio, *Division Director, Academic Enrichment and First-Year Experience*

Eric dePendleton, *Assistant Professor, History*

Lynn Dennis, *Executive Assistant to the President*

Jean Drasky, *Executive Assistant to the President*

Barbara Drotman, *Dean of College Advancement*

Elva M. Edwards, *Director, Student Support Services Program*

Lynne Engelman, *Professor and Coordinator, Computer System Technology Program*

Elizabeth Farrison, *Computer Services Support Assistant*

Gloria Fazio, *Professor of Nursing*

Virginia DellaMura Ferla, *Director of Human Resources*

Dr. John Fisher, *Dean of Academic Affairs*

Norma Gerwig, *Professor, Nursing and Allied Health*

Rose Giambrone, *Professor, English as a Second Language*

Harriet G. Gibson, *Associate Professor, Psychology*

Milton Goldstein, *Professor, Traffic and Transportation*

Vincent Grillo, *Associate Professor, Mathematics*

Carol Harker, Professor, Human Services

Kathleen Hayes, Professor, Nursing

Bob Homa, *Professor, Economics*

Gail Howard, *Director of School and Community Partnerships*

Mattie L. Irving, *Professor, Secretarial Studies*

Robert Jalbert, *Director of Academic Administration*

Theresa Juan, *Registration Assistant for Data Processing*

Ana Jusino, *Professor, ESL*

Jean Kelley, *Director of Student Services*

Virginia G. King, *Professor, Nursing*

Samuel Kleinman, *Associate Professor*

Maria Kokias, *Library Associate*

Ada Lambert, *Professor and Coordinator, Mass Communication Program*

J. Patti Lemone, *Human Resources Specialist*

Craig Machado, ESL Program Director

Norman Marcus, *Assistant Professor Math/Physics*

Loretta McLaughlin Orvetti, *Counselor*

Norma McNerney, *Director of Financial Aid*

Pamela Miller, *ESL Coordinator*

Paul Miller, *Professor, Mathematics and Science*

Ann Mitchell, Continuing Education/Workforce Aide

Frank Morgan, *Dean of Continuing Education/Special Assistant to the President*

Diana N. Multare, *Professor, English*

Dolores Munko, *Purchasing Manager, NCC Bookstore*

Dorothea Murgich, *Systems Librarian*

Stanley Myers, *Professor, Data Processing Technology*

Susan Norton, *Professor, English*

Mark O'Brien, Information Technology Services

Raymond J. O'Brien, *Professor, Academic Subjects*

Peter O'Hara, *Dean of College Development*

Julia E. Parente, *Associate Professor, Foreign Languages*

Robert R. Pelletier, *Assistant Professor, English*

Barbara Polacsek, *Professor, Nursing and Allied Health*

Nancie Porter, *Associate Professor, Developmental Studies*

Mary Raddock, *Professor, Developmental Studies*

Elizabeth Resta, *Professor, Humanities*

Marina Rivera, *Associate Director of Financial Aid*

Harry Rymer, *Assistant Professor, Math and Physics*

Gunnar Sahlin, Librarian

Michael J. Savko, *Associate Dean, Continuing Education and Community Services*

Maryann F. Schiff, *Professor and Coordinator, Business Office Technology Programs*

Mary Schuler, *Director, Division of Nursing and Allied Health*

Marilyn Seman, *Professor, Department Chair, Mathematics*

Karen H. Shiarella, *Associate Academic Dean*

Carol Solon, *Professor, Humanities*

Ann (Hinh) Tran Sommers, *Systems Librarian*

Donald Stahr, *Professor, Mathematics and Physics*

Desiree Stephens, *Professor, Program Coordinator, Accounting*

Lillian Stull, *Presidential Secretary*

Louis Stypinski, *Professor, Mathematics*

Will Sumila, *Assistant Professor, Computer Systems Technology*

Flora Swanhall, *Professor, Secretarial Studies*

Olga Vallay Szokolay, *Professor, Architectural Engineering*

Mary Ann Tessier, *Professor, Nursing*

Ruth Verdejo-Duarte, *Professor, Foreign Languages*

Robert Verna, *Dean of Administration*

John A. Vigilante, Esq., *Professor, Business Law and Coordinator, Legal Assistant Program*

Erika Vogel, L.P.C., *Registrar*

Rafaela Betty Volpe, *ESL Program Coordinator*

Arlette Werner, *Professor, Psychology/Sociology (awarded posthumously)*

John Zarifian, *Assistant Professor, Electrical Engineering Technology*