Welcome to the vibrant 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, acquire a marketable career credential, or just simply take courses for personal enjoyment, I believe that your quest will be fulfilled.

As one of the 17 colleges in the Connecticut State Colleges and Universities (ConnSCU) system, NCC takes great pride in offering lifelong educational opportunities. NCC offers numerous degree and certificate programs, countless credit and non-credit courses, while providing many support services to ensure every student succeeds.

NCC is a multicultural campus with a diverse student body, representing 87 countries and speaking 54 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 10 universally accepted principles in the areas of human rights, literacy, sustainability and conflict resolution.

NCC has several recent achievements for which to be especially proud. We are an Achieving the Dream Leader College attributed by our outstanding success in helping students reach their academic goals; we are the first college in Connecticut to be named to The Carnegie Foundation for the Advancement of Teaching’s Community Engagement Classification for NCC’s community involvement; and, NCC is a third-time United States President’s Higher Education Community Service Honor Roll college, acknowledging the strength of our Service Learning Program providing opportunities for earning academic credit while volunteering.

NCC is the home of an outstanding Child Development Laboratory School, College for Kids summer academic camps for children, an Extended Studies and Workforce Education Division offering several workplace educational opportunities, and a robust Lifetime Learner’s 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 horizon. And on a lighter side, we also have dozens of student clubs which allow you to meet with fellow students with similar interests.

Please take the time to peruse our offerings; I am sure you will agree that NCC is the place to be!

Sincerely,

David L. Levinson, Ph.D.
President
About the NCC College Catalog

This catalog contains academic data, general information and statements of policy currently in effect at the College. Students will be governed by the rules and regulations presented in this catalog.

Students who have maintained continuous registration* since the date of their initial** enrollment at the College must follow one of the following two guidelines in order to complete academic graduation requirements:

• Students must satisfactorily complete all program requirements as stated in the catalog in use at the time of their initial enrollment, or
• Students must satisfactorily complete all program requirements as stated in a catalog more recent than the one in use at the time of their initial enrollment.

Students who have not registered for four or more consecutive semesters, excluding summer and winter sessions, must apply for re-admission to the College. The catalog in effect at the time of re-admission, or any subsequent catalog, governs their academic status and academic graduation requirements.

*A student is considered continuously registered if he/she has not been absent from the College for four or more consecutive fall and spring semesters. If no credits are earned in a semester; however, even if the student attended, the semester is considered an absence under this policy.

**Graduation requirements in restricted programs (Nursing, Respiratory Care, Medical Office Management, Honors, Physical Therapist Assistant or Legal Assistant) will be determined by the course requirements stated in the catalog under which the student was officially admitted into the restricted program.

Please note: The information contained in this catalog is subject to change without notice.

Table of Contents

Telephone Directory ................................................. 4
Norwalk Community College at a Glance ....................... 5
Purpose and Objectives ........................................... 6
Physical Facilities .................................................. 8
Admissions ......................................................... 9
Financial Information ............................................ 15
Financial Aid ....................................................... 17
Academic Scholarships .......................................... 19
Student Services .................................................. 24
Academic Information ........................................... 35
Using myCommNet ............................................... 47
Student Degree Evaluations ................................. 49
Extended Studies and Workforce Education .................. 51
Academic Programs .............................................. 53
Course Descriptions ............................................. 123
Board of Regents / NCC Foundation .......................... 176
College Personnel ............................................... 177
Advisor Directory ............................................... 189
Application for Admission Form .............................. 191-194
**TELEPHONE DIRECTORY**

All phone numbers are area code 203

NCC Main Menu ........................................ 857-7000
Admissions ............................................. 857-7060
Bookstore ................................................ 857-7239
Business Office ........................................ 857-7046
Career Center .......................................... 857-6947
Child Development Laboratory School .......... 857-7116
Counseling Center .................................... 857-7033
Emergency ............................................. 857-7223
Fire or Medical ........................................ 9-911
Extended Studies and Workforce Education .... 857-7080
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 (from off campus) ..................... 857-7223
NCC Security (from on campus) ..................... Ext. 3911
Placement Testing ..................................... 857-7070
President’s Office ..................................... 857-7003
Provost’s Office ....................................... 857-7274
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) ......... 857-7190
Tutoring Center ........................................ 857-7205
Veterans Affairs ....................................... 857-7006
Wellness Center ....................................... 857-7193
Writing Center ........................................ 857-3374

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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 7,000 full- and part-time students in credit programs and approximately 5,500 in non-credit programs annually.

Degree and Certificate Programs
The College offers 45 career and transfer Associate Degree programs, including an Honors Program, 26 Certificate programs, as well as professional and Extended Studies and Workforce Education programs.

Campus
Situated on 30 acres in West Norwalk, the College is comprised of two academic buildings. The East Campus building includes general classrooms, library, computer laboratories, language lab, administrative and faculty offices, a 298-seat theater, broadcast television studio, Child Development Laboratory School and art gallery. The West Campus building contains the William H. Schwab Center for Information Technology, general classrooms, Culinary Arts Laboratory and Dining room, engineering technology labs, faculty offices, Academic Center, art classrooms and cafeteria. The West Campus is also home to our Center for Science, Health and Wellness, which includes a fitness center, science labs and Nursing and Allied Health labs. Classes are held on both the East and West campuses and online.

Please refer to page 8 of this catalog for more information on the College’s physical facilities.

Library
The Everett I.L. Baker Library on the East Campus contains over 65,000 books in print, 86,000 electronic books and has access to more than 57,000 electronic journals and newspapers, reference materials online, and 21,000 audiovisual materials including full-length films streamed via Films on Demand.

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 100 full-time faculty and 260 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, spring and summer semesters. Classes are offered during the day and evening, Monday through Friday, on weekends and online. Visit www.norwalk.edu to view the current academic calendar.

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. Extended Studies and Workforce Education offers a wide array of non-credit career training certificate programs.

Accreditation
Norwalk Community College is accredited by the New England Association of Schools and Colleges and licensed by the Connecticut Board of Regents for Higher Education. Many individual programs are accredited by national professional associations. Please refer to pages 6 and 7 of this catalog for more accreditation information.
NCC VISION STATEMENT:

Norwalk Community College is the educational center of the community, providing opportunities for intellectual inquiry, open dialogue, multicultural awareness and lifelong learning. Recognizing the diverse needs of its students, the College strives to provide an environment in which they are empowered to achieve their highest potential.

College Mission

Norwalk Community College is the southwest Fairfield County leader and partner in the academic, economic and cultural lives of our communities, providing comprehensive, accessible, innovative and affordable learning opportunities to diverse populations.

To realize this distinctive mission, NCC:

- provides a broad range of credit and non-credit liberal arts and sciences, career, and technical associate degree and certificate programs leading to transfer, employment, and lifelong learning;
- supports economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development, and technology training;
- promotes success and inclusion through a stimulating, nurturing learning environment, high quality instruction, support services, and co-curricular activities;
- builds community through the sponsorship of intellectual, cultural, social and recreational events and activities; and
- engages students and community members to become active and responsible leaders in their communities.

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.

Accreditation

Norwalk Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

The New England Association of Schools and Colleges, Inc., is one of six nationally recognized regional accreditation associations in the United States and is the official accrediting agency for schools and colleges in the six New England states. Institutional membership in the association indicates that the College has been carefully evaluated and found to meet standards agreed upon by qualified educators.

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

The College is licensed by the Connecticut Board of Regents for Higher Education.

The Legal Assistant Curriculum is accredited 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 of 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, (800) 874-5615, www.CoARC.org.

The Child Development Laboratory School is accredited by the National Association for the Education of Young Children (NAEYC).

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, (703) 706-3245, accreditation@apta.org, www.capteonline.org.

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 Therese Marrocco, Director of Human Resources.

Equal Opportunity Policy
The Community-Technical College System of the State of Connecticut 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. For a complete statement on this policy, consult the NCC Student Handbook.

NCC Continuing Notice of Non-Discrimination
Norwalk Community College 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 identity 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: Dean of Students Carol Smith Harker, Title IX Coordinator, at (203) 857-7013 or charker@norwalk.edu; or Americans with Disabilities Act (ADA) Coordinator Fran Apfel at (203) 857-7192 or fapfel@norwalk.edu.
The College is situated on 30 acres at 188 Richards Avenue in suburban West Norwalk. It features three 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, UBS Student Success Center, Bookstore, Everett J.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 Office, classrooms, language laboratory, snack bar, technology classrooms and the Dean of Students. The third floor contains faculty and administrative offices, technology classrooms, Information Technology Services, the NCC Foundation, Public Relations and Marketing, Human Resources 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 and 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 Provost/Dean of Academic Affairs, Faculty Services and cafeteria are located on the first floor. The Student Activities office, Family Economic Security Program office, faculty offices, ConnCAP program and Extended Studies and Workforce Education Division 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 $38 million 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 the basics of anatomy and physiology, biology, physics, chemistry and microbiology. The Center’s ground floor houses the Exercise Science Associate Degree program, Pitney Bowes Wellness Center, Physical Activity courses and Athletic Coaching program. 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
NCC maintains a large and valuable art collection. This collection and other pieces on loan are displayed around the campus. The NCC Art Gallery presents several exhibits each year.
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 and Legal Assistant 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).

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 background and ability is the best way to ensure success. The College has adopted a mandatory placement test program. Placement tests are given in English writing skills, reading skills and mathematics. All new students must complete placement tests.

Students with an SAT English score of 450 or higher, or an ACT English score of 21 or higher may be exempt from taking the English portion of the placement test.

Students with an SAT Math score of 450 or higher, or an ACT math score of 18 or higher, may be exempt from taking the math portion of the placement test. Higher scores may enable students to be placed in higher level math courses. Please contact Elizabeth Glatt at (203) 857-7292 for further information.

Applicants with documented disabilities who wish to take the placement test under modified conditions should contact the Coordinator of Student Disability Services at (203) 857-7192 prior to scheduling the 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 Department at (203) 857-7176 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/prooffimmunization.pdf.

Admissions Procedures

All new students must:

1. Submit a completed admissions application and a $20 non-refundable 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.

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 seven days 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 Policies 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. See page 41.

International Students

International students may attend and pursue a degree at the College. Students whose first language is not English must take the ESL placement test prior to registering for classes to determine their English level. Students who do not place into ENG 101 must take the appropriate ESL courses first. The Test of English as a Foreign Language (TOEFL) exam is not required for admission. Services include registration advisement, visa processing, and college, career and personal counseling.

Applicants should contact the International Student Office at (203) 857-6875 (room E202) in advance of the semester in which attendance at the College is intended in order to complete visa and admissions requirements. Required forms include admissions application, detailed high school transcripts accompanied by a certified English translation, letters of residency and support in addition to appropriate visa paperwork. Admissions 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. Completion of visa and registration requirements cannot be guaranteed. Students must have an approved visa or visa status prior to attending classes.

High School Partnership Students

High school juniors and seniors with a “B” average attending participating schools may be eligible for the free program. Students must be recommended by their high school principal or designee to take college-level credit courses. Students so recommended must take the Accuplacer placement test or present SAT scores to meet eligibility for college-level courses.

Extended Studies and Workforce Education

Non-credit students are those taking Extended Studies and Workforce Education courses, which carry no credit and are not applicable to a degree or certificate program. An application for admission to the College is not required for non-credit students. New or readmit credit students must get started at the Admissions Office. For information about courses, call Extended Studies at (203) 857-7080. All non-English speaking students who are interested in learning English must complete and submit an application for admission and take the English as a Second Language placement test.

The Connecticut College of Technology Pathway Program

The College of Technology (COT) is a statewide initiative that provides career pathways for students to earn certificates, Associate of Science and Bachelor of Science degrees in Engineering and Technology disciplines. In order to facilitate this statewide initiative, the COT is an umbrella for Connecticut’s twelve community colleges and six public and private partner universities. The COT 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 also have the option to select from two pathways at the community college that provide seamless transition to the four-year partner universities; Technology Studies and Engineering Science.

The Engineering Pathway program consists primarily of course work in engineering, mathematics, and the sciences. This program prepares the student for entry into the University of Connecticut’s School of Engineering, Central Connecticut State University’s School of Engineering and Technology, Fairfield University’s School of Engineering, University of Hartford College of Engineering,
University of New Haven School of Engineering, and Charter Oak State College.

The Technological Studies Pathway program consists of three Pathway options: Industrial Technology, Technology Education, or Engineering Technology. All three options provide for a bachelor of science degree from Central Connecticut State University or Charter Oak State College.

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. For more Veteran’s services and information, contact J. Scott Smith, Veterans Service Associate, at (203) 857-7026, or visit the Veteran’s Lounge in room W120.

New England Regional Student Program
Each New England state has agreed to admit a quota of out-of-state New England residents for study at its public, degree-granting, two-year colleges and institutions. The plan provides an opportunity to study at an out-of-state institution.

When a study program is not offered at an in-state institution, a qualified student may enroll at any participating out-of-state institution offering that study program.

When a study program is offered at both an in-state and out-of-state institution, and the out-of-state institution is closer in traveling time to a qualified student’s legal residence, that student may enroll out-of-state.

Qualified students of the six New England states will pay the in-state tuition (some states impose a 25% surcharge) of the host institution, if accepted under either plan. Interested students should write to the Director of Admissions at the institutions concerned for admission applications, catalogs, and further information.

Registration Procedures
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 and July, 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.

Connecticut Community Colleges Nursing Program
Applicants to the CT-CCNP must complete their applications online. Paper applications will not be available.

To complete the online application:
1. Go to http://my.community.edu
2. Login using your NetID and your password (for example: 01234567@studnet.community.edu)
3. Click on the “Student” Tab
4. Click on the “Banner Self Service” link (upper right corner of the page)
5. Click “Student Records”
6. Click “Nursing Program Application for 2014-2015”

You can now complete your application to the CT-CCNP. Please make sure to read the online instruction 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 new community college email address. You will be able to look up your new 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 ctcnpadmissions@commnet.edu if you have questions regarding the CT-CCNP application process.

Application Process:
The application period is November 1 through February 1. Submit the following to the Admissions Office at the College of First 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.
ADMISSIONS

- Connecticut Community Colleges Nursing Program (CT-CCNP) application.
- Official high school transcript indicating date of graduation, General Educational Development (GED) diploma, or State High School Equivalency Diploma.
- Official college/university transcripts, if applicable, 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 First Choice” is the college that the applicant would most like to attend. Applicants must meet admission and transfer requirements of the “College of First 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 1 Math score of 550 or higher; 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 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: English 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 semester. 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
The Connecticut Community Colleges Nursing Program participates in the Connecticut Articulation Model for LPNs. Applicants must meet the CT-CCNP admission requirements. Applicants are encouraged to seek advisement prior to this process.

Medical Assistant Admissions
Applicants seeking admission into the Norwalk Community College Medical Assistant Program must file a Medical Assistant Application through the Nursing and Allied Health Office.

Submit the following by the March 31 priority acceptance deadline date (second priority acceptance deadline July 1, third acceptance deadline August 10):
- 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 may be 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 94 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.
- High school Keyboarding within the last five years with a grade of C or pass, keyboarding experience that can be validated, Keyboarding in Extended Studies or an equivalent with advisor approval.

Application:

Where to Apply – Applicants must submit all application materials to the Nursing and Allied Health Office, room E306 by March 31 for first priority admission.

When to Apply – The application period for the Medical Assistant program is November 15 through August 10. 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.

Admission to Physical Therapist Assistant Program

Admissions Requirements:

- A cumulative GPA of 2.5 or higher in high school or college (college GPA based on more than 15 credits).
- ATI-TEAS test score. Applicants must achieve a composite score of 50% or higher.
- 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. For admission to the program during the fall 2014 through fall 2019 semesters, a grade of C in BIO 211 will be accepted if BIO 211 was taken prior to the fall 2013 semester.
- Complete a minimum of 40 hours of documented volunteer or paid experience in a physical therapy setting.

Important Notes:

- Applications are available February 1 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).
- 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.fsabpt.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.
- 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. Healthcare 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 weekends.
- 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 attempt to register for this course for the summer semester prior to joining the program.
or the first semester of the program in the fall. For admission to the program during the fall 2012 through fall 2019 semesters, a grade of C in BIO 211 or BIO 212 will be accepted if the course was taken prior to fall 2013.

• Once you enroll in the first PTA program semester, you have three years to complete the two-year program.

Respiratory Care

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 March 1. Submit the following by the March 1 deadline date:

• 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 1 Math Score of 550 or higher 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 48% 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 of February 1.

• College Chemistry: CHE 111 or equivalent. Students must have a grade of C or higher and have completed the course within seven years of the application deadline by the spring semester prior to admission.
• Completion of ENG 101: English 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. May be completed in the summer prior to admission.

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 accepted for transfer if taken more than ten years prior to admission.

Readmission Policies for Allied Health Programs:

1. Complete Admission Requirements (must meet current admission standards).
2. Reapply by letter to the Director of Nursing and Allied Health stating reasons for seeking readmission.
3. Readmission eligibility will be determined by faculty.
4. Students who received a clinical failure are not eligible for readmission.
Tuition and Fees

For the most current Tuition and Fees Schedule, consult the Norwalk Community College website at www.norwalk.edu. Click on “Admissions” and scroll down to “Tuition and Fees.” Information is available on NCC’s website about tuition and fees for Connecticut Residents, Out-of-State Students, Summer Session, Extension Courses and New England Board of Higher Education Students.

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

Refunds

For General Fund Courses

A registered student wishing to withdraw may process withdrawals online through their student account or submit a written withdrawal request to the Records Office. The effective date of withdrawal is the date the withdrawal request is received by the Records Office.

1. For Notice of Withdrawal received prior to the first day of the semester, a refund of 100% of tuition will be granted. General registration/deposit fees are not refunded.
2. For Notice of Withdrawal received on the first day of classes and through the 14th calendar day of that full semester, a refund of 50% of tuition will be granted. General registration/deposit fees are not refunded.
3. No refund of tuition or fees will be granted for either full-time or part-time students beyond the 14th calendar day after the first day of classes of the full semester.

For Extension and Summer Session Courses

1. Full refund of tuition will be granted only if written notice of withdrawal is received by the Records Office no later than the end of the last business day of the College before the start of each Summer Session.
2. Fees are non-refundable. No refunds will be granted on or after the first day of each session.

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 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.

Financial Obligation

Students who have an unpaid balance due the College will be prohibited from further registration until the financial obligation is removed. Degrees/certificates are not awarded if a financial obligation to the College has not been met.

Tuition Waivers

Waiver of Tuition – Resident Dependent Child or Spouse of Specified Terrorist Victim

Public Act No. 02-126 established a new category of statutory tuition waiver for “any resident of the state who is a dependent child or surviving spouse of a specified terrorist victim who was a resident of this state. “Specified terrorist victim” is currently defined in the statute as “any individual who died as a result of wounds or injury incurred as a result of the terrorist attacks against the United States on September 11, 2001, or who died as a result involving anthrax occurring on or after September 11, 2001, and before January 1, 2002.” Such victims do not include “any individual identified by the Attorney General of the United States to have been a participant or conspirator in any such attack or a representative of such an individual.”

Waiver of Tuition for Veterans

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.

The state tuition waiver also covers the amount of tuition which exceeds the tuition benefit received under the federal 2008 Post-9/11 Veteran Educational Assistance Act.

College costs other than tuition – such as for books, student activity and course fees, parking and room and board – are not waived. When applying for admission or registering for courses, remember to bring a copy of your separation paper (Form DD-214). Note that waivers may be reduced by the amount of education reimbursement you may receive from your employer.

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 toward Summer Session or non-credit Extension Fund courses.

How to Qualify

To be eligible at a public college or university, veterans must:

• Be honorably discharged or released under honorable conditions from active service in the U.S. Armed Forces (U.S. Army, Navy, Marine Corps, Air Force and Coast Guard). National Guard members, activated under Title 10 of the United States Code, also are included.
- Have served at least 90 or more cumulative days active duty in time of war (see Periods of Service) except if separated from service earlier because of a federal Department of Veterans Affairs (VA) rated service-connected disability; or the war, campaign or operation lasted less than 90 days and service was for the duration.
- Be accepted for admission at a Connecticut public college or university.
- Be domiciled in Connecticut at the time of acceptance, which includes domicile for less than one year.

**Periods of Service**

Only those who “performed service” in the following manner may qualify:

- Active duty for at least 90 or more cumulative days during:
  - World War II – December 7, 1941 to December 31, 1946
  - Vietnam Era – February 28, 1961 to July 1, 1975
  - Persian Gulf War – August 2, 1990 until an ending date prescribed by Presidential proclamation or by law (no end date at this time). All military war service subsequent to August 2, 1990 is covered, including but not limited to, Enduring Freedom, Noble Eagle, Iraqi Freedom, Somalia and Bosnia.
- Engaged in combat or in a combat-support role in:
  - Lebanon – July 1, 1958 to November 1, 1958 or September 29, 1982 to March 30, 1984
  - Grenada – October 25, 1983 to December 15, 1983
  - Operation Earnest Will – July 24, 1987 to August 1, 1990
    (escort of Kuwaiti oil tankers flying the U.S. flag in the Persian Gulf)
  - Panama – December 20, 1989 to January 31, 1990

Service in time of war does not include time spent attending a military service academy. Reservists must be mobilized in time of war for other than training purposes.

  Active duty military personnel stationed in Connecticut, including spouses and dependents, are eligible for in-state tuition.

  Post 9/11 CH33 GI Bill veterans who are Connecticut state veterans will pay all fees associated with their courses. Tuition will be covered under the State of CT Waiver. Out-of-state veterans will pay the tuition and fees for their courses. Post 9/11 CH33 veterans will be reimbursed for the percentage of benefits they were eligible for as listed on the Certificate of Eligibility when approved for Post 9/11 benefits. Be advised that not all fees are covered by the post 9/11 Bill.

**Waiver of Tuition for National Guard Members**

On July 20, 1981, the existing Board of Regents of Community-Technical Colleges approved the waiving of tuition for General Fund courses for any member of the Connecticut Army or Air National Guard as provided below:

1. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must (a) be a resident of Connecticut, (b) be certified by the Adjutant General or his designee as a member in good standing of the Guard, and (c) be enrolled or accepted for admission to a community college on a full-time or part-time basis in a degree granting program.
2. The tuition waiver authorized by this policy shall be reduced by the amount of any educational reimbursement received from an employer.

**Waiver of Tuition for Dependent Children of Certain Police or Firefighters**

Tuition is waived for any dependent child of a police officer or firefighter killed in the line of duty as defined by General Statutes 7-294a and 7-323.

**Waiver of Tuition for Senior Citizens**

Tuition shall be waived for any Connecticut resident 62 years of age or older who has been accepted for admission, provided that at the end of the regular registration period there is space available in the credit course in which the person intends to enroll. Consult the academic calendar for times and dates of special registration for seniors.

The Board of Regents has approved the waiver of the application fee and all general fees for courses offered through the General Fund for persons 62 years of age or older. Such persons should present proof of age to the Business Office in order to establish eligibility.

**Waiver of Fees for Full-Time Employees and Dependents**

On June 16, 1990, the existing Board of Regents of Community-Technical Colleges waived the payment of application fee, 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.
Financial Aid Services

Financial aid consists of grants, scholarships, loans 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 are regarded as gift assistance and do not have to be repaid.

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 the College as well as the Federal Pell Grant. To apply for financial aid please follow the simple steps below:

Necessary rules, requirements, obligations, and deadlines when applying for aid:

1. **You must reapply every year.** Financial aid does not automatically continue from one year to the next.
2. **At NCC, federal programs have limits in the total amount of aid you can receive or the number of years you can receive it.**
3. **To receive financial aid at NCC, you must:**
   a. 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) or a degree program.
   b. Demonstrate financial need.
   c. Be a citizen or eligible non-citizen.
   d. Not owe a refund on a Federal Stafford, Perkins or Federal Supplemental Educational Opportunity Grant.
   e. Not be in default on a Federal Stafford, Perkins or Federal Direct loans.
   f. Be making satisfactory progress toward the completion of your course of study (see definition of satisfactory progress under “eligibility”).
   g. Register with the Selective Service if you are a male between the ages of 18 and 26.
4. **It is your responsibility to make sure all documents necessary to support information on the student aid reports (SAR, which is emailed or mailed to the student directly from the US Department of Education) are turned into the Financial Aid Office if requested (i.e., Tax transcript, proof of SNAP, Social Security, Disability, Verification forms, etc.).**

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 suspensions. You will be notified by 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

This means maintaining a grade point average that is above that which would place an individual on academic probation as defined on page 38 of this catalog.

Satisfactory Academic Progress for Financial Aid Purposes

This means that students must 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:

<table>
<thead>
<tr>
<th>Credits attempted/registered</th>
<th>Minimum which must be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits</td>
<td>10 credits</td>
</tr>
<tr>
<td>12 credits</td>
<td>8 credits</td>
</tr>
<tr>
<td>9 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>6-8 credits</td>
<td>6-8 credits</td>
</tr>
</tbody>
</table>

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 have the time limits listed below for receiving financial aid.

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits attempted</th>
<th>67% of credits completed</th>
<th>Maximum years of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>24</td>
<td>16</td>
<td>4</td>
</tr>
<tr>
<td>3/4 time</td>
<td>18</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>1/2 time</td>
<td>12</td>
<td>8</td>
<td>7.5</td>
</tr>
</tbody>
</table>

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

Financial aid cannot be used to pay for audited courses. Financial aid cannot be used to pay for non-credit Extended Studies and Workforce Education courses or other courses not counted towards a student’s degree or certificate. Students classified as special non-degree students are not eligible for financial aid. Students must be enrolled in a degree-granting or certificate program that is at least 18 credits to be eligible for financial aid.
You may only repeat a course that you have received a letter grade in once, 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 14th calendar day of the semester. Any courses added after that time WILL 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) form, you will be considered for all federal and state financial assistance programs.

Federal Pell Grant
The Federal Pell Grant is intended to be the “floor” of the total financial aid package. This grant may be combined with other forms of aid in order to meet your educational costs. The amount of this preliminary 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.

Federal Supplement Educational Opportunity Grant (FSEOG)
The FSEOG is awarded to those who have demonstrated extreme financial need. Our first preference goes to students who receive a maximum Federal Pell Grant.

Federal College Work-Study (FCWS) 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 college work-study program provides jobs for those who have substantial financial need and who must earn 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 $9 per hour rate of pay. Student assignments to on-campus jobs are determined by the needs of the College and are not permanent.

Note: Participation in the college work-study program is limited to students who are working towards their first degree or certificate program at NCC. Those who have already received their first degree, have accumulated a minimum of 60 credits, or have received college work-study for at least five years will no longer be eligible to participate in the program. Scarce resources combined with the demand for work-study positions has necessitated the College’s strict enforcement of this institutional policy.

Federal Direct Student Loan Program
The Federal Stafford Loan offers low interest, variable rate loans to students attending an approved school on at least a half-time basis. Repayment of a Federal Stafford Loan begins six months after the borrower leaves school or drops below half-time status and allows up to ten years to repay.

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

### Federal Direct Student Loan Limits

<table>
<thead>
<tr>
<th>Year</th>
<th>Dependent Undergraduate Student (except students whose parents are unable to obtain PLUS Loans)</th>
<th>Independent Undergraduate Student (and dependent students whose parents are able to obtain PLUS Loans)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$5,500—No more than $3,500 of this amount may be in subsidized loans.</td>
<td>$9,500—No more than $3,500 of this amount may be in subsidized loans.</td>
</tr>
<tr>
<td>Second Year</td>
<td>$6,500—No more than $4,500 of this amount may be in subsidized loans.</td>
<td>$10,500—No more than $4,500 of this amount may be in subsidized loans.</td>
</tr>
</tbody>
</table>

Since Norwalk Community College is a two-year institution, these are the only amounts applicable to our student population. Students may borrow once as a freshman and once as a sophomore. Part-time students who remain several years as a freshman cannot borrow another Stafford loan until they have accumulated at least 30 credits and have obtained sophomore status. Students are advised to wait for complete review of their eligibility for other forms of financial aid before submitting loan applications.

The Federal Direct Plus Loan is a variable rate loan available to parents of dependent students. The interest rate changes annually on July 1. Parents may borrow the remainder needed by the student, that is, cost of attendance, minus financial aid.

### Connecticut Aid for Public College Students Grant (CAP)

Awards are made to Connecticut students who are enrolled in a degree program and demonstrate financial need.

### Norwalk Community College Grant

NCC grants are awarded to Connecticut residents who are enrolled in a degree program and demonstrate financial need. 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 of Title IV Funds calculation, if receiving federal funds. With this calculation you may be responsible for balances owed to the College, as well as the repayment to the Federal Department of Education for any excess financial aid you have received. If NCC is unable to determine your exact withdrawal date, we will use 50% completion. Once the amount of the refund that must be returned to the Student Financial Aid programs has been determined, that amount will be distributed among the programs in the following manner that is prescribed by law.

### Tuition, Fees and Refunds

#### 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 Extended Studies and Workforce Education, Summer Session and other Extension Fund courses.

Extended Studies and Workforce Education 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, 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 refunds must be made in writing to the Records Office. Refunds for charge card transactions are processed in the same manner as cash or check transactions.

Endowed Scholarships
We are grateful to the many generous donors who have endowed scholarships. Year after year, their contributions are continuing to help talented students earn degrees and begin meaningful careers.

Access to Education Scholarship
This scholarship was established at the first Access to Education corporate dinner in 2004 and is given to students majoring in business-related programs.

Elizabeth Raymond Ambler Trust Scholarship
Created in 2001 in memory of Wilton philanthropist Elizabeth Raymond Ambler, this scholarship provides financial assistance to NCC students with preference given to Wilton residents.

Anonymous Scholarship
This scholarship was established in 2001 to assist NCC students who have a clear career path, show strong academic promise and financial need. Preference is given to immigrant students.

The America 911 Scholarship
This scholarship was created by Jane and Stephen Raye at the 2001 Le Bal d’Ecole to give tribute to the heroes of the September 11th tragedy and other disaster relief efforts. It is given to students who are in or plan to enter emergency response professions.

Lois and Harlan Anderson Scholarship
Established in 2000 by Lois and Harlan Anderson, this fund is intended to provide financial assistance to students in need.

Robert and Jeannie Kay Armstrong Scholarship
This fund was established by Robert and Jeannie Kay Armstrong through a generous gift at the 1997 Le Bal d’Ecole.

John Ball Scholarship
This fund was created by his friends and directors at Champion International to commemorate John Ball’s retirement from the company in 1996.

Joan and Ed Barksdale Scholarship
This scholarship was established in 2002 by the Barksdales to support access to education through a gift to the Capital Campaign to Fund the Future.

James Bissell Memorial Scholarship
The James Bissell Memorial Fund was created by the family and friends of James Bissell, a former NCC science instructor for 30 years. It is given to students who have a general knowledge of aviation and/or a willingness to be exposed to flying.

John Fiske Boorom Memorial Scholarship
This fund was created by the family of John Fiske Boorom to memorialize his life and achievements.
Mary W. Brackett, Ph.D. Scholarship
This scholarship was established by Dr. Brackett’s friends and faculty emeriti to celebrate her contributions to both NCC and the community. During her 17 years at NCC, Dr. Brackett served as academic counselor, academic dean and acting president.

The Katherine Hall Browne Scholarship
This fund was created by William and Carole Browne in memory of William’s mother, Katherine Hall Browne.

Bucky Scholarship
Dr. Thomas Bucky, a retired internist and his wife Doris, a former English teacher, established this fund to help students achieve their goals.

The Ilene and Irving G. Calish, Sr. Scholarship
This fund was established by Louis J. and Caren Calish Gagliano in memory of Caren’s parents to honor their belief in education as the route to self-help.

Mickey and Brooke Callanen Scholarship
This scholarship fund was created by Mr. and Mrs. Callanen, residents of Darien, through a generous gift at the 1997 Le Bal d’Ecole.

Charlotte Chen, Esq., Scholarship
This scholarship was created by Charlotte’s family and friends to commemorate her life and achievements. Charlotte Chen was a founding member of both NCC and the NCC Foundation.

Ann Chernow Art Scholarship
This fund was established by NCC art professor Ann Chernow and is awarded to an NCC student in the Art Program who has been accepted at a higher institution or specialized art school. Should this first criterion for the scholarship not be realized, then the scholarship may be awarded to a current NCC art student.

Carle C. Conway Scholarship
Created by the trustees of the Carle C. Conway Foundation, this scholarship commemorates the life and achievements of the former president and chairman of the Continental Can Company.

Jane Corbo Scholarship
This fund was established for nursing students by the friends and family of Jane Corbo to commemorate her life as a dedicated nurse.

Virginia and Malcolm Crawford Scholarship
This fund was created by Mary and Edwin Ramsey and Jean and Douglas Crawford, supporters of NCC, in honor of their parents.

James E. Deaver Memorial Scholarship
This fund was created in memory of her late husband by former Professor Abigail Deaver to assist single mothers.

Katy and Prof. John J. Dohlun Scholarship
This scholarship was established at Le Bal d’Ecole 2005 by Dr. John Dohlun and his wife, Katy. Dr. Dohlun taught chemistry at NCC and is now professor emeritus. Preference is given to African-American students.

Nancy Doyle Scholarship
Created by co-workers, family and friends to honor Nancy’s commitment and passion for NCC. Nancy was a former NCC Foundation Director and former Director of Special Events for the NCC Foundation.

Dugan Family Scholarship
Created by former Board member Linda Dugan, this fund is intended to provide financial assistance to NCC students.

Jamie Earle Memorial Scholarship
This scholarship was created by the family and friends of Jamie Earle to commemorate his life and achievements.

Dr. John K. Fisher Scholarship
Established to recognize Dr. John K. Fisher, former president of NCC. This scholarship provides financial assistance to NCC students enrolled in engineering technologies, sciences, information systems or computer systems programs.

The Fernandez Family Scholarship
This scholarship was established at the 1995 Le Bal d’Ecole with a gift from Joanne and Manuel Fernandez.

The GE Capital Scholarship
This award provides scholarships to NCC students who are pursuing degrees in technology.

Josephine Gierer Scholarship
This scholarship was established by Josie Gierer to assist mothers with young children who are pursuing higher education.

Maurice Godin Legal Assistant Scholarship
Established in memory of the first coordinator of the Legal Assistant Program, this scholarship is available to students in the Legal Assistant Program.

Darlene Ryan Goodwin Scholarship
Established in 2001 by Darlene and Jim Goodwin, this scholarship is given to students who have graduated from Stamford Public Schools.

Albert L. Hadley Scholarship
This scholarship was established at the 1997 Le Bal d’Ecole. Mr. Hadley served as Honorary Chairman for the event.

Jean and Richard Harrington Scholarship
This scholarship was created by the Harringtons at the 2005 Le Bal d’Ecole to assist NCC students with financial need.
Richard T. Hansen Memorial Scholarship
Established by the Norwalk Association of Independent Insurance Agents in honor of a former colleague, this scholarship is awarded to second-year full-time business administration students.

Mark Hattenbach Memorial Scholarship
This scholarship was established at the 2005 Le Bal d’Ecole by Ellen Sue Hattenbach (’64) to honor her husband, Mark (’63.) Mark served on the NCC Foundation Board of Directors. It is awarded to a student majoring in culinary arts.

Harry H. Hefferan, Jr. Scholarship
Established in 1999 to memorialize Harry H. Hefferan, Jr., this fund is designed to provide assistance to students who best exemplify the character and commitment to community demonstrated by Mr. Hefferan in his lifetime as a family man, lawyer and civic leader.

John H. Heher Memorial Scholarship
This fund was created by the family and friends of John Heher to memorialize his life and achievements. Until his death in January 2002, he served as chairman of the NCC business department. Candidates for this scholarship must be majoring in business.

The Hiranandani Scholarship
This scholarship was established by Hiro Hiranandani to assist students enrolled in the engineering pathways, engineering technologies, sciences, or nursing.

Leon Hirsch Scholarship
This fund was created at the 2001 Le Bal d’Ecole by Leon Hirsch to provide financial assistance to students.

Anne Ireland Memorial Scholarship
Established to honor the life of Anne Ireland, a long-time NCC employee, this scholarship provides financial assistance to an NCC student who is at least 25 years of age.

The Stacy M. Israel Scholarship
This fund was created by former NCC professor Stacy Israel, a 1997 graduate of NCC, to provide scholarship assistance to students in need.

Joseph K. Karpowich Memorial Scholarship
Joseph Karpowich, former Dean of Students, died in 2001. His family established a scholarship to commemorate his 35 years of dedicated service to the College. This scholarship is given to students who choose a career in a technology related field.

Toni Anne Laufer Scholarship
Toni Anne Laufer was a 1993 graduate of the NCC Early Childhood Education Program. This scholarship was created to honor her memory.

Le Bal d’Ecole Scholarship
This scholarship may cover all or part of a student’s financial needs while attending NCC.

The Frank C. Lee Memorial Scholarship
The Frank C. Lee Memorial Scholarship Fund, established by staff and students of the College, commemorates his life and work as a dedicated educator. Frank C. Lee served the College for over 20 years, as a professor of English, English Department Chairman and Academic Dean.

Marcia Jane LeMoult Memorial Scholarship
This scholarship was created by the family and friends of Marcia Jane LeMoult, a former aerobics instructor at NCC, and is given to a female student majoring in exercise science or a program related to physical conditioning.

George and Max R. Lepofsky Scholarship
Max Lepofsky was one of the founders of Norwalk Community College and this scholarship was created to honor his memory.

The Sachiko S. Liebergesell Scholarships
This fund was established at the 1995 Le Bal d’Ecole with a gift from Rolf K. Liebergesell in honor of his wife, Sachiko.

Lifetime Learners Institute Scholarship
This fund was created by The Lifetime Learners Institute for scholarships to students who are enrolled in the human services or recreational and leisure studies programs or the elderly.

Mandel Family Scholarship
This fund was created by former NCC Foundation Board President Ann Mandel and members of the Mandel family to provide assistance to NCC students.

The Margaret Jane McAuliffe Scholarship
This scholarship was created in remembrance of Margaret Jane McAuliffe who had many dreams she was unable to fulfill.

The James R. McCormack Memorial Scholarship
Established by Jim McCormack’s family in 2002 to commemorate his life and his commitment to a career in public service, this scholarship is intended to recognize, encourage and support students who choose a career focused on helping others. This fund will provide financial assistance to students aspiring to careers in allied health, criminal justice, or nursing.

Carolyn and Gerry McGrath Scholarship
This fund was established at the 2007 Le Bal d’Ecole by the McGraths to provide financial assistance to deserving students.

Benson Meth Scholarship
Created by Jeffrey Rubin, an NCC alumnus, this fund was established to honor his stepfather, Benson Meth, who was an adjunct instructor in the business department in the ’60s and ’70s. It is intended to assist with the financial needs of students majoring in business at NCC.
William M. Mommaerts Memorial Scholarship
The William M. Mommaerts Memorial Scholarship fund was created by his parents in 1996 to honor his accomplishments and memory. It is given to computer science or business students.

Dr. Lia Mondo Scholarship
This fund was created by the late Dr. Lia Mondo, NCC professor emeritus and longtime member of the foreign languages department.

Thomas G. Norko Memorial Scholarship
This scholarship is designed to assist full-time second-year students. Thomas G. Norko served as assistant to the president of Norwalk Community College.

O’Hara Family Scholarship
This fund was created by Peter O’Hara in honor of his parents, Arthur and Louise O’Hara. Mr. O’Hara served as Dean of College Development, Registrar, Director of Admissions, and Dean of Students during his more than 30 years of service at NCC.

Donald and Virginia Miller Scholarship
Donald and Virginia Miller, active members of The Lifetime Learners Institute, created this scholarship in recognition of students who attend NCC and have overcome significant economic limitations.

Beverly Miller Orthwein Scholarship
This scholarship fund was established to honor Beverly Miller Orthwein by her husband, Peter B. Orthwein, through a gift at the 1997 Le Bal d’Ecole.

Hobart P. Pardee Scholarship
This scholarship was established by Mr. Pardee’s family to honor his life and achievements. Priority is given to NCC students in the human services program or to students who plan to transfer to prepare themselves to enter the fields of counseling or student development.

Panwy Foundation, Inc. Service Learning Scholarship
Established at the 2005 Le Bal d’Ecole, this scholarship is awarded to a student(s) who participates in Service Learning, thus contributing to the community and providing opportunity to reflect critically on their community experiences.

The Raindancer Foundation Scholarship
This scholarship was established by Olof S. Nelson, a director of the Raindancer Foundation, to assist students pursuing an associate degree.

John E. Schmeltzer IV Memorial Scholarship
This scholarship was created by John’s parents at the 2005 Le Bal d’Ecole in his memory. It is awarded to a student pursuing a degree/certificate in emergency medicine, medical technology or culinary arts.

Sylvia Schudy Scholarship For Nursing Students
This fund, in honor of Sylvia Schudy, the first director and founder of the NCC nursing program, was created by her family, friends, nursing alumni and colleagues.

The Joseph I. Shulman Memorial Scholarship
This scholarship fund was established to honor the memory of Joseph I. Shulman by his family. His widow, Doris Shulman, was a member of the NCC staff.

John and Charlotte Suhler Scholarship
John and Charlotte Suhler created this scholarship at the 1997 Le Bal d’Ecole. Charlotte is a long-time board member of the NCC Foundation.

Jean Svalgard Memorial Women’s Scholarship
Established by friends and family to honor Jean Svalgard, a former NCC student, this scholarship provides financial assistance to a female student planning to transfer to a four-year institution.

The UBS Investment Bank Scholarship
This scholarship fund was established through a gift at the 1997 Le Bal d’Ecole.

Pauline A. Toner Nursing Scholarship
The Pauline A. Toner Nursing Scholarship was endowed through a bequest from Ms. Toner’s estate to NCC. Ms. Toner had a lifelong goal to become a nurse, but unfortunately was never able to attain her goal. This scholarship in her honor is for nursing students.

Dr. Harry L. Trambert Memorial Scholarship
This scholarship was established by Dr. Trambert’s family to commemorate his life and achievements. Dr. Trambert had a long career as a Norwalk physician and was an active member of The Lifetime Learners Institute.

Nicholas Trivisonno Scholarship
This fund was established at the 2001 Le Bal d’Ecole by Nicholas Trivisonno to provide financial assistance to deserving students.

Karen Veitch Memorial Scholarship
This fund was created by the family and friends of Karen Veitch to honor her many contributions as director of the NCC Child Development Laboratory School.

John and Catherine Vigilante Scholarship
This fund was created by the Vigilantes to promote the study of foreign languages by NCC students.

Olivia Vlahos Scholarship
This scholarship was established by former students of retired anthropology professor Olivia Vlahos, founder of the NCC archaeology program. The winner of this award is chosen by the archaeology department faculty.
**Morrise Wagner Memorial Scholarship**
This scholarship was established in memory of former NCC professor of art history, Morrise Wagner.

**Geneva Walsh Scholarship**
This scholarship was created by the family and friends of Geneva Walsh, an alumna of NCC, in honor of her birthday.

**The Michael G. Weyer Scholarship**
This fund was created by the family and friends of Michael to honor his spirit of giving to those less fortunate than himself.

**Michael Wilens and Carolyn Longacre Scholarship**
This fund was established at the 2009 Le Bal d’Ecole to assist deserving students by a thoughtful gift from Michael Wilens and Carolyn Longacre.

**Helen C. Whitten Scholarship**
This scholarship was created by Helen C. Whitten, an NCC graduate, to assist NCC students.

**Women in Management Scholarship**
This scholarship fund was established through a generous gift by the Women in Management organization. It is awarded to a female student in a business-related major.

**NCC Foundation Transfer Scholarships**

**Marion and Justin Glickson Scholarship**
This scholarship is available to graduates of NCC who wish to transfer to a four-year college to complete their studies toward a bachelor’s degree.

**Professor Michael Shub Developmental Mathematics Scholarship**
This scholarship was established in 2006 by NCC Professor Michael Shub to recognize a student who began his/her career at NCC in Developmental Mathematics and will complete his/her education at a four-year institution.

**Charles J. Trantanella, Jr. Memorial Scholarship**
This scholarship was established in 1987, in memory of Professor Trantanella, who served for 21 years as chairman of the accounting program at NCC and as a teacher and mentor to thousands of students. It is awarded to the graduating student with the highest academic average in the accounting program who plans to continue his/her studies toward a bachelor’s degree.

**Other Scholarships**

**The Royce Scholarships for High School Seniors**
Through a gift from Charles Royce and the Royce Family Fund, this merit-based scholarship program awards grants to top high school graduates from southwestern Fairfield County high schools who attend NCC full-time. This scholarship is renewable for a second year of study.

**Croaning/Van Dyke Scholarship for Child Development Laboratory School Students**
This fund was created by Donald and Debbie Van Dyke in honor of their long-time friend Kathy Croaning, a former member of the Early Childhood Education faculty and the former director of the Child Development Laboratory School.
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 UBS Student Success Center
The UBS 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.

In support of the College’s mission and academic curricula, the Library provides a broad range of services in a welcoming environment for the College’s 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.

Users will be able to access the course reserve collection, including Textbooks-on-Reserve, the reference collection, a Hot-Reads collection of books, print journals, newspapers, AV materials, films, music CDs, spoken recordings and access via more than 50 PC-based computers and via campus WiFi to streaming films, general and specialized databases, online reference resources and encyclopedias, and electronic books. There is also a computer workstation for the visually impaired. Black-and-white photocopiers and a scanner are available to users on the first floor. Two study rooms with white boards and computers are available to students. Additional study space is available 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 person 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 Student ID Card which is also obtained there. Reserve materials have various circulation periods as determined by faculty for the courses. Textbooks on Reserve 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. Fines must be paid in cash (bills $20 or under only), checks made out to “NCC” or via credit card at the Business Office.

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 services, exhibitions, current hours and resources.

Media Services
Equipment to aid students and instructors with their classroom presentations are requested from the Media Services department which is located in room E313.

A qualified media specialist is on hand to answer any questions and assist users in their production efforts. Audiovisual Request forms can be found online.

Tutoring 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.
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, please visit the following offices to see how they can help support you in your academic endeavors: The Counseling Office, The Family Economic Security Program (FESP), the Child Development Center and Laboratory School (CDLS), The CT Health and Life Sciences Career Initiative and 50Plus.

The Counseling Center in room E104 offers personal counseling and referrals, general academic advisement, transfer related information, career and life planning. FESP, room W112, (203) 857-7220, provides programs and coaching services to help students with children meet their personal, academic, career and financial goals. The on-campus CDLS, (203) 857-6804, provides students, faculty, staff, and the community with high quality child care that foster children's development in a warm and nurturing environment. In addition, the CDLS serves as a learning center for Early Childhood Education students. The CT Health and Life Sciences Career Initiative, (203) 857-7014, provides services to prepare veterans, TAA, dislocated and other underemployed workers for careers in growing health and life sciences occupations. 50Plus provides support to adults 50 and older who are seeing ways to enhance career and educational opportunities.

Career Center

The Career Center offers comprehensive career counseling and employment services. The Career Center is located on the West Campus in room W118 and has professional staff who can meet your career planning needs.

Career and Life Planning

The Career Center provides comprehensive assistance with career and life planning. Through exploration of personality style, interests, abilities, and values, students are assisted in exploring and planning for career goals and options. Information is available on different careers and majors, and a career resource library is located in the Baker Library. Free vocational testing and workshops are also offered. For more information, call (203) 857-6947.

Student Employment Services

The goal of Student Employment Services is to bring students and companies together. Year-round employment assistance for students and alumni is available in the Career Center. There is no placement fee for the potential employee or the employer.

Special services include:

- hosting a career expo and inviting business and industry to campus to meet students, instructors, alumni and guest presenters
- supplying up-to-date labor market information depicting the current trends in employment, labor supply, and training needs in the southwestern Fairfield County area.

For further information, call (203) 857-6947 or visit room W118.

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/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. Most Mathematics recitation sessions are held in the lower lobby of the West Campus outside room W011. Times are posted and Mathematics professors have schedules. Science students should consult their professor for locations and times.

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 the student to achieve his/her maximum personal development and potential. To facilitate this objective a professional staff of counselors is available to assist students in making realistic choices. Students are frequently faced with questions or concerns about academic performance, life goals and relationships with others.

Students who see themselves getting into trouble with their personal situation, with academic problems or with life in general, are encouraged to make an appointment to see a counselor. The personal development and academic progress of our students are very important. The Center is located in room E104 and can be reached at (203) 857-7033.

Services* that are not provided by the NCC counseling staff may be referred to a local agency.

The following services are available: academic advising, bilingual counseling, graduation audit, personal counseling and transfer counseling. Your discussions with counselors are always treated with respect and confidentiality.

*NCC, in cooperation with the Family and Children’s Agency, has a social worker on campus nine hours a week. Students must call (203) 857-6870 for an appointment or stop in room E104 on the East Campus.

Transfer Assistance
Counselors, located in the Counseling Center, room E104, are experienced in assisting students with transfer to four-year institutions. For a review of transfer options, you are welcome to use the transfer catalog library in the Counseling Center. Students may also use available college planning websites to help in the transfer process.

The counseling services personnel can help you with all aspects of transferring. A college fair is held each year for transfer information to four-year institutions. 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.

NCC also has special scholarships for transferring students. The application deadline for these scholarships varies. The transfer-to-four-year-colleges bulletin board located outside the Counseling Center provides updated transfer information.

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 (CSU) 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 or technology.

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 bachelor’s 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.

Transfer Opportunity with the Connecticut State University System

The Transfer Compact
The Connecticut State University System (CSUS) and the Connecticut Community College System have developed a Transfer Compact which offers Dual Admission to students who are planning to enroll at a CSUS university after completing an associate degree. Through the Compact, students are guaranteed admission to the selected CSUS institution 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 transferrable college credits at the 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 four CSU campuses. For further information, contact Orlando Soto at (203) 857-7030.

General Transfer
Graduates of the Connecticut Community Colleges (CC) with a GPA of 2.0 or higher are guaranteed admission within the Connecticut State University 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, CC 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 offers quality early care and education for children, ages six months to five years of age. Following the college calendar for the fall and spring semesters, the facility offers half-day or full-day care to NCC students, NCC staff, and nearby community families.

The school is a laboratory school for the Early Childhood Education Program and offers a developmentally appropriate program which is individualized to meet the needs of each child.

ECE students do activities with children in each classroom on a regular basis.

The professional staff involves the director and experienced teachers who are primarily responsible for meeting that child’s needs. The physical arrangement, daily schedule, and routines are designed to suit individual and group needs. Within this arrangement, children are encouraged to make their own choices and participate in self-directed activities along with planned ones. For information, please call Catherine Neiswonger at (203) 857-7143.

Student Support Services Program
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, 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 Elva Edwards, Program Director, at (203) 857-7190 or come to room W209.

**School and Community Partnership Programs**

**College Access and Success Program (ConnCAS)**

ConnCAS is a state funded College Pathway Program that eases the transition from high school to college. The program provides support services for students who face barriers to academic success and who could benefit from extra support and guidance resulting in increased retention and graduation rates. The program offerings include one-on-one and academic advising, peer support, personal enrichment, workshop sessions, events/activities, and free summer courses. Advisors work with students to help them stay on track academically by understanding college expectations, and becoming familiar with college resources and services. To position students for success, the program provides year round support and enrichment and follows students through graduation and/or transfer up to a maximum of three years. Emphasis is placed on academic course success. For more information, contact Denise Rawles-Smith, Program Coordinator at (203) 857-7361 or stop by room W117.

**Connecticut Collegiate Awareness and Preparation (ConnCAP)**

NCC’s ConnCAP is a college pathway program that serves income-eligible students who want to be the first in their families to complete a four-year degree. High schools participate though a partnership with Norwalk Community College. ConnCAP provides students with academic and social activities through all four years of high school: a Saturday morning enrichment/tutoring program during the school year and a six-week, full-day academic summer program. Both the school year and the summer program take place at Norwalk Community College so that students can become familiar with the college experience. In addition students are eligible to take free NCC courses for credit during their junior and senior years of high school. The program also sponsors college visits and field trips and works with students to help with SAT prep, career exploration, and college financial aid information and counseling. For more information, contact Gail Stevens, Program Coordinator at (203) 857-7186.

**Services for Students with Disabilities**

NCC is accessible 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. Students with disabilities who have been diagnosed and documented by a qualified professional may be eligible for services, depending on 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 the coordinator of services for students with disabilities and provide documentation well in advance of the beginning of the semester. At least six weeks is recommended. While every effort will be made to arrange accommodations in a timely fashion, failure to provide sufficient advance notice may impede service delivery.

Students may call the Coordinator of Student Disability Services, Dr. Fran Apfel for an appointment at (203) 857-7192. Students who have questions or concerns related to Student Disability Services at NCC may also contact Dean Rose Ellis, ADA Coordinator, at (203) 857-7202.

**Servicios Para Los Estudiantes Hispanos**


**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 • Art 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 •
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.

Physical Activities

All physical activities are 0.5 credit, 10-week courses that are graded on a pass/fail basis. Credits earned in these courses may be transferable to four-year institutions. There are no prerequisites for registration.

The physical activity courses have been classified into five fitness categories that focus on a different aspect of personal wellness. A wide variety of classes are offered every semester in each category: Mind and Body, Aerobics, Dance, Martial Arts and Resistance.

Physical activity courses are a great way to stay motivated and learn about new forms of exercise. All physical activity classes range from one hour to one hour and 30 minutes per session. Our elite group of certified instructors will guarantee a safe, fun and challenging experience for all levels of physical 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.

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.
STUDENT SERVICES

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 Bookstore Manager Kevin Gibson at (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 Conduct Philosophy
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the Policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Section 2: Application of the Student Conduct Policy
This Policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this Policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the Policy on Student Conduct, a “student” is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the conclusion of the last course in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

Section 3: Expectations for Student Conduct
Consistent with the Student Conduct Philosophy set forth in Section 1 of this Policy, students are expected to:
1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
   a. cheating on an examination;
   b. collaborating with others in work to be presented, contrary to the stated rules of the course;
   c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own;
   d. stealing or having unauthorized access to examination or course materials;
   e. falsifying records or laboratory or other data;
   f. submitting, if contrary to the rules of a course, work previously presented in another course, and
   g. knowingly assisting another student in any of the above, including 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;
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;
4. Demonstrate respect for others by:
   a. refraining from conduct that constitutes a danger to the personal health or safety of one’s self or other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
   b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs;
5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.
12. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned.

Students may be sanctioned for behavior that is not in accordance with the above-stated expectations.

**Section 4: 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 3 of this Policy. 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, including but 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 3 of this Policy and that any repetition of such conduct or other conduct that violates this Policy 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.

**Section 5: Procedures**

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) 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) business 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 in-
formation 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 insuffi-
cient reason to believe the student has committed a violation of
any part of Section 3 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 com-
mited a violation of any part of Section 3 of this Policy and,
after considering both the possible violation and the prior
conduct record of the student, that a sanction of less than sus-
pension 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 confer-
ence. At the administrative conference, the student shall have
the opportunity to present information for the Dean's consid-
eration. At the conclusion of the administrative conference, the
Dean shall determine whether it is more 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 com-
mited a violation of any part of Section 3 of this Policy 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 reason-
able 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 permissi-
able 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 3 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 a writing, which must be
      received by 5:00 pm on the following business day.

6. If the student requests a hearing, he/she is entitled to the fol-
lowing:
   a. to be heard, within five (5) business 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 a non-lawyer advisor;
      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 in his or her behalf; and
   f. to receive a written decision following the hearing (see Section
      6 for additional procedures regarding sexual misconduct).

7. As used herein, the term “impartial” shall mean that the individ-
ual 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 impo-
sition 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.
Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

a. be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present); and

b. receive a written report from the Dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this Policy 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). While student educational 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 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 College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the President or his/her designee.

Section 8: Publication of Student Conduct Policy

This Policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the Policy.

Section 9: Policy Review

Five years following adoption of this Policy, and as often thereafter as the Chancellor shall deem appropriate, the Chancellor shall designate a committee to review the Policy on Student Conduct, as necessary.

Sexual Misconduct and Relationship Violence Statement

To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

Sexual Misconduct is defined as:

• Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.

• Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.

• Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner’s consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner’s knowledge.

Definition of Consent

Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

Stalking is defined as:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.

Relationship Violence is defined as:

• 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 pets and humiliating another person.

• 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.

The definitions contained in this statement are in addition to any applicable provisions of state law.

Confidentiality
While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College can not assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

Time for Reporting
Normally reports must be received by the Dean of Students or other designee of the President within 30 days of the date of a possible violation or within 30 days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.


The following information provides a general overview of the College’s academic requirements and procedures. For more detailed information, students should consult with their advisors. Additional information is included in the Student Handbook. Students are responsible for the material in both the catalog and handbook.
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 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.
Grading System
NCC uses the system of values below for grades awarded. These values are used for calculations of grades, averages and related matters.

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

Failure to Register
Students must enroll in a course to attend the class. Unenrolled 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
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
D- 0.7
F 0.0

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:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Semester Hours of Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 x</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>A = 4 x</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B = 3 x</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>C = 2 x</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D = 1 x</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

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 withdraw from a course online through their myCommNet account or 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 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 Provost/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 a change of legal name 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 102 Literature and Composition.

Minimum Grade Point Average

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Good Standing</th>
<th>Warning</th>
<th>Probation</th>
<th>Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11</td>
<td>1.6 - 4.0</td>
<td>Below 1.5</td>
<td>n/a</td>
<td>Below 1.7 and prior probation for one semester</td>
</tr>
<tr>
<td>12-30</td>
<td>1.7 - 4.0</td>
<td>n/a</td>
<td>Below 1.7</td>
<td>Below 1.9 and prior probation for one semester</td>
</tr>
<tr>
<td>31-45</td>
<td>2.0 - 4.0</td>
<td>n/a</td>
<td>Below 1.9</td>
<td>Below 2.0 and prior probation for one semester</td>
</tr>
<tr>
<td>46 or more</td>
<td>2.0 - 4.0</td>
<td>n/a</td>
<td>Below 2.0</td>
<td>Below 2.1 and prior probation for one semester</td>
</tr>
</tbody>
</table>
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.

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 in writing 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 developmental and/or 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.

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

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

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

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 Experiential Learning 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 further information, brochure and application, contact Patrick Boland at (203) 857-7032.

It is important that students apply at least one year prior to expected graduation date. Experiential Learning credit 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 Trustees.

2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of “C-minus” or better, or with a grade of “P” (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.

3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25% of the minimum credit requirements for the degree or certificate through coursework at the college awarding the degree or certificate.

4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specialty accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty 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. Have your transcript translated into English and notarized. Upon completion, send a copy of your credentials to WES (the World Education Service) who will provide a course-by-course analysis of your credits.
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 may request, on the web through myCommNet, in writing or in person, that official transcripts be sent to other educational institutions or employers. Such requests should include the student's name used during attendance at NCC, student ID number, Social Security number, dates of attendance and the complete name and address of the agency to receive the transcript.

Official transcripts are issued within 14 working days after the formal request is received. An official transcript is signed by the registrar and bears the college seal. It must be mailed by the Records Office directly to the agency/institution specified by the student.

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

Logon 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. Logon 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 April 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

(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 (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 261-270).
**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/Archaeology (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.asp 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 Writing Workshop. These ESL credits would be applied as Foreign Language, Humanities, Liberal Arts or open electives.

**Definitions**

**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.

**Computer Requirement**

Many degree programs have a requirement of computer skills which can be fulfilled by passing BBG 114 or any CSA (except CSA 098), CSC or CST course.

**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.

**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 181 Environmental Science (Science requirement)
- IDS 210 The Creative Voice (Humanities requirement)
- IDS 260 Great Books I (Humanities requirement)
- IDS 260-01 Great Books: What are the Foundations of American Democracy? (Humanities requirement)
- IDS 260-02 Great Books: How Do Dreams Create Reality? (Humanities requirement)
- IDS 220 Individuals and Society (Social Science requirement)
- IDS 225 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 identify and effectively use the appropriate technology to achieve a desired outcome, and to understand the potential and the limitations of a technology.
- **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 (Math 136 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 elective

**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 (Math 136 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 (except CSA 098), CSC or CST course.**
Learning Communities at NCC
At NCC, Learning Communities are paired classes where the same group of students take two or more courses together. The classes are linked, which means that the teachers have organized assignments around common themes. The professors work closely together as a team, providing support for all students. Students receive credit for each course as well as two separate grades.

Benefits of Enrolling in a Learning Community
Students who enroll in Learning Communities benefit from smaller classes, support from both their teachers and other students. As a result of the coordination within the Learning Community, students are more likely to do well in their linked classes.

Registering for Learning Communities
The class schedule for each semester will have a separate page listing the learning communities with instructions for registration. For more information, contact The Center for Teaching and Learning at (203) 857-7291.

Service-Learning
Service-Learning is a process that links academic learning and community participation. It is a mutually beneficial relationship between a student and an organization that involves reflective thinking both inside and outside of the classroom. Students benefit through:

- Hands-on use of skills and knowledge that increases relevance of academic skills
- Accommodation of different learning styles
- Interaction with people of diverse cultures and lifestyles
- Increased sense of self-worth, analytical skills and social development
- Valuable and competitive career guidance and experience
- Opportunities for meaningful involvement with the local community
- Increased civic responsibility
- Experience that “brings books to life and life to books”
## 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.

<table>
<thead>
<tr>
<th>Course Discipline</th>
<th>Department/Division - Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Business</td>
</tr>
<tr>
<td>Anthropology/Archaeology</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Architectural Engineering</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td>Art/Graphic/Web Design</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td>Athletic Coaching</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>Biology</td>
<td>Science</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Business</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science</td>
</tr>
<tr>
<td>College Experience</td>
<td>Academic Enrichment and First-Year Experience Division</td>
</tr>
<tr>
<td>Communication Arts</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td>Computer</td>
<td>Computer/Information Systems</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Social and Behavioral Sciences and Human Services</td>
</tr>
<tr>
<td>Drug/Alcohol Rehabilitation</td>
<td>Gateway Community College</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Social Sciences - Early Childhood Education</td>
</tr>
<tr>
<td>Economics</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>Extended Studies and Workforce Education</td>
</tr>
<tr>
<td>Engineering</td>
<td>Mathematics - Engineering</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Film</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>First-Year Experience</td>
<td>Academic Enrichment and First-Year Experience Division</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>General Studies (Co-op)</td>
<td>Co-Operative</td>
</tr>
<tr>
<td>Geography</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>History</td>
<td>Social Sciences</td>
</tr>
</tbody>
</table>

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 on page 4 of this catalog.

<table>
<thead>
<tr>
<th>Course Discipline</th>
<th>Department/Division - Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Program</td>
<td>Honors Program</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>Business - Hospitality Management and Culinary Arts</td>
</tr>
<tr>
<td>Human Services</td>
<td>Social Sciences - Human Services</td>
</tr>
<tr>
<td>Insurance and Financial Services</td>
<td>Business</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>210 Humanities, 220 Social Sciences, 230 English, SCI 114 Science, BIO 181 Environmental Science</td>
</tr>
<tr>
<td>Interior Design</td>
<td>Art, Architecture and Design</td>
</tr>
<tr>
<td>Journalism</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>Legal Assistant</td>
<td>Business - Legal Assistant</td>
</tr>
<tr>
<td>Management</td>
<td>Business</td>
</tr>
<tr>
<td>Marketing</td>
<td>Business</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Nursing/Allied Health</td>
</tr>
<tr>
<td>Music</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>Nursing</td>
<td>Nursing/Allied Health</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Nursing/Allied Health</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Nursing/Allied Health</td>
</tr>
<tr>
<td>Physics</td>
<td>Science</td>
</tr>
<tr>
<td>Political Science</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Psychology</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>Nursing/Allied Health</td>
</tr>
<tr>
<td>Sciences (General)</td>
<td>Science</td>
</tr>
<tr>
<td>Sociology</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Television Production</td>
<td>Humanities/Communication Arts</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>Humanities/Communication Arts</td>
</tr>
</tbody>
</table>
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 initial NetID password?
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 NetID?
A. Go to the Records Office on the East Campus, room E102 to update missing or incorrect information.

   - 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. 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: my.commnet.edu or click on the myCommNet link on the NCC website (www.norwalk.edu)

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); update e-mail address(es); view name change and Social Security number change information. PLEASE KEEP YOUR E-MAIL ADDRESS UPDATED!
- 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 2014)
Click on: Submit
Scroll down to bottom of screen and enter CRNs 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!
Student Degree Evaluations

Q. What is a Student Degree Evaluation?
A. The Student Degree Evaluation is a report that helps track a student's progress toward completion of their degree program. It does not replace advising by academic advisors.

Q. When can I view my degree evaluation?
A. You can view your online student degree evaluation at any time, 24/7, using myCommNet. You should check your progress at the completion of each semester, when you are meeting with your advisor and when you register for additional courses.

Q. What do I do if the Student Degree Evaluation lists my major incorrectly?
A. To update your major you can complete the Change of Major Form at the Records Office, East Campus, room E102. In the meantime, you can run a “What-If” evaluation.

Q. What is a “What-If” evaluation?
A. The “What-If” option allows you to run a degree evaluation for any available program/major.

Q. Does my Student Degree Evaluation include the classes I am currently taking?
A. Yes, you can run an evaluation for a future term that you have already registered for; it will include those classes as well.

Q. What does “Entry Term” mean?
A. “Entry Term” reflects the year of the catalog in which a student bases the requirements of their degree. This term coincides with the term in which the student filed their most recent “Change of Major” form.

Q. What does “Evaluation Term” mean?
A. “Evaluation Term” should be the current semester. The Student Degree Evaluation will include courses taken in the prior semester and courses in which you are currently registered.

Q. What if I disagree with my Student Degree Evaluation Report?
A. If you disagree with any areas of the report, discuss this with your advisor. It may be a matter of substituting a course to meet a particular requirement. The Student Degree Evaluation does the best it can to fit your courses into appropriate areas. Sometimes, there are multiple areas that a course could fit into and it will choose one. Unfortunately, the Student Degree Evaluation doesn't know where you meant the course to fit into your program. The Records Office processes approved course substitutions when you apply for graduation.

Q. What is a Rule?
A. A rule indicates that the requirement is a choice from several courses. Usually, electives must be taken for your particular major, such as: General Electives, Humanities Electives, Liberal Arts Electives, Mathematics Electives, Science Electives, Social Science Electives and Technical Electives.

Q. What is an Area?
A. An area represents a component of the Degree Evaluation Report. There are four areas:

- **IDS Course Requirement** – in some programs, one Interdisciplinary (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

- **Program Area** – students must satisfactorily complete all “Course Requirements” in their major/program to be eligible for graduation along with a minimum Grade Point Average of 2.0. Students who have previously attended another college/university and intend to transfer credits to NCC must request that their credits be evaluated early in the graduation process by the transfer counselor. Students can pick up an Evaluation Form from the Counseling Center. Students must complete at least 25% of the semester hours of credit at Norwalk Community College.

- **Ineligible Courses Area** – any course from which you withdrew or received a non-passing grade will appear under this list, along with the (AU)dit code and (I)ncomplete Grade. Also, any course that is below a 100-level will be in this category.

How to Read and Understand Your Degree Evaluation Report

**Program Evaluation** – This section lists general information for the evaluation such as Program, Campus, College, Degree, Level, Majors, Departments, Catalog Term, Evaluation Term, Expected Graduation Date, Request Number, etc.

**Total Required** – indicates the overall number of credits required to graduate in the academic program.

**Required Institutional** – indicates the number of credits required to be taken at this college.

**Program GPA** – grade point average (your major GPA is the GPA at the end of your required program course list)

**Used** – Used indicates the number of credits used for the degree evaluation. This will include in-progress courses.

**Met** – Yes or No indicates whether the course requirement has been fulfilled.

**Transfer** – transfer credits from another college.

**Term** – lists the period that the course(s) were taken to fulfill the requirement.

**Subject** – lists the code for the course that fulfilled the requirement.

**Course** – lists the course number for the course that fulfilled the requirement.
Title – lists the title of the course that fulfilled the requirement.

Grade – lists the course grade.

In-Progress – In-progress courses are courses a student is currently registered for. In-progress courses will have a source code of “R” on the evaluation. The Degree Evaluation assumes you will successfully complete the courses for which you are currently registered.

Source –

T = transferred in credits for a course taken at another college
H = academic history (courses taken at NCC)
R = registration (courses in progress or registered for a future term)

Degree Evaluation Instructions for Students

A student degree evaluation is NCC’s online degree audit system. Access through myCommNet will allow you to run a student degree evaluation to determine where you stand in meeting all course requirements for your degree program. Apply for graduation during your last semester. Check for graduation application deadline dates.

How to Access Your Student Degree Evaluation

Go to: www.norwalk.edu
Login to: myCommNet
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
Click on: Student Records
Click on: Student Degree Evaluations
Select a term: choose appropriate term
Click on: Submit
Next:
Click on: Generate New Evaluation OR
Click on: Program button
Click on: Generate Request
Click on: Detail Requirements button
Click on: Submit
Click on: (“Click here to continue”) What-If Analysis
Select: Entry Term
Click on: Continue
Select a program: choose appropriate program
Click on: Continue
Select first major: choose appropriate major
Click on: Submit
Click on: Generate Request
Click on: Detail Requirements button
Click on: Submit
General Statement

A major function of the community college is to serve a broad segment of the citizenry within Southwestern Fairfield County through continuing education and training and community service programs. Norwalk Community College achieves that goal through its programs for business and industry workforce training, business and professional development credit and non-credit courses, lifestyle courses to meet the needs of citizens of all ages and interests, and online credit and non-credit courses.

Workforce Education Institute

The Institute offers employers and business associations customized training services from diagnosing their workers’ needs, to designing a curriculum, to delivering the required instruction.

This service, in place since the early 1990s, is geared toward providing rapid on-demand solutions to training needs in the workplace. It involves such areas as business writing and math, customer service, information and industrial technologies and performance management.

Most training takes place on the job at times convenient to the employer and employees. Skill building is emphasized through practical exercises and interactive workshops geared toward adult learners. All instructors have extensive experience in business, industry or the public sector, helping to assure that lessons are relevant and practical.

The Institute provides specialized training classes in such areas as safe food handling and preparation, computer security and operating and growing small businesses. Program participants receive completion certificates. In some cases, continuing education units and credits toward degree requirements can be awarded.

The Institute’s service capabilities are enhanced through its connection to the statewide Business and Industry Services Network (BISN) based at Connecticut’s 12 community colleges. With more than 500 college-level courses to draw on, along with many customized programs developed through the years, the Institute offers the most complete range of training services available locally. The Institute has been recognized by the American Society of Training and Development for program excellence.

Business and Professional Development Center

The Business and Professional Development Center offers courses and certificates in all aspects of business with emphasis on computer software applications, computer installation, maintenance and repair, web design and Internet technologies. A complete range of programs from introductory to advanced computer software applications in word processing, spreadsheets, database techniques, networking, computer repair and graphics are offered each semester. Attention is paid to the updating and upgrading of the software offerings available through the Business and Professional Development Center, and courses are taught on up-to-date computer stations in laboratory settings.

Other programs include Small Business Management and Entrepreneurship, Bookkeeping Certificate, Non-Profit Management Certificate, Physical Security Studies Certificate, Legal Secretary Certificate and Medical Billing and Reimbursement Specialist.

Medical Technologies programs include: Certified Nurse Aide, EKG, and Phlebotomy, Dental, Pharmacy, Central Sterile Processing, Patient Care Technician and Veterinary Assistant. Our instructors are highly trained and experienced practicing professionals. This means that all course content is practical and applicable to real business situations. Both credit and non-credit courses are priced to be affordable.

Many courses in career planning and skill retraining are designed to be useful to people in Southwestern Fairfield County who are undergoing transitions or displacement. Non-credit certificates allow people who would like to switch careers or enhance their knowledge base to earn a certificate of study in a short time, thereby giving them new marketable skills in our rapidly changing economy. All courses can be customized to meet the unique training needs of corporations or non-profit organizations and are taught on campus or at your business site.

Real Estate Center

The Real Estate Center offers a wide selection of courses and seminars designed to meet the needs of those who wish to enter the profession as well as real estate professionals who want to continue their real estate and appraisal education. All courses and seminars offered by the Center meet the educational requirements set forth by the State Real Estate and Appraisal Commission. Qualifying individuals may then take their real estate salesperson, broker or appraisal examinations and/or fulfill their continuing education requirement.

Courses offered by the Real Estate Center include Real Estate Principles and Practices and Real Estate Appraisal. In addition, seminars are given for salespeople, appraisers and brokers who need required continuing education.

Real estate courses are offered at Norwalk Community College’s campus in Norwalk and at locations throughout Fairfield County.

Questions concerning this program may be addressed at the Real Estate Center at Norwalk Community College.

Travel Agent Programs

The range of travel courses offered provides individuals with the necessary theory and practice, including computerized reservations training, to begin a career in the travel industry. Included are advanced professional development programs in general travel and computer reservations training as well as other classes leading to certification.

Lifestyle Programs

Lifestyle programs and courses are designed to enrich the student’s life. NCC’s Extended Studies and Workforce Education Division offers a broad range of personal enrichment courses including art, photography, languages, culinary, music, performing arts and much more. Practicing professionals teach all courses, ensuring participants of the finest and latest information and techniques.

For people who want to take control of their financial lives, we offer investment and personal financial planning classes. Master
gardeners teach gardening, and professional designers lead the landscaping and interior design courses. Our art and photography instructors help students use new techniques to develop their works. The wellness courses include golf, yoga and tai chi, and the boating courses prepare students to obtain their CT Boating License. The Special Interests area covers a wide variety of topics in the performing arts, religion and new age philosophy.

**College for Kids**
College for Kids offers creative programs for children in kindergarten through ninth grade that are taught by knowledgeable, enthusiastic instructors. These are creative enrichment programs designed to spark the curiosity of our youngest students. College for Kids includes a wide variety of courses including computer science, chess, art, science, languages, engineering, math and culinary classes.

College for Kids is offered as “Friday is Family Night” and on Saturday throughout the fall and spring. It offers a day program for eight weeks during the summer. Call (203) 857-7080 for more information.

**Lifetime Learners Institute**
Lifetime Learners Institute is a community-based voluntary association of mature adults who share a love of learning and a desire to help their community. It offers a wide variety of programs and events designed to enrich the lives of people over the age of 50. LLI has more than 900 members who enjoy a wide variety of activities and donate their time and assistance to the College.

LLI offers classes in many fields of interest from art and science to history and music. The members participate in numerous activities including brown bag lunch seminars and trips to major points of interest. They provide valuable assistance to the College and the NCC Foundation. Call (203) 857-3330 for more information.

**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, higher level English classes 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 www.norwalk.edu and look for ESL under Academic Departments.

**Cooperative Programs**
Norwalk Community College offers seminars and courses in conjunction with a number of state and local agencies and organizations. Business people have benefited greatly from the close affiliation of NCC with the Small Business Administration, the U.S. Department of Commerce, the Connecticut Department of Economic Development, the Connecticut District Export Council and private trade organizations. Workshops on starting businesses and increasing business skills, volume and profits are regularly presented in conjunction with these agencies and groups. Call (203) 857-7080 for more information.
ACCOUNTING

A.S. Transfer 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 FOR THE A.S. DEGREE
(62-65 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (32 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Science elective (with lab)**</td>
<td>4</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS 121 World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 Western Civilization II OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS 122 World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>IDS 210 Humanities: The Creative Voice OR</td>
<td>3</td>
</tr>
<tr>
<td>IDS 230 Great Books</td>
<td>3</td>
</tr>
<tr>
<td>BBG 210 Business Communications OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (30-33 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 271 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 272 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BBG 232 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Business elective***</td>
<td>3</td>
</tr>
<tr>
<td>ACC 290 Co-operative Work Experience*</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course is optional and the student needs approval of the Program Coordinator to register.
** Science elective students may choose from BIO 105, BIO 121, BIO 181, CHE 111, CHE 121, PHY 121 or SCI 114.
*** Students may choose Business electives from the following: ACC 170 Forensic Accounting; ACC 251 Fund Accounting; BFN 201 Principles of Finance; BMG 202 Principles of Management; BMK 201 Principles of Marketing; BBG 215 Global Business; BMG 210 Organizational Behavior; BES 218 Entrepreneurship.
Accounting A.S. Career 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 FOR THE A.S. DEGREE (61-63 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (28-30 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Science elective (with lab)*</td>
<td>3-4</td>
</tr>
<tr>
<td>ECN 101 Principles of Macroeconomics OR</td>
<td>3</td>
</tr>
<tr>
<td>ECN 102 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>IDS 210 Humanities: The Creative Voice OR</td>
<td>3</td>
</tr>
<tr>
<td>IDS 230 Great Books</td>
<td>3</td>
</tr>
<tr>
<td>BBG 210 Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>MAJOR REQUIREMENTS (33 CREDITS)</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 271 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 272 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 125 Accounting Computer Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

Choice of two:

| ACC 241 Federal Taxes I OR       |         |
| ACC 242 Federal Taxes II OR      |         |
| ACC 251 Fund Accounting OR       |         |
| ACC 170 Forensic Accounting      | 6       |
| ACC 290 Cooperative Education Work Experience** | 3 |
| BBG 231 Business Law I           | 3       |
| BBG 232 Business Law II          | 3       |
| Business elective***             | 3       |

* For a science elective, students may choose from BIO 105, BIO 121, BIO 181, CHE 111, CHE 121, PHY 121 or SCI 114.

** 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.

*** Students may choose Business electives from the following: ACC 170 Forensic Accounting; ACC 251 Fund Accounting; BFN 201 Principles of Finance; BMG 202 Principles of Management; BMK 201 Principles of Marketing; BBG 215 Global Business.
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 Applications 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;

REQUIREMENTS FOR THE CERTIFICATE (27 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 241 Federal Taxes I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 271 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 125 Accounting Computer Applications I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 272 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 242 Federal Taxes II OR</td>
<td></td>
</tr>
<tr>
<td>ACC 251 Fund Accounting OR</td>
<td></td>
</tr>
<tr>
<td>ACC 170 Forensic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 290 Cooperative Education Work Experience*</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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

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 FOR THE CERTIFICATE
(16-17 CREDITS)

<table>
<thead>
<tr>
<th>Major Requirements (7 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 121 Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 223 Advanced Techniques in Archaeology</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses (9-10 Credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may take any three anthropology electives or any two anthropology electives plus one non-anthropology elective.</td>
<td></td>
</tr>
<tr>
<td>ANT 131 World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ANT 140 Indians of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>ANT 209 Historical Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 105 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>GLG 121 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CJS 225 Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>CTC 210 Surveying</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>
ARCHITECTURAL ENGINEERING TECHNOLOGY

Architectural Engineering Technology
A.S. Transfer Program

The Architectural Engineering curriculum is designed for students planning to transfer to a five-year degree program or who are seeking entry-level position in the field of architecture and/or construction.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Continue their education in order to achieve a five-year NAAB accredited professional degree;
2. Understand and apply basic design principles for residential and commercial projects;
3. Prepare design and construction documents;
4. Specify materials and construction methods for residential and commercial projects;
5. Prepare AIA documents for construction and design services;
6. Size simple beams and framing members;
7. Identify major architectural styles and name architects who designed the most important architectural creations;
8. Use Computer Aided Drafting and Design (CADD) to prepare design and construction documents;
9. Render photo realistic images using the latest CADD software; and
10. Have an option of gaining experience through the Cooperative Education Program.

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ARC 105 Architectural Visualization*</td>
<td>4</td>
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<tr>
<td>ARC 106 Building Technology</td>
<td>4</td>
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<tr>
<td>CAD 114 Architectural CADD</td>
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<td>ENG 101 Composition</td>
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<td>MAT 172 College Algebra</td>
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<th>SEMESTER 2</th>
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<tr>
<td>ARC 115 Architectural Fundamentals</td>
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<tr>
<td>CAD 204 CADD 3-D Architectural</td>
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<td>ENG 102 Literature and Composition</td>
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<tr>
<td>MAT 186 Pre-Calculus</td>
<td>3</td>
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<tr>
<td>PHY 121 General Physics I</td>
<td>4</td>
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<tr>
<td>ARC 201 Architectural Design I</td>
<td>4</td>
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<tr>
<td>ARC 215 Construction Documents</td>
<td>4</td>
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<tr>
<td>ART 105 Architecture of the World</td>
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<tr>
<td>COM 173 Public Speaking</td>
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<tr>
<td>PHY 122 General Physics II</td>
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<tr>
<th>SEMESTER 4</th>
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<tr>
<td>ARC 202 Architectural Design II</td>
<td>4</td>
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<tr>
<td>ARC 229 Structures</td>
<td>3</td>
</tr>
<tr>
<td>ARC 240 Environmental Systems</td>
<td>3</td>
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<tr>
<td>ARC 296 Co-op or Architectural Elective**</td>
<td>3</td>
</tr>
<tr>
<td>IDS 220 Social Science Interdisciplinary</td>
<td>3</td>
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</table>

* ARC 105 Architectural Visualization has a required co-requisite: CAD 114. Permission of the instructor may be obtained with prior knowledge of CADD.

** Architectural Elective: Students who might not be able to secure Co-operative Work Experience at an architect's office have a choice of the following Architectural Electives: CAD 116, CTC 130 or IND 121.

Note: Certain courses can be taken only in a sequence. For example, ARC 105 will be followed by ARC 115, then ARC 201 and finally ARC 202. Some courses are offered only once a year, so students should plan carefully with their advisor's help.
**ART AND DESIGN: FINE ARTS**

**An Advisement Sequence in the Liberal Arts and Sciences**

**A.A. Transfer Program**

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 FOR THE A.A. DEGREE (60-67 CREDITS)**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong> (30-34 CREDITS)</td>
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<td>ENG 101 Composition</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
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<tr>
<td>Computer elective (100-level or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
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<tr>
<td>Science elective*</td>
<td>3-4</td>
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<tr>
<td>Humanities elective*</td>
<td>6-8</td>
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<td><strong>MAJOR REQUIREMENTS</strong> (18-19 CREDITS)</td>
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<tr>
<td>ART 100 Art Appreciation</td>
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<tr>
<td>ART 101 Art History I: Prehistoric to Baroque</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 102 Art History II: Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 109 Color Theory</td>
<td>3</td>
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<td>ART 111 Drawing I</td>
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<td>Liberal Arts elective OR</td>
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<td><strong>RECOMMENDED SEQUENCE OF STUDY</strong></td>
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<td>MAT 136 Intermediate Algebra (or higher)</td>
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<tr>
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<td>ART 111 Drawing I</td>
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<td>COM 173 Public Speaking</td>
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<td>HIS 101 Western Civilization I OR</td>
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<tr>
<td>ART 101 Art History I: Prehistoric to Baroque</td>
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<td>ART 109 Color Theory</td>
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<td>ART 102 Art History II: Modern Art</td>
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<tr>
<td>Liberal Arts elective OR</td>
<td></td>
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<td>ART 292 Cooperative Education</td>
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</tbody>
</table>

*One Interdisciplinary Studies (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.*
ART AND DESIGN: STUDIO ARTS

An Advisement Sequence in the Liberal Arts and Sciences
A.A. Transfer Program

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 FOR THE A.A. DEGREE

(61-65 CREDITS)

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE A.A. DEGREE</th>
<th>Credits</th>
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<tr>
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</tr>
<tr>
<td>COM 173 Public Speaking</td>
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</tr>
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<td>MAJOR REQUIREMENTS</td>
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<td>(31 CREDITS)</td>
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<td>ART 111 Drawing I</td>
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<tr>
<td>ART 112 Drawing II OR</td>
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<tr>
<td>ART 113 Figure Drawing I</td>
<td>3</td>
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<tr>
<td>ART 131 Sculpture I</td>
<td>3</td>
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<tr>
<td>ART 151 Painting I</td>
<td>3</td>
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<td>ART 121 Two-Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART 109 Color Theory</td>
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<tr>
<td>ART 290 Portfolio Preparation I</td>
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<td>ART 101 Art History I: Prehistoric to Baroque</td>
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<td>LIBERAL ARTS AND SCIENCES ELECTIVES</td>
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<td>(3 CREDITS)</td>
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RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1

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<th>COURSES</th>
<th>CREDITS</th>
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<td>ENG 101 Composition</td>
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<td>MAT 136 Intermediate Algebra (or higher)</td>
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<tr>
<td>ART 111 Drawing I</td>
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<td>ART 121 Two-Dimensional Design</td>
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SEMESTER 2

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<td>COM 173 Public Speaking</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>ART 112 Drawing II OR</td>
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<tr>
<td>ART 113 Figure Drawing I</td>
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<td>ART 131 Sculpture I</td>
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SEMESTER 3

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<td>ART 109 Color Theory</td>
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<td>ART 151 Painting I</td>
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SEMESTER 4

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<td>Art elective</td>
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<td>Humanities elective*</td>
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<tr>
<td>Science elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Liberal Arts elective OR</td>
<td></td>
</tr>
<tr>
<td>ART 292 Cooperative Education</td>
<td>3</td>
</tr>
</tbody>
</table>

* One Interdisciplinary Studies (IDS) course is needed to fulfill Core Curriculum requirements.
This course may be selected from Humanities, Science or Social Science areas.
ART AND DESIGN: GRAPHIC DESIGN

Graphic Design A.S. Career Program
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 FOR THE A.S. DEGREE (61-64 CREDITS)

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong> (21-24 CREDITS)</td>
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<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<td>MAT 136 Intermediate Algebra (or higher level math)</td>
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<tr>
<td>COM 173 Public Speaking</td>
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<tr>
<td>Science elective*</td>
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<tbody>
<tr>
<td><strong>MAJOR REQUIREMENTS</strong> (40 CREDITS)</td>
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<tr>
<td>ART 207 History of Graphic Design OR</td>
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<td>ART 102 Art History II: Modern Art</td>
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<td>ART 109 Color Theory</td>
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<tr>
<td>ART 111 Drawing I</td>
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<tr>
<td>ART 112 Drawing II OR</td>
</tr>
<tr>
<td>ART 113 Figure Drawing</td>
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<tr>
<td>GRA 151 Graphic Design I: Skills and Principles</td>
</tr>
<tr>
<td>GRA 202 Typography</td>
</tr>
<tr>
<td>GRA 241 Digital Page Design: Adobe InDesign</td>
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<tr>
<td>ART 250 Digital Photography I OR</td>
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<tr>
<td>ART 141 Photography I</td>
</tr>
<tr>
<td>GRA 231 Digital Imaging: Adobe Photoshop</td>
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<tr>
<td>GRA 236 Digital Illustration: Adobe Illustrator</td>
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<tr>
<td>GRA 252 Graphic Design II: Process and Presentation</td>
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<td>GRA or ART elective</td>
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<tr>
<td>GRA 296 Graphic Design Internship** OR</td>
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<td>GRA or ART course</td>
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<tr>
<td>GRA 290 Portfolio Preparation</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>RECOMMENDED SEQUENCE OF STUDY</strong></td>
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</tbody>
</table>

| SEMESTER 1 |
| ENG 101 Composition | 3 |
| COM 173 Public Speaking | 3 |
| ART 109 Color Theory | 3 |
| ART 111 Drawing I | 3 |
| GRA 151 Graphic Design I: Skills and Principles | 3 |

| SEMESTER 2 |
| ENG 102 Literature and Composition | 3 |
| MAT 136 Intermediate Algebra (or higher level math) | 3-4 |
| ART 112 Drawing II OR | |
| ART 113 Figure Drawing | 3 |
| GRA 202 Typography | 3 |
| GRA 236 Digital Illustration: Adobe Illustrator | 3 |

| SEMESTER 3 |
| ART 250 Digital Photography I OR | |
| ART 141 Photography I | 3 |
| ART 207 History of Graphic Design OR | |
| ART 102 Art History II: Modern Art | 3 |
| GRA 231 Digital Imaging: Adobe Photoshop | 3 |
| GRA 241 Digital Page Design: Adobe InDesign | 3 |
| Social Science elective* | 3 |

| SEMESTER 4 |
| GRA 252 Graphic Design II: Process and Presentation | 3-4 |
| Science elective* | 3 |
| General elective* | 3 |
| GRA or ART elective | 3 |
| GRA 296 Graphic Design Internship** OR | |
| GRA or ART course | 3 |
| GRA 290 Portfolio Preparation | 1 |

* Interdisciplinary requirement – of the three courses in science, humanities, and social science, one of the courses must be an Interdisciplinary Studies (IDS) 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.
ART AND DESIGN: GRAPHIC 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 FOR THE CERTIFICATE (28 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>ART 111 Drawing I</td>
<td>3</td>
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<td>ART 207 History of Graphic Design <strong>OR</strong></td>
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<tr>
<td>ART 102 Art History II: Modern Art</td>
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<tr>
<td>GRA 250 Digital Photography I <strong>OR</strong></td>
<td>3</td>
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<tr>
<td>ART 141 Photography I</td>
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<tr>
<td>GRA 151 Graphic Design I: Skills and Principles</td>
<td>3</td>
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<tr>
<td>GRA 252 Graphic Design II: Process and Presentation</td>
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<tr>
<td>GRA 241 Digital Page Design: Adobe InDesign</td>
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<td>GRA 290 Portfolio Preparation I</td>
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<td>GRA 296 Graphic Design Internship <strong>OR</strong></td>
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<tr>
<td>200 Level Graphic Design (GRA) Studio course</td>
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</table>

* 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.
**ART AND DESIGN: DESIGN FOR THE WEB**

**Design for the Web A.A.S. Career Program**

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.

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### REQUIREMENTS FOR THE A.A.S. DEGREE (62-66 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (21-23 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>Science elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (41-43 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>CST 153 Web Development and Design I</td>
<td>4</td>
</tr>
<tr>
<td>CST 252 Web Development and Design II</td>
<td>4</td>
</tr>
<tr>
<td>GRA 151 Graphic Design I: Skills and Principles</td>
<td>3</td>
</tr>
<tr>
<td>GRA 202 Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 231 Digital Imaging: Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GRA 236 Digital Illustration: Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 241 Digital Page Design I: Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>General (ART, GRA, CSC or CST) Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>GRA 252 Graphic Design II: Process and Presentation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 261 Web Design I: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CSC 262 Programming Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>GRA 296 Graphic Design Internship** OR</td>
<td>3-4</td>
</tr>
<tr>
<td>200-level ART, GRA or CSC, CST course</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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### 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).

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### RECOMMENDED SEQUENCE OF STUDY

**SEMESTER 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>ART 111 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 151 Graphic Design I: Skills and Principles</td>
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</tr>
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</table>

**SEMESTER 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>CST 153 Web Development and Design I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 202 Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 236 Digital Illustration: Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>Science elective*</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**SEMESTER 3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 231 Digital Illustration: Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GRA 241 Digital Page Design I: Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>CST 252 Web Development and Design II</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>General (ART, GRA, CSC or CST) Elective</td>
<td>3-4</td>
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</table>

**SEMESTER 4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 252 Graphic Design II: Process and Presentation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 261 Web Design I: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>GRA 262 Programming Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>GRA 296 Graphic Design Internship** OR</td>
<td>3-4</td>
</tr>
<tr>
<td>200-level ART, GRA, or CSC, CST course</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

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* One Interdisciplinary Studies (IDS) course is needed to fulfill Core Curriculum requirements. This may be selected from Humanities, Science or Social/Behavioral science areas.

** ** 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.
BUILDING EFFICIENCY AND SUSTAINABLE TECHNOLOGY (BEST)

Building Efficiency and Sustainable Technology (BEST) Certificate Program

The Building Efficiency and Sustainable Technology Certificate Program is NCC’s premier sustainable technology certificate program. This in-depth, eight-course, 26-college credit program is unique in Connecticut. The BEST program prepares students for jobs and careers in sustainable building and design, home performance, energy auditing and renewable energy. Job placement assistance and paid internships are available to qualified graduates.

BEST students study building science, environmental science, climate change, alternative and renewable energies vs. traditional energy sources, learn the latest sustainable building techniques, and how to assess the energy efficiency, health and safety of existing homes and buildings. Students conduct hands-on energy audits, recommend measures to improve energy efficiency, and research renewable energy technologies for their own projects. Our Building Efficiency Auditing course helps prepare students for Building Performance Institute’s Building Analyst and Envelope Certification exams, and the RESNET HERS Rater written exam. These are nationally recognized accreditations.

The BEST certificate program can be completed in as little as one year. Financial aid, Pell and Workforce Investment Act grants are available to qualified students.

PROGRAM OUTCOMES

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

1. Understand the principles of sustainability and sustainable energy and effectively communicate environmental opinions and knowledge;
2. Understand the structure and dynamics of the Earth’s atmosphere, the planet and its response to the addition of pollutants;
3. Use critical thinking and problem solving skills to evaluate environmental problems;
4. Understand and assess the cost/benefit of various sources of renewable energy;
5. Complete calculations of energy and power including per capita energy consumption;
6. Be familiar with building materials, systems and methods of construction;
7. Be able to read and interpret blueprints;
8. Have proper communication skills in written and spoken language;
9. Understand and recommend the best strategies to achieve sustainable, energy efficient, safe and healthy homes and buildings;
10. Perform actual audits of energy use in residential structures; and
11. Be prepared to earn nationally recognized certifications administered by the Building Performance Institute (BPI) and Residential Energy Services Network.

REQUIREMENTS FOR THE CERTIFICATE (26 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106 Building Technology</td>
<td>4</td>
</tr>
<tr>
<td>ARC 240 Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>BIO 181 Introduction to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>CTC 106 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CTC 130 Alternative and Renewable Energy</td>
<td>3</td>
</tr>
<tr>
<td>CTC 131 Building Efficiency Auditing</td>
<td>3</td>
</tr>
<tr>
<td>CTC 132 Sustainable Energy for Residences and Businesses</td>
<td>3</td>
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</tbody>
</table>

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>CTC 106 Blueprint Reading</td>
</tr>
<tr>
<td>ARC 106 Building Technology</td>
</tr>
<tr>
<td>CTC 130 Alternative and Renewable Energy</td>
</tr>
<tr>
<td>SEMESTER 2</td>
</tr>
<tr>
<td>BIO 181 Introduction to Environmental Science</td>
</tr>
<tr>
<td>CTC 131 Building Efficiency Auditing</td>
</tr>
<tr>
<td>CTC 132 Sustainable Energy for Residences and Businesses</td>
</tr>
<tr>
<td>ARC 240 Environmental Systems</td>
</tr>
</tbody>
</table>
BUSINESS ADMINISTRATION (CAREER AND TRANSFER)

Business Administration A.S. Degree Program

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

The Business Administration transfer associate degree program is designed for students who plan to earn a bachelor’s degree in business. This program 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 courses in accounting and business. 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:

1. Prepare and interpret financial statements;
2. Understand and discuss financial issues involving finance;
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 spreadsheet, general ledger accounting system and presentation software. Use the Internet for business purposes, including research, marketing and stock market analysis;
8. Demonstrate an understanding of the United States economic system, its functions and the manner it impacts the global economy; and
9. Demonstrate proficiencies in all aspect of business communication, professional business etiquette and business presentations.

REQUIREMENTS FOR THE A.S. DEGREE (61-62 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (31-32 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Science elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences (Students in this program must take ECN 101 and ECN 102 to fulfill this requirement)</td>
<td>6</td>
</tr>
<tr>
<td>Liberal Arts elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (30 CREDITS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMG 202 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BMK 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BFN 201 Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Business elective</td>
<td>3</td>
</tr>
<tr>
<td>BBG 295 Co-operative Work Experience**</td>
<td>3</td>
</tr>
</tbody>
</table>

* One Interdisciplinary Studies (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.

** Or with the permission of Program Coordinator, a 200-level ACC, BBG, BFN, BMK or BMG elective.
UConn Business Transfer Agreement

Students may have determined their intent to attend the University of Connecticut School of Business at Hartford, Stamford or Waterbury Campus. Graduates of NCC receiving the Associate in Science Degree in Business Administration may apply to enter the UCONN School of Business to pursue a Bachelor of Science Degree in Business and Technology or Business Administration at the University of Connecticut at Hartford, Stamford or Waterbury Campus. Students who have completed all requirements, earned an overall GPA of 3.0 (4.0 scale) and achieved a B (3.0) or higher in business courses being used for 200-level major requirements are eligible for admission or transfer to the School of Business in the Business and Technology major or Business Administration major. Students must complete Calculus level math with a grade of “C” or better to be eligible for admission to UCONN School of Business.

Students must complete one of the following lab sciences: BIO 105, BIO 155, BIO 121, BIO 122, CHE 111, CHE 121, CHE 122, PHY 121 or PHY 122. Please consult and NCC Business Department Advisor for more information regarding additional course requirements.
Academic Programs

Insurance and Financial Services A.S. Degree

PROGRAM DESCRIPTION
The Insurance and Financial Services ("Finance") curriculum covers the areas of corporate finance, banking, insurance and investments. It is designed to provide an integrated view of theoretical and practical aspects of these fields for those preparing for or currently pursuing careers in such disciplines as banking, insurance sales and underwriting, corporate finance, brokerage, foreign trade, lending/credit management, insurance, personal finance, investments, and portfolio management. Students also take foundational courses in related business disciplines. Completion of the program leads to the Associate in Science degree.

MISSION STATEMENT
In recognizing the ever-increasing importance, complexity and global nature of financial decision-making, the overriding goal is to foster superior development for students seeking, or currently in, Finance careers and to provide exceptional pedagogy for transfer to four-year institutions.

PROGRAM OUTCOMES
Upon successful completion of all program requirements, graduates will be able to:
1. Understand the goals and objectives of financial services management;
2. Possess a firm understanding of the critical impact of the finance and risk management functions on all aspects of the performance of the organization;
3. Demonstrate mastery of market dynamics of the securities business and how macroeconomics affect those markets and the valuation process;
4. Have a strong understanding of banking and fiscal systems and the regulatory environment which affects and is affected by monetary or world events;
5. Understand fundamental and necessary financial concepts such as time value of money, cost of capital, and risk as they relate to long term investment evaluation or risk management;
6. Be equipped to apply basic analytical techniques for financial problem solving and decision-making;
7. Appreciate (a) the purpose of ratio analysis of financial data in assessing business performance; (b) the importance and techniques of financial forecasting, and (c) the effects of management’s use of leverage on the firm’s results;
8. Learn the function of working capital policy and how it is formulated for efficient allocation of business resources in the short term;
9. Study the attributes of the major, long term investment financing vehicles such as equities, bonds, and lease financing and the processes used to access them in the capital markets, and dividend policy with shareholder value maximization considerations;
10. Evaluate strategies for external growth through mergers and the ever-increasing importance of worldwide forces that impact the financial manager and decision-making;
11. Demonstrate a basic understanding of life, health, property, and casualty insurance in business;
12. Use technology to access, use and present credible information from various sources such as financial statements, annual reports, publications and Internet sites;
13. Use critical thinking and quantitative skills to diagnose and solve business problems;
14. Identify legal, ethical and financial consequences of decisions to an organization;
15. Organize ideas and communicate using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment; and
16. Understand and value the differences in people in order to interact with culturally diverse individuals in a team setting domestically and globally.

REQUIREMENTS FOR THE A.S. DEGREE

(62 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (32 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Science elective (with lab: Biology, Chemistry, Physics)</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective (must be IDS 210 The Creative Voice or IDS 230 Great Books)</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (30 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFN 201 Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BMG 202 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
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<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BFN 125 Principles of Banking OR</td>
<td></td>
</tr>
<tr>
<td>BFN 126 Principles of Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BFN 203 Fundamentals of Investments</td>
<td>3</td>
</tr>
<tr>
<td>BFN 211 Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>BBG 295 Cooperative Education (with permission of the coordinator) or Business elective</td>
<td>3</td>
</tr>
</tbody>
</table>
COMMUNICATION ARTS

Communication Arts A.A.
Transfer Program

OPTIONS: JOURNALISM / MEDIA STUDIES /
FILM AND TELEVISION PRODUCTION

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 situation;
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.

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.

Upon completing the FILM AND TELEVISION PRODUCTION option, graduates will be able to:

1. Research, plan and create a digital project;
2. Direct all function of a live or recorded television broadcast.
3. Edit advanced digital film projects.

REQUIREMENTS FOR THE A.A. DEGREE
(60-68 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong> (30-35 CREDITS)</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>ENG 102 Literature</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
</tr>
<tr>
<td>Computer course</td>
</tr>
<tr>
<td>Social Science elective*</td>
</tr>
<tr>
<td>Science elective*</td>
</tr>
<tr>
<td>Mathematics elective</td>
</tr>
<tr>
<td>Humanities elective*</td>
</tr>
<tr>
<td>Liberal Arts electives*</td>
</tr>
<tr>
<td><strong>MAJOR REQUIREMENTS FOR ALL OPTIONS</strong> (15 CREDITS)</td>
</tr>
<tr>
<td>Communication Arts Core Requirements</td>
</tr>
<tr>
<td>COM 101 Introduction to Mass Communications</td>
</tr>
<tr>
<td>COM 121 Journalism</td>
</tr>
<tr>
<td>COM 140 Film and Television Production I</td>
</tr>
<tr>
<td>Communication Arts elective (100-level)</td>
</tr>
<tr>
<td>COM 295 Communication Arts Internship OR Communication Arts course (200-level)***</td>
</tr>
<tr>
<td><strong>ADDITION REQUIREMENTS FOR EACH OPTION</strong> (18 CREDITS)</td>
</tr>
<tr>
<td><strong>OPTION 1: FILM AND TELEVISION PRODUCTION</strong></td>
</tr>
<tr>
<td>COM 140 Film and Television Production I</td>
</tr>
<tr>
<td>COM 143 Film and Television Production II</td>
</tr>
<tr>
<td>COM 243 Film and Television Production III</td>
</tr>
<tr>
<td>COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production</td>
</tr>
<tr>
<td>COM 215 Media Writing OR Communication Arts Writing course (200-level)**</td>
</tr>
<tr>
<td>Communication Arts elective (200-level)***</td>
</tr>
<tr>
<td><strong>OPTION 2: JOURNALISM</strong> (15 CREDITS)</td>
</tr>
<tr>
<td>COM 221 Digital Journalism</td>
</tr>
<tr>
<td>COM 215 Media Writing</td>
</tr>
<tr>
<td>Communication Arts Writing course (200-level)**</td>
</tr>
<tr>
<td>Communication Arts elective (200-level)***</td>
</tr>
<tr>
<td><strong>OPTION 3: MEDIA STUDIES</strong> (15 CREDITS)</td>
</tr>
<tr>
<td>Communication Arts elective (100-level)</td>
</tr>
<tr>
<td>Communication Arts electives (200-level)***</td>
</tr>
<tr>
<td>Communication Arts Writing course (200-level)***</td>
</tr>
</tbody>
</table>

* One of these courses must be an Interdisciplinary Studies (IDS) course.
** 200-level Communication Arts Writing courses include COM 218, COM 215, and COM 219.
*** 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.
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)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>COM 121 Journalism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 140 Film and Television Production I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 151 Graphic Design I OR GRA 231 Digital Imaging: Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td>COM 215 Media Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 221 Digital Journalism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 241 Digital Page Design: Adobe InDesign</td>
<td>3</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 140 Film and Television Production I</td>
<td>3</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td>COM 143 Film and Television Production II</td>
<td>3</td>
</tr>
<tr>
<td>SEMESTER 3</td>
<td>COM 243 Film and Television Production III</td>
<td>3</td>
</tr>
<tr>
<td>SEMESTER 4</td>
<td>COM 244 Film and Television Production IV: Advanced Editing and Screenplay Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 295 Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
COMPUTER SCIENCE

Computer Security A.S. Program

This A.S. degree program prepares graduates for careers in the field of Computer and Information Security, equipping them with marketable skills and a targeted knowledge of the infrastructure that supports IT in business. The hands-on labs built into this program ensure that the graduates will have gone far beyond just theoretical studies.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Express ideas effectively through written and oral communication;
2. Acquire competence in algebraic logic, including Boolean operators;
3. Demonstrate an understanding of connections between various disciplines;
4. Understand the basic structure of the Internet and e-commerce, in particular;
5. Work with and study the transmission infrastructure and client/server hardware and software that supports the Internet;
6. Skilled in web servers and management software;
7. Understand team dynamics and working in groups, particularly in relation to the functioning of critical incident response teams;
8. Design and construct multiple types of networks, paying particular attention to their vulnerabilities;
9. Apply security hardware and software to network structures;
10. Lay out the framework for a generic security policy manual, identifying the items to be protected, parties responsible, and plan for response when a security breach is uncovered; and
11. Utilize the risk management model to identify corporate threats and assess them in terms of their likelihood and impact.

REQUIREMENTS FOR THE A.S. DEGREE
(64-66 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Biology, Physical or General Science elective (with lab)*</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Fine Arts elective**</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective*</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 108 Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CST 111 Internet Commerce Technology</td>
<td>3</td>
</tr>
<tr>
<td>CST 121 Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CST 180 Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CST 181 Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CST 182 Networking III</td>
<td>4</td>
</tr>
<tr>
<td>CST 183 Networking IV</td>
<td>4</td>
</tr>
<tr>
<td>CST 272 Operations Security Technology</td>
<td>3</td>
</tr>
<tr>
<td>CST 273 Security Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>CST 274 Network Security Technology</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>MAT 172 College Algebra (or higher level math)</td>
<td>3-4</td>
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<tr>
<td>CST 180 Networking I</td>
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<tr>
<td>CST 181 Networking II</td>
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<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CST 182 Networking III</td>
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<tr>
<td>CST 183 Networking IV</td>
<td>3</td>
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<td>Fine Arts Elective**</td>
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<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CST 273 Security Management Practices</td>
<td>3</td>
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<tr>
<td>CST 274 Network Security Technology</td>
<td>3</td>
</tr>
<tr>
<td>CST 111 Internet Commerce Technology</td>
<td>3</td>
</tr>
<tr>
<td>CSC 108 Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective*</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>SEMESTER 4</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CST 121 Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CST 272 Operations Security Technology</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective*</td>
<td>3</td>
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<tr>
<td>Social Science elective*</td>
<td>3</td>
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<tr>
<td>Biology, Physical or General Science elective (with lab)*</td>
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</tbody>
</table>

* One of these electives must be an Interdisciplinary Studies (IDS) course.
** See program coordinator for qualifying course.
Computer Science A.S. Program

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 ideas and issues 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 FOR THE A.S. DEGREE
**(62-67 CREDITS)**

### COLLEGE CORE REQUIREMENTS
**(33-35 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 186 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>CSC 108 Introduction to Programming OR</td>
<td>4</td>
</tr>
<tr>
<td>CSC 207 Introduction to Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science elective*</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
<tr>
<td>Free elective**</td>
<td>6-8</td>
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### MAJOR REQUIREMENTS
**(20 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSC 233 Database Development I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 234 Database Development II</td>
<td>4</td>
</tr>
<tr>
<td>CST 255 XML for the World Wide Web</td>
<td>4</td>
</tr>
<tr>
<td>Two semesters of a programming language</td>
<td>8</td>
</tr>
</tbody>
</table>

### MAJOR ELECTIVES
**(9-12 CREDITS)**

CSC or CST or MAT courses to be selected in consultation with advisor 9-12

### RECOMMENDED SEQUENCE OF STUDY

#### SEMESTER 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>CSC 108 Introduction to Programming OR</td>
<td>4</td>
</tr>
<tr>
<td>Laboratory Science*</td>
<td>4</td>
</tr>
<tr>
<td>Free elective*</td>
<td>3-4</td>
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</table>

#### SEMESTER 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 186 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>CSC 233 Database Development I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>First Semester Programming Sequence</td>
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#### SEMESTER 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CSC 234 Database Development II</td>
<td>4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>4</td>
</tr>
<tr>
<td>CST 255 XML for the World Wide Web</td>
<td>4</td>
</tr>
</tbody>
</table>

#### SEMESTER 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Approved elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>Approved elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>Approved elective**</td>
<td>3-4</td>
</tr>
</tbody>
</table>

* One must be an Interdisciplinary Studies (IDS) 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
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 FOR THE CERTIFICATE (12 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 233 Database Development I</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 234 Database Development II</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 235 Database Development III</td>
<td>4</td>
</tr>
</tbody>
</table>

Visual Basic Certificate Program

This certificate provides students with an in-depth study of programming. It is designed for students who are preparing to enter the job market as well as college graduates who are seeking retraining in the IT field.

Students obtaining this certificate may continue their studies to obtain an AS in Information Systems.

REQUIREMENTS FOR THE CERTIFICATE (23 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>CSC 103 Computer Concepts and Applications</td>
</tr>
<tr>
<td>CSC 207 Introduction to Visual Basic</td>
</tr>
<tr>
<td>CSC 208 Advanced Visual Basic</td>
</tr>
<tr>
<td>CSC 255 System Analysis Design and Development</td>
</tr>
<tr>
<td>Programming elective*</td>
</tr>
</tbody>
</table>

* Any 4 credit CSC or CST course except CST 141
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.A.S. in Information Technology.

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 FOR THE CERTIFICATE
(16 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 153 Web Development and Design I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 226 Object Oriented Programming Using Java</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 252 Web Development and Design II</td>
<td>4</td>
</tr>
<tr>
<td>CSC 224 Java Programming II</td>
<td>4</td>
</tr>
</tbody>
</table>

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, Google Android OS and Windows Phone.

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, Google Android, and Microsoft Windows Phone mobile devices;
8. Create cross-platform web applications for mobile devices; and
9. Test projects in proprietary emulators for each platform.

REQUIREMENTS FOR THE CERTIFICATE
(14 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 108 Introduction to Programming</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 226 Object Oriented programming Using Java OR</td>
<td>4</td>
</tr>
<tr>
<td>CSC 245 Introduction to C#</td>
<td></td>
</tr>
<tr>
<td>CSC 262 Programming Mobile Devices I</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 263 Programming Mobile Devices II</td>
<td>3</td>
</tr>
</tbody>
</table>
Networking Certificate Program
This certificate will provide students with a broad understanding of networking with a focus on Wide Area Networking, as well as preparing them to obtain internationally recognized networking certifications. It is designed for students who are preparing to enter the job market as well as college graduates seeking retraining in emerging communication technologies.

Students obtaining this certificate may continue their studies to obtain an A.A.S. in Information Technology.

PROGRAM OUTCOMES
Upon successful completion of all program requirements, graduates will be able to:
1. Describe the functions of the TCP/IP and OSI reference model;
2. Perform a fairly complex Router configuration which would involve configuring; passwords, WAN and LAN interfaces, Routing Protocols, WAN Protocols, Access Control Lists, MOTD, Virtual terminals, and IP Hosting;
3. Operate Hyper-terminal and TFTP Server software;
4. Utilize commands for testing purposes (e.g. Telnet, Trace Route, Ping, Show and Debug);
5. Backup, upgrade, and load a backup Cisco IOS software image; and
6. Be able to identify and differentiate between WAN services.

REQUIREMENTS FOR THE CERTIFICATE
(16 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COURSE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>CST 180 Networking I</td>
<td>4</td>
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<tr>
<td>SEMESTER 2</td>
<td>CST 181 Networking II</td>
<td>4</td>
</tr>
<tr>
<td>SEMESTER 3</td>
<td>CST 182 Networking III</td>
<td>4</td>
</tr>
<tr>
<td>SEMESTER 4</td>
<td>CST 183 Networking IV</td>
<td>4</td>
</tr>
</tbody>
</table>
CONSTRUCTION TECHNOLOGY

Construction Technology A.S. Career Program

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 FOR THE A.S. DEGREE

(65-66 CREDITS)

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MAJOR REQUIREMENTS

(36 CREDITS)

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</table>

RECOMMENDED SEQUENCE OF STUDY

Credits

SEMESTER 1

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENG 101 Composition</th>
<th>MAT 136 Intermediate Algebra</th>
<th>BBG 101 Introduction to Business</th>
<th>CSA 105 Introduction to Software Applications</th>
<th>CTC 106 Blueprint Reading</th>
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SEMESTER 2

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENG 102 Literature and Composition</th>
<th>STA 203 Speech Communication</th>
<th>MAT 172 College Algebra</th>
<th>ARC 106 Building Technology</th>
<th>BBG 210 Business Communications</th>
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SEMESTER 3

<table>
<thead>
<tr>
<th>Credits</th>
<th>ARC 215 Construction Documents</th>
<th>ACC 113 Principles of Financial Accounting</th>
<th>PHY 121 General Physics I</th>
<th>IDS 220 Social Science: Individuals and Society</th>
<th>Humanities elective</th>
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SEMESTER 4

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<tr>
<th>Credits</th>
<th>ARC 229 Structures</th>
<th>ARC 240 Environmental Systems</th>
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<th>CTC 210 Surveying</th>
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</table>
CRIMINAL JUSTICE

Criminal Justice A.S. Career Program
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 writing 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.
# CRIMINAL JUSTICE A.S. CAREER PROGRAM

## REQUIREMENTS OF THE A.S. DEGREE
(63-65 CREDITS)

### COLLEGE CORE REQUIREMENTS
(33-35 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<td>Open elective</td>
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<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
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<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
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<tr>
<td>CSA 105 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective*</td>
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</tr>
<tr>
<td>POL 111 American Government <strong>OR</strong></td>
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<tr>
<td>HIS 201 U.S. History</td>
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<tr>
<td>PSY 111 General Psychology I</td>
<td>3</td>
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<tr>
<td>Science elective (lab recommended)*</td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
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### MAJOR REQUIREMENTS
(30 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJS 101 Introduction to Criminal Justice</td>
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<td>CJS 102 Introduction to Corrections</td>
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<tr>
<td>CJS 105 Introduction to Law Enforcement</td>
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<tr>
<td>CJS 203 Juvenile Justice</td>
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</tr>
<tr>
<td>CJS 210 Constitutional Law</td>
<td>3</td>
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<td>CJS 211 Criminal Law</td>
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<tr>
<td>CJS 220 Criminal Investigation</td>
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<tr>
<td>CJS 290 Practicum in Criminal Justice</td>
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<tr>
<td>CJS 294 Contemporary Issues in Criminal Justice</td>
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<tr>
<td>Criminal Justice elective</td>
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### RECOMMENDED SEQUENCE OF STUDY

#### SEMESTER 1

<table>
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<tr>
<th>Course</th>
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<tbody>
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<td>ENG 101 Composition</td>
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<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
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<tr>
<td>CSA 105 Introduction to Software Applications</td>
<td>3</td>
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<tr>
<td>CJS 101 Introduction to Criminal Justice</td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
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#### SEMESTER 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
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<tr>
<td>PSY 111 General Psychology I</td>
<td>3</td>
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<tr>
<td>POL 111 American Government <strong>OR</strong></td>
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<tr>
<td>HIS 201 U.S. History</td>
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<tr>
<td>CJS 102 Introduction to Corrections</td>
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#### SEMESTER 3

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Humanities elective*</td>
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<td>Science elective*</td>
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<tr>
<td>CJS 211 Criminal Law I</td>
<td>3</td>
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<tr>
<td>CJS 105 Introduction to Law Enforcement</td>
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<td>CJS 220 Criminal Investigation</td>
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#### SEMESTER 4

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>CJS 203 Juvenile Justice</td>
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<td>CJS 290 Practicum in Criminal Justice</td>
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<tr>
<td>CJS 294 Contemporary Issues in Criminal Justice</td>
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</tbody>
</table>

* One of these courses must be an Interdisciplinary Studies (IDS) course: IDS 210 Humanities The Creative Voice, IDS 230 Great Books, SCI 114 Survey of Science or BIO 181 Environmental Science. IDS 220 Individuals and Society does not satisfy the Humanities requirement.
EARLY CHILDHOOD EDUCATION

Early Childhood Education A.S. Transfer Program

This program prepares students for transfer to a four-year college. Because the specific requirements at four-year colleges vary, students should familiarize themselves with the requirements of the four-year colleges to which they plan to transfer and choose their courses in consultation with the program director. 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 FOR THE A.S. DEGREE (65 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (36-38 CREDITS)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (IDS 210 OR 230)</td>
<td>3</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications OR</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy elective*</td>
<td>3</td>
</tr>
<tr>
<td>History elective* (U.S. History is advised)</td>
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<tr>
<td>BIO 105 Introduction to Biology OR Science elective*</td>
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<tr>
<td>Liberal Arts electives (Foreign Language is advised)</td>
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<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (27 CREDITS)</th>
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<tbody>
<tr>
<td>ECE 182 Child Development OR</td>
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<tr>
<td>ECE 141 Infant/Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101 Introduction to Early Childhood Education OR</td>
<td>3</td>
</tr>
<tr>
<td>ECE 241 Methods and Techniques for Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275 Child, Family and School Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE 215 The Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>ECE 231 Early Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 210 Observation, Participation and Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ECE 295 Student Teaching Practicum</td>
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<tr>
<td>ECE 222 Methods and Techniques of Early Childhood Education</td>
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RECOMMENDED SEQUENCE OF STUDY

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<td>ENG 101 Composition</td>
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<tr>
<td>ECE 182 Child Development OR</td>
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<tr>
<td>ECE 141 Infant/Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications OR</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy elective*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>4</td>
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<tr>
<td>Liberal Arts elective*</td>
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<table>
<thead>
<tr>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>ECE 101 Introduction to Early Childhood Education OR</td>
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<tr>
<td>ECE 241 Methods and Techniques for Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology I</td>
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<tr>
<td>COM 173 Speech Communication-Public Speaking</td>
<td>3</td>
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<tr>
<td>ECE 231 Early Language and Literacy Development</td>
<td>3</td>
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<tr>
<td>Liberal Arts elective*</td>
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<tr>
<td>BIO 105 Introduction to Biology OR Science elective*</td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
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<td>History elective*</td>
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<tr>
<td>ECE 210 Observation, Participation and Seminar</td>
<td>3</td>
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<tr>
<td>ECE 275 Child, Family and School Relations</td>
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<th>SEMESTER 4</th>
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<td>ECE 215 The Exceptional Learner</td>
<td>3</td>
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<tr>
<td>Humanities Elective (IDS 210 OR 230)</td>
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<tr>
<td>ECE 222 Methods and Techniques of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 295 Student Teaching Practicum</td>
<td>6</td>
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</tbody>
</table>

*One must be an Interdisciplinary Studies (IDS) course.
Early Childhood Education Career and Articulation Curriculum

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 FOR THE A.S. DEGREE (61-62 CREDITS)

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE A.S. DEGREE (61-62 CREDITS)</th>
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<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong></td>
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<td><strong>(28-29 CREDITS)</strong></td>
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<tr>
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<td>ENG 102 Literature and Composition</td>
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<tr>
<td>PSY 111 General Psychology I</td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>4</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications OR</td>
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</tr>
<tr>
<td>Computer Literacy elective*</td>
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</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (IDS 210 OR 230)</td>
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<tr>
<td>BIO 105 Introduction to Biology OR Science elective*</td>
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<td><strong>MAJOR REQUIREMENTS</strong></td>
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</tr>
<tr>
<td><strong>(33 CREDITS)</strong></td>
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<td>ECE 141 Infant/Toddler Growth and Development</td>
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<tr>
<td>ECE 106 Musical Movement for Children OR</td>
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<td>ECE 109 Science and Math</td>
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<td>ECE 101 Introduction to Early Childhood Education OR</td>
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<tr>
<td>ECE 241 Methods and Techniques for Infant/Toddler Care</td>
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<tr>
<td>ECE 210 Observation, Participation and Seminar</td>
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<td>ECE 231 Early Language and Literacy Development</td>
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<td>ECE 275 Child, Family and School Relations</td>
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<td>ECE 295 Student Teaching Practicum</td>
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RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
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<tbody>
<tr>
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<td>ECE 182 Child Development OR</td>
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<tr>
<td>Computer Literacy elective*</td>
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<td>MAT 136 Intermediate Algebra (or higher level math)</td>
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<tr>
<td>PSY 111 General Psychology</td>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>ECE 101 Introduction to Early Childhood Education OR</td>
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<td>ECE 241 Methods and Techniques for Infant/Toddler Care</td>
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<td>COM 173 Speech Communication/Public Speaking</td>
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<td>ECE 222 Methods and Techniques of Early Childhood Education</td>
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</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ECE 215 The Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>Early Childhood elective OR</td>
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</tr>
<tr>
<td>ECE 103 Creative Experiences for Children</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105 Introduction to Biology OR Science elective*</td>
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<td>ECE 231 Early Language and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ECE 210 Observation, Participation and Seminar</td>
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<thead>
<tr>
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<td>ECE 106 Music and Movement for Children OR</td>
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<tr>
<td>ECE 109 Science and Math for Children</td>
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<tr>
<td>ECE 275 Child, Family and School Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE 295 Student Teaching Practicum</td>
<td>6</td>
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</tbody>
</table>

* One must be an Interdisciplinary Studies (IDS) course.
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 FOR THE CERTIFICATE (30 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 182 Child Development OR</td>
<td></td>
</tr>
<tr>
<td>ECE 141 Infant/Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101 Introduction to Early Childhood Education OR</td>
<td></td>
</tr>
<tr>
<td>ECE 241 Methods and Techniques for Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 106 Music and Movement for Young Children OR</td>
<td></td>
</tr>
<tr>
<td>ECE 109 Science and Math for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 176 Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 190 ECE Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 215 The Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>ECE 231 Early Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275 Child, Family and School Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Early Childhood Administrative Certificate Program
(21 Credit Program)
This certificate is designed to provide a balanced, high-quality education for current and perspective 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 FOR THE CERTIFICATE
(21 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 182 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101 Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 206 Administrative and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ECE 212 Administration Leadership in Early Childhood Education Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 275 Child, Family and School Relations</td>
<td>3</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

Early Childhood Education Child Development Associate Credential
(12 Credit Program)
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 licensed 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 FOR THE ASSOCIATE CREDENTIAL
(12 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 182 Child Development OR ECE 141 Infant/Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101 Introduction to Early Childhood Education OR ECE 241 Methods and Techniques for Infants/Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECE 180 Child Development Associate (CDA) Course</td>
<td>3</td>
</tr>
<tr>
<td>ECE elective</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGINEERING SCIENCE

Engineering Science A.S.
Transfer Program

The Engineering Science curriculum offers students with a strong mathematics and science background the courses that are required in the first two years of study in many bachelor's degree programs in engineering. All of the courses will be accepted toward a Bachelor's degree by the schools of engineering at the following institutions: University of Connecticut at Storrs; Fairfield University; University of Hartford; University of New Haven; and Rensselaer Polytechnic Institute. A variety of majors are available in those schools of engineering, including Aeronautical Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering, or Computer Science and Engineering.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Transition seamlessly into a Bachelor of Science Degree Program in Engineering with junior level status in the receiving institution as part of the Engineering Pathway Program;
2. Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with engineering;
3. Demonstrate a good understanding of engineering principles/concepts;
4. Demonstrate a good understanding of mathematical concepts;
5. Demonstrate good working knowledge of state-of-the-art hardware and software in support of Engineering design;
6. Demonstrate the ability to think through a problem in a logical manner;
7. Organize and carry through to conclusion the solution to a problem;
8. Demonstrate good communication skills; and
9. Demonstrate teamwork skills.

REQUIREMENTS FOR THE A.S. DEGREE
(65-66 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong> (26 CREDITS)</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I *</td>
</tr>
<tr>
<td>HIS 102 Western Civilization II</td>
</tr>
<tr>
<td>MAT 254 Calculus I</td>
</tr>
<tr>
<td>CHE 121 General Chemistry I</td>
</tr>
<tr>
<td>Humanities/Social Science electives*</td>
</tr>
<tr>
<td><strong>MAJOR REQUIREMENTS</strong> (39-40 CREDITS)</td>
</tr>
<tr>
<td>CSC 108 Introduction to Programming</td>
</tr>
<tr>
<td>CAD 133 CAD Mechanical AUTOCAD OR</td>
</tr>
<tr>
<td>CSC 213 Object Oriented Programming Using C++</td>
</tr>
<tr>
<td>EGR 111 Introduction to Engineering</td>
</tr>
<tr>
<td>MAT 256 Calculus II</td>
</tr>
<tr>
<td>MAT 268 Calculus III: Multivariable</td>
</tr>
<tr>
<td>MAT 285 Differential Equations</td>
</tr>
<tr>
<td>EGR 211 Engineering Statics</td>
</tr>
<tr>
<td>EGR 212 Engineering Dynamics</td>
</tr>
<tr>
<td>CHE 122 General Chemistry II</td>
</tr>
<tr>
<td>PHY 221 Calculus-Based Physics I</td>
</tr>
<tr>
<td>PHY 222 Calculus-Based Physics II</td>
</tr>
<tr>
<td><strong>RECOMMENDED SEQUENCE OF STUDY</strong> Credits</td>
</tr>
<tr>
<td><strong>SEMMESTER 1</strong></td>
</tr>
<tr>
<td>MAT 254 Calculus I</td>
</tr>
<tr>
<td>CHE 121 General Chemistry I</td>
</tr>
<tr>
<td>CSC 108 Introduction to Programming</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td><strong>SEMMESTER 2</strong></td>
</tr>
<tr>
<td>MAT 256 Calculus II</td>
</tr>
<tr>
<td>CHE 122 General Chemistry II</td>
</tr>
<tr>
<td>CAD 133 CAD Mechanical AUTOCAD OR</td>
</tr>
<tr>
<td>CSC 213 Object Oriented Programming Using C++</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td><strong>SEMMESTER 3</strong></td>
</tr>
<tr>
<td>MAT 268 Calculus III: Multivariable</td>
</tr>
<tr>
<td>EGR 211 Engineering Statics</td>
</tr>
<tr>
<td>PHY 221 Calculus-Based Physics I</td>
</tr>
<tr>
<td>Humanities/Social Science electives*</td>
</tr>
<tr>
<td><strong>SEMMESTER 4</strong></td>
</tr>
<tr>
<td>MAT 285 Differential Equations</td>
</tr>
<tr>
<td>EGR 212 Engineering Dynamics</td>
</tr>
<tr>
<td>PHY 222 Calculus-Based Physics II</td>
</tr>
<tr>
<td>Humanities/Social Science electives*</td>
</tr>
<tr>
<td>HIS 101 Western Civilization OR</td>
</tr>
<tr>
<td>HIS 102 Western Civilization II</td>
</tr>
</tbody>
</table>

* For transferable electives to the various universities, see the pathway coordinator.

Note: Due to the sequential nature of junior and senior engineering courses, students in some majors may have to take additional coursework to graduate within a four-year time frame.
Technological Studies (Pathway)
A.S. Transfer Program

This program is a pathway for students who wish to transfer into the B.S. program in Industrial Technology, or the B.S. program in Technology and Engineering Education, K-12 at Central Connecticut State University.

The curriculum covers a broad spectrum of topics in mathematics, physics, chemistry, computer-aided drafting, computers, humanities, and social science electives. Each of these courses is directly transferable to CCSU. Successful completion of the program allows students to enter their junior year at CCSU.

PROGRAM OUTCOMES
Upon successful completion of all Technology Studies degree program requirements, graduates will:
1. Transition seamlessly into a Bachelor of Science Degree Program in Technology with Junior level status in the receiving institution as part of the Technological Studies Pathway Program;
2. Demonstrate team-oriented skills that permit effective participation in multicultural work and social environments;
3. Apply appropriate mathematical and scientific principles to industrial technology applications;
4. Perform competently in mathematics;
5. Express ideas effectively through written and oral communications;
6. Demonstrate proficiency in technical fundamentals to analyze industrial technology problems and make appropriate decisions;
7. Maintain a practical knowledge of state-of-the-art hardware and software;
8. Apply skills and knowledge to effectively and efficiently plan, organize, implement, measure, and manage technology;
9. Demonstrate a thorough knowledge and understanding of engineering graphics as well as conventional drafting practices, such as orthographic and isometric projection, section, detail, and auxiliary views; and
10. Demonstrate a high level of proficiency in the use of state-of-the-art computer-aided design (CAD) software and be able to respond positively to continuous software revisions and upgrades.

REQUIREMENTS FOR THE A.S. DEGREE
(65-66 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>COLLEGE CORE REQUIREMENTS (31-32 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CHE 121 General Chemistry I/Lab</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective (History)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (Philosophy or Foreign Language)</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral Science elective (Psychology or Sociology)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective (Economics)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>MAJOR REQUIREMENTS (34 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 133 CAD Mechanical AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td>CSC 103 Computer Concepts and Applications/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MAT 186 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 114 Mechanics/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY 115 Heat, Light and Sound/Lab</td>
<td>4</td>
</tr>
<tr>
<td>Directed electives*</td>
<td>12</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>RECOMMENDED SEQUENCE OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>CAD 133 CAD Mechanical AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td>CSC 103 Computer Concepts and Applications/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MAT 172 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective (History)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 121 General Chemistry I/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY 114 Mechanics/Lab</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 186 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>SEMESTER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 115 Heat, Light and Sound/Lab</td>
<td>4</td>
</tr>
<tr>
<td>MAT 201 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Directed electives*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective (Philosophy or Foreign Language)</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral Science elective (Psychology or Sociology)</td>
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</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>SEMESTER 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 204 3-D Architectural AUTOCAD</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective (Economics)</td>
<td>3</td>
</tr>
<tr>
<td>Directed electives*</td>
<td>9</td>
</tr>
</tbody>
</table>

* Directed electives are courses chosen in either the Math, Science, Technical or Business areas which are required in a student’s chosen field of study at CCSU. (See Pathway Coordinator for details.)
ENGLISH AS A SECOND LANGUAGE

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 will:
1. Demonstrate improvement in writing through several drafts of an essay;
2. Have had experience in writing a variety of essays, including, narrative, comparative and persuasive forms;
3. Know how to organize essays with an introduction, body and conclusion and present ideas in logical order in clearly defined paragraphs;
4. Demonstrate the importance of adequately developed writing supported with clear examples and sufficient details;
5. Be able to read, understand and write about unabridged works of fiction and/or nonfiction;
6. Demonstrate reasonable accuracy and control of grammar, sentence structure, word forms and punctuation;
7. Understand the importance of editing/revising written work and analyze their own writing for completeness, clarity and accuracy;
8. Be familiar with the portfolio review process and have successfully produced a writing portfolio for evaluation at midterm and end of semester;
9. Be able to write a basic research essay using online, library, interviews and print media sources and use paraphrasing and citation correctly in expressing others’ ideas (MLA format); and
10. Qualify for placement into ENG 101.

REQUIREMENTS FOR THE CERTIFICATE (19 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 152 Reading and Writing V</td>
<td>6</td>
</tr>
<tr>
<td>ESL 192 ESL Advanced Writing Workshop*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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.
EXERCISE SCIENCE

Exercise Science A.S. Transfer Program

The Exercise Science program is designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a health fitness professional. With an emphasis on exercise science and health, the program integrates cutting edge research with fundamental theories of learning and basic clinical skills. Students will be prepared for a career in health fitness and will receive an educational background that will provide opportunities for further education leading to careers in exercise physiology and allied health. Successful completion of the program leads to the Associate in Science Degree and prepares the student to sit for national certification exams.

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 FOR THE A.S. DEGREE (64-65 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (28-29 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 211 Anatomy and Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>PSY 111 General Psychology I OR</td>
<td></td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ECN Economics elective</td>
<td>3</td>
</tr>
<tr>
<td>IDS Humanities elective</td>
<td>3</td>
</tr>
</tbody>
</table>

| MAJOR REQUIREMENTS (36 CREDITS)             |         |
| HPE 105 Introduction to Exercise Science    | 3       |
| HPE 232 First Aid and Sports Injury***      | 2       |
| HPE 241 Exercise Physiology with Lab        | 4       |
| HPE 243 Kinesiology with Lab                | 4       |
| HPE 245 Programming and Prescription I      | 4       |
| HPE 246 Programming and Prescription II     | 3       |
| HPE 247 Aspects of Strength and Conditioning| 3       |
| HPE 295 Field Practice with Seminar         | 3       |
| BIO 111 Introduction to Nutrition           | 3       |
| BIO 212 Anatomy and Physiology II           | 4       |
| BMK 201 Principles of Marketing             | 3       |

| RECOMMENDED SEQUENCE OF STUDY Credits |
|-------------------------------------|---------|
| SEMESTER 1                          |         |
| ENG 101 Composition                 | 3       |
| CSA 105 Introduction to Software Applications* | 3     |
| BIO 211 Anatomy and Physiology I**  | 4       |
| HPE 105 Introduction to Exercise Science | 3       |
| MAT 136 Intermediate Algebra (or higher level math) | 3-4     |
| SEMESTER 2                          |         |
| ENG 102 Literature and Composition   | 3       |
| PSY 111 General Psychology I OR      |         |
| SOC 101 Principles of Sociology      | 3       |
| BIO 212 Anatomy and Physiology II    | 4       |
| HPE 232 First Aid and Sport Injury***| 2       |
| ECN Economics elective               | 3       |
| SEMESTER 3                          |         |
| HPE 241 Exercise Physiology with Lab  | 4       |
| HPE 245 Programming and Prescription I| 4       |
| IDS Humanities elective              | 3       |
| BIO 111 Nutrition                   | 3       |
| COM 173 Public Speaking              | 3       |
| SEMESTER 4                          |         |
| HPE 243 Kinesiology with Lab         | 4       |
| HPE 246 Programming and Prescription II| 3     |
| HPE 247 Aspects of Strength and Conditioning| 3     |
| HPE 295 Field Practice with Seminar  | 3       |
| BMK 201 Principles of Marketing      | 3       |

* Computer proficiency may be demonstrated through a designated college examination.
** BIO 211 has a prerequisite of high school chemistry or CHE 111 Concepts of Chemistry or BIO 105 Introduction to Biology.
*** It is required that all students obtain American Red Cross or American Heart Association CPR/AED for the Professional Rescuer at their own cost. The College will not provide this service. Students are expected to maintain appropriate certification during their course of study and internship experiences.
Group Exercise Instructor Certificate Program

The Group Exercise Instructor Certificate at Norwalk Community College is designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a group exercise instructor in commercial or clinical exercise settings. The certificate will integrate up-to-date guidelines and recommendations into the curriculum to meet specific job tasks of a group exercise instructor, including but not limited to: class design, leadership and motivation, general exercise testing and prescription and studio management. Graduates of the certificate will demonstrate sound communication skills, life-long learning, safe and effective exercise programming and compassion for those they work with. This certificate will also prepare the student for the American College of Sports Medicine’s Group Exercise Instructor Certification Exam.

Connecticut Health & Life Sciences Career Initiative is 100% funded by a $12.1 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT.

PROGRAM OUTCOMES

Upon completion of the group exercise instructor certificate student will:

1. Demonstrate an understanding of exercise physiology, kinesiology and nutrition related to the group exercise setting;
2. Demonstrate entry level knowledge and skills necessary for safe and appropriate health screenings and exercise assessments;
3. Display sound knowledge and skills needed for group exercise class design and delivery with a variety of populations;
4. Practice sound, prudent, and ethical functions necessary in accordance with the legal and professional scope of the Group Exercise Instructor;
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 FOR THE CERTIFICATE (30 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE 105 Introduction to Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>HPE 232 First Aid and Sports Injury*</td>
<td>2</td>
</tr>
<tr>
<td>HPE 113 Group Exercise Instruction I</td>
<td>4</td>
</tr>
<tr>
<td>HPE 213 Group Exercise Instruction II</td>
<td>4</td>
</tr>
<tr>
<td>HPE Physical Activity Electives</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111 Introduction to Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BMK 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology I OR SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

* It is required that all students obtain American Red Cross or American Heart Association CPR/AED for the Professional Rescuer at their own cost. The College will not provide this service. Students are expected to maintain appropriate certification during their course of study and internship experiences.
FOREIGN LANGUAGES

Advisement Sequence
in the Liberal Arts and Sciences
A.A. Transfer Program

This curriculum prepares students to major in a modern foreign language upon transfer to a four-year college. It has been designed to offer the necessary foundation in foreign languages as well as provide a strong liberal arts background. The study of a modern foreign language as well as the culture and literature of its speakers gives students an opportunity to think and see things from a broad perspective. Course offerings in this program are transferable to four-year institutions. Students should work closely with their advisor to determine specific requirements of transfer institutions.

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 advanced 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 FOR THE A.A. DEGREE
(60-65 CREDITS)

COLLEGE CORE REQUIREMENTS
(24-26 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
<td></td>
</tr>
<tr>
<td>Humanities elective**</td>
<td>3</td>
</tr>
<tr>
<td>Science elective**</td>
<td>3-4</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS
(18-20 CREDITS)

Sequential study in the same foreign language and the culture and literature of its speakers 18-20

DIRECTIVE ELECTIVES
(18-19 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy elective (any PHL)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
<td>3</td>
</tr>
<tr>
<td>Directed Social Science elective (ANT, ECN, PSY, or SOC)**</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective**</td>
<td>3</td>
</tr>
<tr>
<td>Science elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
</tbody>
</table>

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
<td></td>
</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
<td>3-4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>3-4</td>
</tr>
<tr>
<td>Directed Social Science elective (ANT, ECN, PSY, or SOC)**</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language electives</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy elective (any PHL)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective**</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective**</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language electives</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
<td>3</td>
</tr>
<tr>
<td>Science elective (with lab)**</td>
<td>4</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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, 152, and/or 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One Interdisciplinary Studies (IDS) course is needed to fulfill Core Curriculum requirements. This course may be selected from Humanities, Science or Social Science areas.
GENERAL STUDIES

General Studies A.S. Program

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 FOR THE A.S. DEGREE

(60-65 CREDITS)

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE A.S. DEGREE (60-65 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE CORE REQUIREMENTS (36-41 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer course (100-level or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Science elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Mathematics or Science elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities electives*</td>
<td>6-8</td>
</tr>
<tr>
<td>Social Science electives*</td>
<td>9</td>
</tr>
<tr>
<td>OPEN ELECTIVES (24 CREDITS)</td>
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</tr>
<tr>
<td>No more than 15 credit hours of open electives may be taken in any one subject area.</td>
<td></td>
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RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>RECOMMENDED SEQUENCE OF STUDY</th>
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</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
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</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective (100-level or higher)</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3-4</td>
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<tr>
<td>Social Science elective*</td>
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<tr>
<td>Open elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td></td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective*</td>
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<tr>
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<td>Social Science elective*</td>
<td>3</td>
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<tr>
<td>Open elective*</td>
<td>0-4</td>
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<tr>
<td>SEMESTER 4</td>
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</tr>
<tr>
<td>Open electives**</td>
<td>15</td>
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</tbody>
</table>

* One of the three courses in Science, Humanities, or Social Sciences must be an Interdisciplinary Studies (IDS) course.
** Cooperative Education Work Experience (GEN 296) may be substituted for a maximum of six credits in the open elective category.
GLOBAL STUDIES

Advisement Sequence in the Liberal Arts and Sciences
A.A. Transfer Program

The Global Studies Option is an Advising Sequence within the two-year LAS transfer degree with required and recommended coursework that is broadly global in emphasis. Because students may expect to be living in an ever more interconnected, trans-cultural world, this academic concentration allows coursework to be selected which affords a global perspective at the freshman and sophomore levels, within the requirements of the Liberal Arts curriculum. It provides a foundation for further study leading to a Bachelor’s Degree in general Liberal Arts, Global/International Studies, Independent Studies, International Business, Peace and Conflict Studies or International Relations.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will:
1. Demonstrate basic knowledge of the geography, political systems, culture, religious practices and traditions of regions of the world beyond North America;
2. Deepen their knowledge of another country/culture by studying its language;
3. Write about current global issues and the ways in which globalization affects the economy, environment, culture, language, political movements and health;
4. Learn how the principles of political science, environmental studies, social studies and language studies can generate a better understanding of the self and others;
5. Learn to appreciate the impact of individual decisions on the world, and world events on the individual; and
6. Evaluate their interest in further global area studies and career options at the BA level (or beyond) with designated program advisors.

REQUIREMENTS FOR THE A.A. DEGREE

(60-65 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong></td>
</tr>
<tr>
<td>(27-31 CREDITS)</td>
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<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
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<tr>
<td>Math elective (MAT 146 or above)</td>
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<tr>
<td>Humanities elective**</td>
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<tr>
<td>Science elective**</td>
</tr>
<tr>
<td><strong>MAJOR REQUIREMENTS</strong></td>
</tr>
<tr>
<td>(15 CREDITS)</td>
</tr>
<tr>
<td>HIS 122 World Civilization II</td>
</tr>
<tr>
<td>ANT 105 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>POL 103 Introduction to International Relations</td>
</tr>
<tr>
<td>GEO 111 World Regional Geography</td>
</tr>
<tr>
<td>IDS 225 Global Studies</td>
</tr>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>Foreign Language*</td>
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</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
</tr>
<tr>
<td>POL 103 Introduction to International Relations</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td>Foreign Language*</td>
</tr>
<tr>
<td>Science elective with lab****</td>
</tr>
<tr>
<td>ANT 105 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>GEO 111 World Regional Geography</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 173 Public Speaking</td>
</tr>
<tr>
<td>HIS 122 World Civilization II</td>
</tr>
<tr>
<td>Philosophy elective*****</td>
</tr>
<tr>
<td>Social Science elective**</td>
</tr>
<tr>
<td>Humanities elective**</td>
</tr>
<tr>
<td>Fine Arts elective (ART, MUS, THR, IDS 210)</td>
</tr>
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<table>
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<tr>
<th>SEMESTER 4</th>
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</thead>
<tbody>
<tr>
<td>IDS 225 Global Studies</td>
</tr>
<tr>
<td>Science elective**</td>
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<tr>
<td>200-level Liberal Arts elective******</td>
</tr>
<tr>
<td>200-level Liberal Arts elective***</td>
</tr>
<tr>
<td>General elective</td>
</tr>
</tbody>
</table>

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* 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, 152, and/or 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One Interdisciplinary Studies (IDS) 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.

**** BIO 181 Environmental Science recommended

***** PHL 151 World Religions recommended

****** COM 202 Intercultural Communications recommended
HONORS

Honors in Liberal Arts A.A.
Transfer Program

The Honors Program offers outstanding students the opportunity to pursue a challenging and rigorous program. Students who qualify for the program will be engaged broadly in a comprehensive core curriculum and deeply in Honors Seminars.

Students eligible for the Honors Program are high school graduates who have completed college preparatory courses with a 3.5 average; students currently enrolled at NCC who have successfully completed 6 credits in Liberal Arts courses with a 3.5 GPA; and, following evaluation by the Honors Advisor, other qualified students recommended by high school teachers, principals and counselors. Interested students should meet with the Honors Advisor for information regarding the Honors Program.

REQUIREMENTS FOR THE A.A. DEGREE
(65 CREDITS)

HONORS CORE
(44-45 CREDITS)

Believing strongly that the truly educated citizen should have a comprehensive introduction to the world’s knowledge, the Honors faculty identified 11 topic areas of vital concern to the Honors student. In each topic area, the student will choose from a specified list of courses fulfilling that topic’s requirements. The requirement in Language and Logic, for example, would be satisfied by a course in a foreign language, a computer language or logic. A list of courses associated with each topic area is available from the Coordinator of the Honors Program. Call Dr. Catherine A. Milton at (203) 857-7224.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>American Studies</td>
<td>3</td>
</tr>
<tr>
<td>Western Culture</td>
<td>3</td>
</tr>
<tr>
<td>Non-Western Culture (International)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics (MAT 136 or higher)</td>
<td>3-4</td>
</tr>
<tr>
<td>Language and Logic</td>
<td>3</td>
</tr>
<tr>
<td>Behavior in Society</td>
<td>3</td>
</tr>
<tr>
<td>The Arts</td>
<td>3</td>
</tr>
<tr>
<td>Perspective in Values</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking (COM 173)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be waived with the permission of the Honors Coordinator.

INTERDISCIPLINARY STUDIES REQUIREMENT
(3 CREDITS)

One Interdisciplinary Studies (IDS) core course must be taken from one of these areas: Social Science, Humanities or Science.

HONORS PROGRAM SEMINARS
(12 CREDITS)

While the topics, content and teaching methods will differ from year to year, all seminars will place heavy emphasis on the student’s participation and research, on the interrelation of knowledge across disciplines, on the methods used to seek truth and test theory and on the need for forming insightful questions rather than accepting easy answers. Within the seminar setting, students will realize the importance of developing personal vision for evaluating behavior and its consequences.

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
- Science/Mathematics
- History/Economics

LIBERAL ARTS AND SCIENCES ELECTIVES
(6 CREDITS)

Students may fulfill this requirement by taking any Liberal Arts course offered by the College. Other options are 3- and 4-credit college Honors Seminars.

Together with a faculty advisor, students may also plan courses of independent study built around their own interests. They may also opt for study abroad through the College Consortium for International Studies. Course choices should reflect not only the student’s wishes and needs but should also meet the requirements of the College to which the student plans to transfer.
HOSPITALITY MANAGEMENT AND CULINARY ARTS

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.

Hotel/Motel Management A.S. Career Program

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.

REQUIREMENTS FOR THE A.S. DEGREE (67-69 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (31-32 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Applied Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

* One elective must be an Interdisciplinary Studies (IDS) course.

MAJOR REQUIREMENTS (36-37 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSP 100 Introduction to the Hospitality Industry</td>
</tr>
<tr>
<td>HSP 101 Principles of Food Preparation</td>
</tr>
<tr>
<td>HSP 102 Food Production and Purchasing OR</td>
</tr>
<tr>
<td>HSP 296 Cooperative Work Experience</td>
</tr>
<tr>
<td>HSP 108 Sanitation and Safety</td>
</tr>
<tr>
<td>HSP 135 Service Management</td>
</tr>
<tr>
<td>HSP 231 Hospitality Law</td>
</tr>
<tr>
<td>HSP 237 Hospitality Marketing</td>
</tr>
<tr>
<td>HSP 241 Principles of Travel and Tourism</td>
</tr>
<tr>
<td>HSP 242 Hotel Management</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
</tr>
<tr>
<td>BMG 220 Human Resources Management</td>
</tr>
</tbody>
</table>

PROGRAM OUTCOMES

The Hotel/Motel Management degree 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; and
12. Broaden career choices and build a marketable portfolio to present to employers or lenders, especially for management and ownership positions.
Restaurant/Foodservice Management  
A.S. Career Program

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 Restaurant/Foodservice Management degree 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; and
12. Broaden career choices and build a marketable portfolio to present to potential employers or lenders, especially for management and ownership positions.

REQUIREMENTS FOR THE A.S. DEGREE  
(68-70 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (31-32 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Applied Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective*</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (37-38 CREDITS)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSP 100 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSP 101 Principles of Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HSP 102 Food Production and Purchasing</td>
<td>4</td>
</tr>
<tr>
<td>HSP 108 Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HSP 135 Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HSP 201 International Foods</td>
<td>4</td>
</tr>
<tr>
<td>HSP 202 Catering and Event Management OR</td>
<td></td>
</tr>
<tr>
<td>HSP 296 Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HSP 231 Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HSP 237 Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMG 220 Human Resources Management</td>
<td>3</td>
</tr>
</tbody>
</table>

* One elective must be an Interdisciplinary Studies (IDS) course.
Academic Programs

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. Become 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 FOR THE CERTIFICATE (30 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSP 101 Principles of Food Preparation</td>
<td>3</td>
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<tr>
<td>HSP 108 Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HSP 113 Baking and Pastry Arts</td>
<td>4</td>
</tr>
<tr>
<td>HSP 102 Food Production and Purchasing*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 112 Applied Nutrition</td>
<td>3</td>
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<tr>
<td>HSP 202 Catering and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HSP 201 International Foods</td>
<td>4</td>
</tr>
<tr>
<td>HSP 203 Advanced Baking and Pastry Arts</td>
<td>3</td>
</tr>
<tr>
<td>HSP 296 Cooperative Work Experience**</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students need to be eligible for MAT 136 to complete the prerequisite for HSP 102.
** Students need to complete ENG 101 to meet the prerequisite for HSP 296.
HUMAN SERVICES

Human Services A.S. Program
Career Option
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.

REQUIREMENTS FOR THE A.S. DEGREE (60-62 CREDITS)

COLLEGE CORE REQUIREMENTS (27-29 CREDITS)

ENG 101 Composition 3
ENG 102 Literature and Composition 3
COM 173 Public Speaking 3
PSY 111 General Psychology I 3
SOC 101 Principles of Sociology 3
MAT 136 (or higher level math) 3-4
Computer elective (100-level or higher) 3
Political Science or History elective 3
Science or Humanities elective* 3-4

MAJOR REQUIREMENTS (33 CREDITS)

HSE 101 Introduction to Human Services 3
HSE 201 Methods of Interviewing and Communication Skills 3
HSE 215 Crisis Intervention 3
HSE 216 Family Dynamics and Intervention 3
HSE 281 Human Services Field Work I 3
HSE 282 Human Services Field Work II 3
Open elective 3
PSY 105 Group Dynamics 3
PSY 208 Psychology of Adult Development and Aging OR SOC 114 Sociology of Aging OR
HSE 134 Introduction to Mental Health Systems OR
HSE 235 Professional and Ethical Issues in Human Services 3
PSY 245 Abnormal Psychology or Psychology elective 3
SOC 104 Sociology of the Family OR
SOC 220 Racial and Ethnic Diversity OR
SOC 225 Death and Dying 3

RECOMMENDED SEQUENCE OF STUDY

SEMESTER 1
ENG 101 Composition 3
PSY 111 General Psychology I 3
Computer elective (100-level or higher) 3
HSE 101 Introduction to Human Services 3
SOC 101 Principles of Sociology 3

SEMESTER 2
HSE 281 Human Services Field Work I 3
HSE 201 Methods of Interviewing and Communication Skills 3
ENG 102 Literature and Composition 3
MAT 136 (or higher level math) 3-4
PSY 208 Psychology of Adult Development and Aging OR
SOC 114 Sociology of Aging OR
HSE 134 Introduction to Mental Health Systems OR
HSE 235 Professional and Ethical Issues in Human Services 3

SEMESTER 3
COM 173 Public Speaking 3
HSE 282 Human Services Field Work II 3
HSE 216 Family Dynamics and Intervention 3
HSE 215 Crisis Intervention 3
PSY 105 Group Dynamics 3

SEMESTER 4
PSY 245 Abnormal Psychology or Psychology elective 3
Political Science or History elective 3
Open elective 3
SOC 104 Sociology of the Family OR
SOC 220 Racial and Ethnic Diversity OR
SOC 225 Death and Dying 3
Science or Humanities elective* 3-4

* One of these courses must be an Interdisciplinary Studies (IDS) course.
Human Services Program
Transfer Option

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 student 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.

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Credits</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENG 101 Composition</td>
<td>ENG 102 Literature and Composition</td>
<td>HSE 281 Human Services Field Work I</td>
<td>Open General elective</td>
</tr>
<tr>
<td>3</td>
<td>PSY 105 Group Dynamics</td>
<td>SOC 101 Principles of Sociology</td>
<td>HSE 282 Human Services Field Work II</td>
<td>HSE 216 Family Dynamics and Intervention</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 136 (or higher level math)</td>
<td>HSE 201 Methods of Interviewing and Communication Skills</td>
<td>HSE 215 Crisis Intervention</td>
<td>Political Science or History elective</td>
</tr>
<tr>
<td>3-4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HSE 111 Introduction to Human Services</td>
<td>SOC 101 Principles of Sociology</td>
<td>Anthropology or Sociology elective</td>
<td>Liberal Arts elective**</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HSE 211 History elective</td>
<td>HSE 216 Family Dynamics and Intervention</td>
<td>Science elective**</td>
<td>Liberal Arts elective**</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3-4</td>
<td>3-4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 136 (or higher level math)</td>
<td>HSE 215 Crisis Intervention</td>
<td>Science elective**</td>
<td>Liberal Arts elective**</td>
</tr>
<tr>
<td>3-4</td>
<td>3</td>
<td>3-4</td>
<td>3-4</td>
<td>3</td>
</tr>
</tbody>
</table>

* Computer proficiency may be demonstrated through a designated college examination and a Liberal Arts course substituted.
** One of these must be an Interdisciplinary Studies (IDS) course. This may be selected from Humanities, Science or Social/Behavioral Science areas.
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 FOR THE CERTIFICATE

(27 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
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</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSE 111 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOC 114 Sociology of Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOC 225 Death and Dying</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 208 Psychology of Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HSE 201 Methods of Interviewing and Communication</td>
<td>3</td>
</tr>
<tr>
<td>HSE 176 Geriatric Social and Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSE 281 Human Services Field Work I</td>
<td>3</td>
</tr>
</tbody>
</table>

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 FOR THE CERTIFICATE

(29 CREDITS)

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSE 134 Introduction to Mental Health Systems</td>
<td>3</td>
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<tr>
<td>PSY 105 Group Dynamics</td>
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<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE 201 Methods of Interviewing and Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSE 235 Professional and Ethical Issues in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSY 245 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSE 216 Family Dynamics and Interventions</td>
<td>3</td>
</tr>
<tr>
<td>HSE 287 Practicum in Mental Health</td>
<td>5</td>
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</tbody>
</table>
### INTERIOR DESIGN

**Interior Design A.A.S. Career Program**

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 FOR THE A.A.S. DEGREE (64-66 CREDITS)

#### COLLEGE CORE REQUIREMENTS (24-26 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>ART 105 Architecture of the World</td>
<td>3</td>
</tr>
<tr>
<td>IDS Interdisciplinary Studies elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Science elective</td>
<td>3-4</td>
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#### MAJOR REQUIREMENTS (40 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ART 111 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 105 Architectural Visualization</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106 Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>ARC 240 Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAD 114 Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>CAD 204 CAD 3D Architectural</td>
<td>3</td>
</tr>
<tr>
<td>IND 120 Materials, Textiles and Finishes</td>
<td>3</td>
</tr>
<tr>
<td>IND 121 Color and Lighting for Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 101 Interior Design Studio I</td>
<td>4</td>
</tr>
<tr>
<td>IND 201 Interior Design Studio II - Residential</td>
<td>4</td>
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<tr>
<td>IND 202 Interior Design Studio III - Commercial</td>
<td>4</td>
</tr>
<tr>
<td>IND 298 Co-Op Education Work Experience** OR 200-level IND, ART, ARC OR CADD course</td>
<td>3</td>
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#### RECOMMENDED SEQUENCE OF STUDY

**SEMESTER 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 111 Drawing I</td>
<td>3</td>
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<tr>
<td>ARC 105 Architectural Visualization*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>CAD 114 Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
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</table>

**SEMESTER 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IND 101 Interior Design Studio I</td>
<td>4</td>
</tr>
<tr>
<td>IND 120 Materials, Textiles and Finishes</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106 Building Technology</td>
<td>3</td>
</tr>
<tr>
<td>CAD 204 CAD 3D Architectural</td>
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**SEMESTER 3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IND 201 Interior Design Studio II - Residential</td>
<td>4</td>
</tr>
<tr>
<td>IND 121 Color and Lighting for Design</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ARC 240 Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ART 105 Architecture of the World</td>
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**SEMESTER 4**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>IND 202 Interior Design Studio III - Commercial</td>
<td>4</td>
</tr>
<tr>
<td>IDS Interdisciplinary Studies elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Science elective</td>
<td>3-4</td>
</tr>
<tr>
<td>IND 298 Co-Op Education Work Experience** OR 200-level IND, ART, ARC OR CADD course</td>
<td>3</td>
</tr>
</tbody>
</table>

* **Arc 105 Architectural Visualization** has a required co-requisite: CAD 114. Permission of the instructor may be obtained with prior knowledge of CADD.

**IND 298 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.**
LEGAL ASSISTANT

The degree and certificate programs, both approved by the American Bar Association, 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.

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.
**Legal Assistant A.S. Career Program**

**REQUIREMENTS FOR THE A.S. DEGREE**  
(64-67 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS</strong> (28-31 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition OR</td>
<td></td>
</tr>
<tr>
<td>BBG 210 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>Political Science elective (POL 111 or POL 112)</td>
<td>3</td>
</tr>
<tr>
<td>Science elective (100-level or higher)**</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities elective**</td>
<td>3-4</td>
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<tr>
<td><strong>MAJOR REQUIREMENTS</strong> (36 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BBG 232 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>LGL 101 Introduction to Paralegalism</td>
<td>3</td>
</tr>
<tr>
<td>LGL 102 Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LGL 104 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>LGL 208 Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LGL 209 Probate Practice and Estate Administration OR</td>
<td></td>
</tr>
<tr>
<td>LGL 210 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LGL 211 Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LGL 216 Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>LGL 218 Internship*</td>
<td>3</td>
</tr>
<tr>
<td>Open elective</td>
<td>3</td>
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</tbody>
</table>

* May be waived at the discretion of the coordinator for a student who enters the program working in a permanent position as a legal assistant and an elective substituted.

**Legal Assistant Certificate Program**

The Certificate Program, approved by the American Bar Association, 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 FOR THE CERTIFICATE**  
(30 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BBG 232 Business Law II</td>
<td>3</td>
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<tr>
<td>LGL 101 Introduction to Paralegalism</td>
<td>3</td>
</tr>
<tr>
<td>LGL 102 Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LGL 104 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>LGL 209 Probate Practice and Estate Administration OR</td>
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</tr>
<tr>
<td>LGL 210 Family Law</td>
<td>3</td>
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<tr>
<td>LGL 208 Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LGL 216 Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>LGL 211 Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LGL 280 Internship*</td>
<td>3</td>
</tr>
</tbody>
</table>

* May be waived at the discretion of the coordinator for a student who enters the program working in a permanent position as a legal assistant and an elective substituted.

** At least one of the science or humanities electives is required to be an Interdisciplinary Studies (IDS) course.
LIBERAL ARTS AND SCIENCES

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, page 59, Mathematics and Science, page 103, Studio Art, page 60.

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 FOR THE A.A. DEGREE
(61-65 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>COLLEGE CORE REQUIREMENTS (30-34 CREDITS)</strong></td>
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<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR HIS 102 Western Civilization II</td>
</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
</tr>
<tr>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
</tr>
<tr>
<td>Foreign Language*</td>
</tr>
<tr>
<td>Humanities elective**</td>
</tr>
<tr>
<td>Science elective**</td>
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</table>

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECTED ELECTIVES (31 CREDITS)</strong></td>
</tr>
<tr>
<td>Philosophy elective (any PHL)</td>
</tr>
<tr>
<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
</tr>
<tr>
<td>Directed Social Science elective (ANT, ECN, PSY or SOC)**</td>
</tr>
<tr>
<td>Social Science elective**</td>
</tr>
<tr>
<td>Science elective (with lab)**</td>
</tr>
<tr>
<td>Liberal Arts electives (100-level or higher)**</td>
</tr>
<tr>
<td>200-level Liberal Arts electives***</td>
</tr>
<tr>
<td>General elective</td>
</tr>
</tbody>
</table>

* 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, 152, and/or 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One Interdisciplinary Studies (IDS) 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.

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>SEMESTER 1</strong></td>
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<tr>
<td>ENG 101 Composition</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
</tr>
<tr>
<td>Foreign Language*</td>
</tr>
<tr>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
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</table>

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER 2</strong></td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR HIS 102 Western Civilization II</td>
</tr>
<tr>
<td>Foreign Language*</td>
</tr>
<tr>
<td>Science elective**</td>
</tr>
<tr>
<td>Directed Social Science elective (ANT, ECN, PSY or SOC)**</td>
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<table>
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<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>SEMESTER 3</strong></td>
</tr>
<tr>
<td>Philosophy elective (any PHL)</td>
</tr>
<tr>
<td>Social Science elective**</td>
</tr>
<tr>
<td>200-level Liberal Arts elective***</td>
</tr>
<tr>
<td>Humanities elective**</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
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<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER 4</strong></td>
</tr>
<tr>
<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
</tr>
<tr>
<td>Science elective (with lab)**</td>
</tr>
<tr>
<td>Liberal Arts elective (100-level or higher)**</td>
</tr>
<tr>
<td>200-level Liberal Arts elective***</td>
</tr>
<tr>
<td>General elective</td>
</tr>
</tbody>
</table>
MANAGEMENT

Management A.S. Career Program

The Management curriculum is designed to provide the student with knowledge, techniques and perspectives in the theory and practice of managing both private and public organizations. The program focuses on management theory and science and how they apply to managerial practices. It provides a comprehensive review of the management decision-making process and its compatibility with the various functions of management. Case analyses help students to understand how to consider using different approaches to solve management issues.

After the successful completion of this program, students will be better able to pursue new career options or further their present careers in the many facets of Business Management. Successful completion of this program leads to the Associate in Science degree.

PROGRAM OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Define management, and the four basic management functions;
2. Describe environments and components that exist within organizations;
3. Understand organizational culture and its applications;
4. Understand the managerial planning process and its implications;
5. Understand the SWOT analyses in formulating organizational strategy;
6. Understand the rational perspectives on decision-making;
7. Understand the behavioral nature of decision-making;
8. Understand the nature of entrepreneurship and its impact on society;
9. Identify the basic elements of organizations;
10. Understand those dynamics that influence organization design;
11. Understand the nature of organization change, including planned vs. reactive change;
12. Understand the implications of creativity and innovation on profit;
13. Understand how human resource management fits into the overall management process;
14. Understand individual attitudes in organizations and how they affect behavior and decision-making;
15. Understand the nature of motivation (Maslow’s Need Hierarchy, Expectancy Theory, Reinforcement Perspectives on Motivation);
16. Understand what constitutes Leadership and how it influences organizational behavior;
17. Understand the basic forms of communication and their implications in the workplace;
18. Identify the different types of organizational groups and their characteristics;
19. Understand organizational interpersonal and inter-group conflict and how it is managed;
20. Understand the managerial control process; and
21. Understand the necessity for Total Quality Management.

REQUIREMENTS FOR THE A.S. DEGREE
(61-64 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (25-28 CREDITS)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Intermediate Algebra OR</td>
<td></td>
</tr>
<tr>
<td>MAT 121 Applications for Business and Other Careers</td>
<td>3-4</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition OR</td>
<td></td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science elective*</td>
<td>3</td>
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<tr>
<td>Science elective*</td>
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<table>
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<tr>
<th>MAJOR REQUIREMENTS MANAGEMENT CORE (24 CREDITS)</th>
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<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Principles of Managerial Accounting OR</td>
<td></td>
</tr>
<tr>
<td>BBG 232 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BMK 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BFN 201 Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BMG 202 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BBG 240 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101 Principles of Macroeconomics</td>
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<table>
<thead>
<tr>
<th>ADDITIONAL COURSES IN MANAGEMENT (12 CREDITS)</th>
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<tbody>
<tr>
<td>BMG 220 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BMG 210 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BBG 215 Global Business</td>
<td>3</td>
</tr>
<tr>
<td>Business elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

* One of these must be an Interdisciplinary Studies (IDS) course.
** Students may choose from ACC 117 Managerial Accounting, BBG 232 Business Law II, BES 218 Entrepreneurship, ECN 102 Principles of Microeconomics, BBG 295 Cooperative Work Experience or permission of program coordinator for alternative business course.
MARKETING

Option in the Management A.S. Transfer Program

The Marketing curriculum is designed to provide students with knowledge, techniques and perspectives in the theory and practice of marketing. Students will take foundation courses in related business disciplines as well as specialized courses in marketing. As a result of this program, students will be better able to further their education and careers in marketing.

PROGRAM OUTCOMES

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

1. Understand the basic language and key concepts of marketing;
2. Understand the role and importance of marketing in society and organizations;
3. Understand the dynamic nature of marketing and become familiar with the strategic marketing planning process;
4. Understand how to analyze, select alternatives, and recommend solutions to basic marketing problems;
5. Understand value-driven and relationship marketing;
6. Demonstrate advertising strategy, tactics and techniques, including media selection, ad preparation and market research methods;
7. Apply and demonstrate the principles, methods and techniques of selling;
8. Think critically and communicate effectively;
9. Apply academic concepts to "real world" marketing; and
10. Use Internet resources strategically.

REQUIREMENTS FOR THE A.S. DEGREE (61-64 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (31-34 CREDITS)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172 College Algebra (or higher level math)</td>
<td>3-4</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software</td>
<td>4</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENG 200 Advanced Composition OR</td>
<td></td>
</tr>
<tr>
<td>BBG 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECN 101 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>Humanities elective*</td>
<td>3-4</td>
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<tr>
<td>Social Science elective*</td>
<td>3</td>
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<tr>
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<td>3-4</td>
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<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS (30 CREDITS)</th>
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<tbody>
<tr>
<td>ACC 113 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMK 201 Principles of Marketing</td>
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</tr>
<tr>
<td>BBG 231 Business Law I</td>
<td>3</td>
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<tr>
<td>BFN 201 Principles of Finance</td>
<td>3</td>
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<td>BMG 202 Principles of Management</td>
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<tr>
<td>BBG 240 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 117 Managerial Accounting OR</td>
<td></td>
</tr>
<tr>
<td>BBG 232 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BMK 241 Principles of Advertising</td>
<td>3</td>
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<tr>
<td>BMK 140 Retailing OR</td>
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<tr>
<td>BMK 106 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>Business elective*</td>
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</tbody>
</table>

* One of these must be an Interdisciplinary Studies (IDS) course.
** Students may choose from BES 218 Entrepreneurship, BBG 215 Global Business, BBG 295 Cooperative Education Work Experience, or other business elective (with permission of the program advisor).
# MATHEMATICS AND SCIENCE

## An Advisement Sequence in the Liberal Arts and Sciences A.A. Degree Program

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 FOR THE A.A. DEGREE (62-68 CREDITS)

<table>
<thead>
<tr>
<th>COLLEGE CORE REQUIREMENTS (38 CREDITS)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Computers/Data Processing elective</td>
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<tr>
<td>Mathematics electives*</td>
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<td>Humanities electives**</td>
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<tr>
<td>Science electives*</td>
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<tr>
<td>Social Science electives**</td>
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<tr>
<td>Liberal Arts electives</td>
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<tr>
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## RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>COM 173 Public Speaking</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
</tr>
<tr>
<td>Computers/Data Processing elective</td>
</tr>
<tr>
<td>Mathematics elective*</td>
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<table>
<thead>
<tr>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>Mathematics elective*</td>
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<tr>
<td>Open elective</td>
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<tr>
<td>Science elective</td>
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<td>Science or Mathematics elective*</td>
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<table>
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<tr>
<th>SEMESTER 3</th>
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</thead>
<tbody>
<tr>
<td>Science elective</td>
</tr>
<tr>
<td>Science or Mathematics elective*</td>
</tr>
<tr>
<td>Humanities elective**</td>
</tr>
<tr>
<td>Social Science elective</td>
</tr>
<tr>
<td>Open elective</td>
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<table>
<thead>
<tr>
<th>SEMESTER 4</th>
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</thead>
<tbody>
<tr>
<td>Science OR Mathematics elective*</td>
</tr>
<tr>
<td>Humanities elective</td>
</tr>
<tr>
<td>Social Science elective</td>
</tr>
<tr>
<td>Liberal Arts elective</td>
</tr>
</tbody>
</table>

* Recommended math courses: Any 200-level math course. MAT 121 or MAT 190 cannot be applied toward the degree. Recommended science courses: Biology 121, 122, 235, Chemistry 121, 122, 211, 212 and Physics 121, 122, 221, 222 are recommended.

** One of these must be an Interdisciplinary Studies (IDS) course to fulfill college core requirements.
MEDICAL ASSISTING

Medical Assistant Certificate Program

Medical assistants are multi-skilled, allied health workers who work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the healthcare delivery team, performing routine clinical and administrative procedures to keep healthcare delivery settings functioning smoothly. As assistants in the clinical setting, medical assistants perform duties such as 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 180 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.cahep.org), upon the recommendation of The Medical Assistant Education Review Board of the American Association of Medical Assistants Endowment (AAMAE).

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 2015 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 settings such as medical offices and clinics;
3. Perform clinical office responsibilities such as 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. BOT 111 Keyboarding 1 OR Comp 5299 OR HS Keyboarding with a C or better OR test out through NCC keyboarding competency examination.
2. Acceptance into Medical Assistant Program

REQUIREMENTS FOR THE CERTIFICATE (30 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
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</tr>
<tr>
<td>CSA 105 Introduction to Software Applications OR BBG 114 Business Application Software</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MED 112 Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>MED 125 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 217 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>MED 245 Clinical Lab Procedures I*</td>
<td>4</td>
</tr>
<tr>
<td>MED 246 Clinical Lab Procedures II*</td>
<td>5</td>
</tr>
<tr>
<td>MED 296 Co-operative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>BBG 114 Business Application Software OR CSA 105 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MED 125 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 245 Clinical Lab Procedures I*</td>
<td>4</td>
</tr>
<tr>
<td>MED 112 Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td></td>
</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MED 246 Clinical Procedures II*</td>
<td>5</td>
</tr>
<tr>
<td>MED 217 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td></td>
</tr>
<tr>
<td>MED 296 Co-operative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

* Selective Admission courses
MEDICAL OFFICE MANAGEMENT

Medical Office Management
A.S. Degree Program

A medical office manager is a health care professional with administrative and clinical knowledge, skills in business, clinical management and is responsible for the operations of a medical practice.

Students in the medical office management course of study have the option of completing a certificate from the Medical Assistant or the Medical Office Specialist 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) management skills for the medical office, and (3) 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.

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.

PREREQUISITES

BOT 111 Keyboarding I OR HS Keyboarding with a B or better within the last five years OR test out through NCC keyboarding competency examination.

REQUIREMENTS FOR THE A.S. DEGREE
(75-76 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COLLEGE CORE REQUIREMENTS (27-28 CREDITS)</td>
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</tr>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121 (or higher level)</td>
<td>3-4</td>
</tr>
<tr>
<td>BBG 114 Business Applications Software OR CSA 105 Introduction to Software Applications Sociology OR Anthropology OR IDS 220**</td>
<td>3</td>
</tr>
<tr>
<td>Humanities, Liberal Arts, IDS 210 OR IDS 230**</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Science elective OR SCI 114**</td>
<td>3</td>
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</tbody>
</table>

| ADMINISTRATIVE TRACK CORE COURSES (6 CREDITS) | |
| BBG 231 Business Law I | 3 |
| ACC 113 Principles of Financial Accounting | 3 |

| CLINICAL TRACK CORE COURSES (12 CREDITS) | |
| MEC 245 Clinical Lab Procedures I* | 4 |
| MED 246 Clinical Lab Procedures II* | 5 |
| BBG 231 Business Law I OR ACC 113 Principles of Financial Accounting | 3 |

* Selective Admission courses
** One of these must be an Interdisciplinary Studies (IDS) course.
Medical Office Specialist Certificate Program

This nine-month 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, insurance, and coding. During the final phase of the program students are placed in a healthcare 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
1. Students must achieve a minimum grade of C in all MED, BBG and CSA courses.
2. Additional costs such as travel, lab coats, uniforms, testing, stethoscopes and physical examinations are the responsibility of the student.

PREREQUISITES
BOT 111 Keyboarding 1 OR HS Keyboarding with a C or better OR test out through NCC keyboarding competency examination.

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 FOR THE CERTIFICATE (28 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BBG 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HIM 155 Fundamentals of Clinical Informatics and Electronic Medical Records <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>BBG 114 Business Application Software</td>
<td>4</td>
</tr>
<tr>
<td>CSA 105 Introduction to Software Applications <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MED 125 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MED 112 Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>MED 217 Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>BOT 296 Cooperative Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>
NURSING

Nursing A.S. Career Program
(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.

Six core values – critical thinking, safe and competent practice, caring, professionalism, communication, and holistic care – provide the framework for organizing the nursing curriculum.

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut State Board of Examiners for Nursing. The graduate is prepared to function as an entry-level practitioner in health care settings such as: general or specialty hospitals, extended care facilities, doctors’ offices, and clinics. All six campuses are approved by the Connecticut State Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and accredited by the Accreditation Commission for Education in Nursing, Inc.

Clinical Laboratory practice is planned as an integral part of each nursing course. Nearby acute care agencies are used, such as Greenwich, Norwalk and Stamford Hospitals.

WAIVER OF LICENSURE GUARANTEE

Upon successful completion of the Associate of Science degree with a major in Nursing, the graduate is eligible to take the National Council Licensure Examination for Registered Nurse (NCLEX-RN). Graduation from the CT-CCNP does not guarantee licensure to practice nursing. Licensure requirements and procedures are the responsibility of the Connecticut Department of Public Health, State Board of Examiners for Nursing. Permission to take the NCLEX-RN examination is established by law and granted by the Connecticut State Board of Examiners for Nursing.

FELONY CONVICTION

At the time of application for RN licensure an applicant will be asked the following question by the Connecticut Department of Public Health: “Have you ever been found guilty or convicted as a result of an act which constitutes a felony under the laws of this state, federal law or the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state? If your answer is “yes,” give full details, dates, etc. on a separate notarized statement and furnish a Certified Court Copy (with court seal affixed) of the original complaint, the answer, the judgment, the settlement, and/or the disposition.”

ADVANCED PLACEMENT LICENSED PRACTICAL NURSE

The Connecticut Community Colleges Nursing Program participates in the Connecticut Articulation Model for LPNs. Applicants must meet the CT-CCNP admission requirements. Applicants are encouraged to seek advisement prior to the application process.

PROGRAM ACCREDITATION

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.

STUDENT LEARNING OUTCOMES

The graduate will:

1. Integrate the principles of the natural, physical, social, biological, and behavioral sciences, and nursing theory to provide holistic care to individuals, families, and groups across the wellness-illness continuum;
2. Integrate the nursing process as a critical thinking skill for decision making in nursing practice;
3. Provide safe and competent care to individuals, families, and groups utilizing evidenced-based practice and technological proficiency;
4. Integrate effective communication skills through professional interactions with individuals, families, groups and the health care team;
5. Create an environment where therapeutic interventions reflect a respect for human dignity;
6. Collaborate as a member of a multidisciplinary health team;
7. Integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession; and
8. Function in the professional role utilizing current standards of nursing practice.

GENERAL INFORMATION

1. Students must meet program admission requirements.
2. Students must achieve a minimum grade of C in general education and NUR courses and a C+ in Anatomy and Physiology 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 Nursing Student Handbook.
## Nursing A.S. Career Program

### REQUIREMENTS FOR THE A.S. DEGREE (68 CREDITS)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMISSION REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 211 Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>PRE-REQUISITE REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 212 Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td><strong>COLLEGE CORE AND MAJOR REQUIREMENTS (68 CREDITS)</strong></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>30</td>
</tr>
<tr>
<td>Science (12 credits)</td>
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<tr>
<td>English (6 credits)</td>
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</tr>
<tr>
<td>Social and Behavioral Science (9 credits)</td>
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</tr>
<tr>
<td>Humanities and Fine Arts (3 credits)</td>
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<tr>
<td>Nursing Program</td>
<td>38</td>
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</table>

### RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>SEMESTER 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 101 Introduction to Nursing Practice</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BIO 235 Microbiology*</td>
<td>4</td>
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</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>SEMESTER 2</strong></td>
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<td></td>
</tr>
<tr>
<td>NUR 102 Family Health Nursing</td>
<td>8</td>
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</tr>
<tr>
<td>NUR 103 Pharmacology for Nursing I</td>
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<tr>
<td>PSY 201 Life Span Development*</td>
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<td></td>
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<tr>
<td>SOC 101 Principles of Sociology</td>
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<td></td>
</tr>
<tr>
<td><strong>SEMESTER 3</strong></td>
<td></td>
<td></td>
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<tr>
<td>NUR 201 Nursing Care of Individual and Families I</td>
<td>9</td>
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<tr>
<td>NUR 203 Pharmacology for Nursing II</td>
<td>1</td>
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</tr>
<tr>
<td>ENG 102 English Composition and Literature</td>
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<td><strong>SEMESTER 4</strong></td>
<td></td>
<td></td>
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<tr>
<td>NUR 202 Nursing Care of Individuals and Families II</td>
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<td>NUR 204 Pharmacology for Nursing III</td>
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<td>NUR 205 Nursing Management and Trends</td>
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<tr>
<td>Humanities** or Fine Arts elective</td>
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</tr>
</tbody>
</table>

* There may be a prerequisite course that must be successfully completed prior to taking the course.

** NCC requires one Interdisciplinary Studies (IDS) course to fulfill core curriculum requirements.

*Note: 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.*
PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistant A.S. Career Program

The Physical Therapist Assistant (PTA) Program* 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.

Once fully accredited, graduates of the program will be 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.

* The Physical Therapist Assistant Program at NCC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, telephone: (703) 706-3245, email: accreditation@apta.org, website: www.capteonline.org.

REQUIREMENTS FOR THE A.S. DEGREE (68 CREDITS)

COLLEGE CORE REQUIREMENTS (29 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CSA 105 Introduction to Application Software</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 211 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 212 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MAT Math elective (172 or 201)</td>
<td>3</td>
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<tr>
<td>IDS Humanities elective (210 or 230)</td>
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MAJOR REQUIREMENTS (39 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PTA 120 Introduction to Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 125 Physical Therapy for Function</td>
<td>4</td>
</tr>
<tr>
<td>PTA 230 Physical Agents in Physical Therapy</td>
<td>4</td>
</tr>
<tr>
<td>PTA 235 Kinesiology for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>PTA 250 Therapeutic Exercise</td>
<td>5</td>
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<tr>
<td>PTA 253 Pathophysiology for Rehabilitation</td>
<td>3</td>
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<tr>
<td>PTA 258 PTA in the Healthcare Arena</td>
<td>2</td>
</tr>
<tr>
<td>PTA 259 Clinical Experience Orientation</td>
<td>1</td>
</tr>
<tr>
<td>PTA 261 PTA Internship I (120 hours)</td>
<td>3</td>
</tr>
<tr>
<td>PTA 262 PTA Internship II (280 hours)</td>
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</tr>
<tr>
<td>PTA 265 PTA Internship III (280 hours)</td>
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RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>Session</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FALL SESSION 1</td>
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<tr>
<td>ENG 101 Composition</td>
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</tr>
<tr>
<td>BIO 212 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CSA 105 Introduction to Application Software</td>
<td>3</td>
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<td>PTA 120 Introduction to Physical Therapy</td>
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<td>PTA 125 Physical Therapy for Function</td>
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<tr>
<td>SPRING SESSION 1</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT Math elective (172 or 201)</td>
<td>3</td>
</tr>
<tr>
<td>PTA 235 Kinesiology for Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>PTA 253 Pathophysiology for Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td></td>
</tr>
<tr>
<td>PTA 259 Clinical Experience Orientation</td>
<td>1</td>
</tr>
<tr>
<td>FALL SESSION 2</td>
<td></td>
</tr>
<tr>
<td>IDS Humanities elective (210 or 230)</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PTA 230 Physical Agents in Physical Therapy</td>
<td>4</td>
</tr>
<tr>
<td>PTA 250 Therapeutic Exercise</td>
<td>5</td>
</tr>
<tr>
<td>PTA 261 PTA Internship I (120 hours)</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SESSION 2</td>
<td></td>
</tr>
<tr>
<td>PTA 258 PTA in the Healthcare Arena</td>
<td>2</td>
</tr>
<tr>
<td>PTA 262 PTA Internship II (280 hours)</td>
<td>5</td>
</tr>
<tr>
<td>PTA 265 PTA Internship III (280 hours)</td>
<td>5</td>
</tr>
</tbody>
</table>

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 39% 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, healthcare 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.
PSYCHOLOGY

An Advisement Sequence in the Liberal Arts and Sciences

A.A. Transfer Program

This curriculum is intended to provide the courses that typically comprise the first two years of study in a bachelor's degree program in psychology. The academic experience in this area allows psychology majors to enter the University of Connecticut and most other four-year institutions as third-year students, with prerequisites for major courses they will need to take. Students intending to transfer to a specific four-year institution must work closely with their faculty advisor and the Counseling Center.

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;
11. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in psychology;
12. Demonstrate critical thinking, skeptical inquiry and a scientific approach to solving problems related to behavior and mental processes; and
13. Understand and apply psychological principles to personal, social and developmental issues.

REQUIREMENTS FOR THE A.A. DEGREE (61-64 CREDITS)

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE A.A. DEGREE (61-64 CREDITS)</th>
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<td>CSA 105 Introduction to Software Applications</td>
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<td>HIS 101 Western Civilization I OR</td>
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<td>Humanities elective**</td>
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</tbody>
</table>

* 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, 152, and/or 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One Interdisciplinary Studies (IDS) 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.

**** Choose one: PSY 208, 240, 243 or 245
RESPIRATORY CARE

Respiratory Care A.S. Career Program
Respiratory Care is a high tech, direct patient care profession. This field is a life-supporting, life-enhancing allied healthcare 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, subacute/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 national entry level (CRT certification) and advanced practitioner (RRT registry) examinations offered by the National Board for Respiratory Care (NBRC). Additionally, graduates are qualified to sit for the NBRC specialty exams for pulmonary diagnostics and neonatal pediatric specialty.

GENERAL INFORMATION
1. Students must meet program admission requirements. (See the Respiratory Care Information Packet);
2. Students must achieve a minimum grade of C in general education, science and RSP courses;
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 and physical examinations are the responsibility of the student; and
5. Students must follow the policies outlined in the Respiratory Care Student Handbook.

MISSION STATEMENT
The Respiratory Care Program is designed to prepare students as Registered Respiratory Care professionals. The program meets a community need for healthcare 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.

ACCREDITATION
The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244. Information about this program can be obtained by calling the CoARC Office at (817) 283-2835 or visiting www.coarc.com.

LICENSURE
Upon graduation, the student is eligible to sit for the Certified Respiratory Therapist (CRT) 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. Upon completion of the CRT, the student is eligible to sit for the Registered Respiratory Therapist (RRT) advanced practitioner exam.

STUDENTS 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; and
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.
## REQUIREMENTS FOR THE A.S. DEGREE (68 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENG 101 Composition</td>
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<td>ENG 102 Literature and Composition</td>
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<tr>
<td>CHE 111 Basic Concepts of Chemistry</td>
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<tr>
<td>BIO 211 Anatomy and Physiology I</td>
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<td>BIO 212 Human Anatomy and Physiology II</td>
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<td>BIO 235 Microbiology</td>
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<tr>
<td>COM 173 Public Speaking</td>
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<td>IDS 201 Humanities: The Creative Voice OR</td>
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<td><strong>MAJOR REQUIREMENTS</strong></td>
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<tr>
<td>RSP 141 Principles of Respiratory Care</td>
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<td>RSP 111 Medical Physics</td>
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<td>RSP 120 Respiratory Physiology</td>
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<td>RSP 272 Critical Care I</td>
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<td>RSP 291 Perinatal and Pediatric Respiratory Care</td>
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<td>RSP 201 Future Trends</td>
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<td>RSP 273 Critical Care II</td>
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## RECOMMENDED SEQUENCE OF STUDY

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<td>BIO 211 Anatomy and Physiology I</td>
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<tr>
<td>RSP 141 Principles of Respiratory Care</td>
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<td>RSP 111 Medical Physics</td>
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<td>BIO 212 Human Anatomy and Physiology II</td>
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<td>PSY 111 General Psychology</td>
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<td>RSP 120 Respiratory Physiology</td>
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<tr>
<td>IDS 230 Great Books</td>
<td>3</td>
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<td>COM 173 Public Speaking</td>
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TEACHING CAREERS PATHWAY

An Advisement Sequence in the Liberal Arts and Sciences A.A. Transfer Program

This is a special sequence within the Liberal Arts and Sciences A.A. program. It is intended for students who want to become elementary or secondary school teachers. The Pathway has been designed to prepare students for a major in elementary or secondary education at a four-year college. Depending upon their career goals, students can select a track in one of the following areas:

- Elementary Education
- Secondary Education: Biology
- Secondary Education: Chemistry
- Secondary Education: Mathematics

Since requirements vary at different institutions, a student should become familiar with the particular requirements of the institution to which they wish to transfer. It is of the utmost importance for a student to work closely with the Program Coordinator.

TRANSFER AGREEMENT WITH THE CONNECTICUT STATE UNIVERSITY SYSTEM

Graduates of NCC who followed the Pathway to Teaching Careers sequence with a cumulative grade point average of 2.8 or higher, and pass the Praxis I examination, will be considered for admission to the baccalaureate program at the desired Connecticut State University. A course-by-course articulation agreement is in place with Western Connecticut State University.

PROGRAM OUTCOMES

Upon successful completion of all the requirements for the Pathway to Teaching Careers, graduates will be able to:

1. Transfer seamlessly into a Bachelor Degree program with junior level status into one of the receiving institutions;
2. Demonstrate professionalism required to be an educator;
3. Demonstrate good communication skills;
4. Demonstrate skills in teamwork that permit effective participation in multicultural work and social environment;
5. Perform competently in mathematics and science; and
6. Demonstrate knowledge and understanding in working with children.
## Pathway for Elementary Education

### REQUIREMENTS FOR THE A.A. DEGREE (64-65 CREDITS)

<table>
<thead>
<tr>
<th>Course Description</th>
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<td>CST 121 Operating Systems – An Introduction OR</td>
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**SEMINAR SEQUENCE OF STUDY**

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* These courses must be passed with a minimum grade of C.
** These courses must be passed with a minimum grade of B.
1 Students must take two courses/six credits, either Appreciation, History, or Studio, from two different Fine Arts disciplines, including but not limited to Art, Music or Theater. Consult your advisor as to which courses in the Fine Arts are transferable. Only one of the two courses can be a studio course. One course must be IDS 210 The Creative Voice.
2 Either PHL 101 Introduction to Philosophy, PHL 111 Ethics, PHL 112 Medical Ethics, or PHL 151 World Religions
3 The foreign language requirement may be satisfied by any of the following:
   a) three years of successful high school study in a single foreign language
   b) three years of successful high school study of two foreign languages with an overall “B” average
   c) two semesters of successful college study in a single foreign language
   d) successful completion of a foreign language proficiency exam
4 Students who have met the foreign language requirement under the provisions of note 3 will use the equivalent credits here.
5 One credit will be awarded upon successfully passing the Praxis I exam.
6 This course will be available through cross registration for full-time students or through special permission for part-time students at WestConn.
7 This course may be taken at either NCC or WestConn through cross registration. At WestConn it is called HPX 215 Health Issues in the Schools. Students must select the course that will meet the requirements of the CT State University to which they intend to transfer. These courses are:
   - CCSU – Educational Technology
   - ECSU – Current Issues in Health Education or Personal Health
   - SCSU – Introduction to Special Education
   - WCSU – Health Issues in the Schools
Pathway for Secondary Education: Biology

REQUIREMENTS FOR THE A.A. DEGREE
(53-75 CREDITS)

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<th>REQUIREMENTS FOR THE A.A. DEGREE</th>
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<td>MAT 201 Statistics</td>
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<td>BIO 121 General Biology I</td>
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<td>HIS 202 US History II</td>
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<tr>
<td>PSY 111 General Psychology I*</td>
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<td>MAJOR REQUIREMENTS</td>
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<td>(19-22 CREDITS)</td>
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<tr>
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<td>CHE 121 General Chemistry I</td>
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<td>CHE 122 General Chemistry II</td>
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<tr>
<td>EPY 204 Adolescent Development in School**</td>
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<tr>
<td>HLT 215 Health Issues in the School**</td>
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<tr>
<td>Praxis exam*</td>
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<tr>
<td>Electives</td>
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RECOMMENDED SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>CST 121 OR CST 153 OR CSC 207</td>
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<tr>
<td>MAT 201 Statistics</td>
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<tr>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>BIO 122 General Biology II</td>
<td>4</td>
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<tr>
<td>CHE 121 General Chemistry I</td>
<td>4</td>
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<tr>
<td>PSY 111 General Psychology I*</td>
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<tr>
<td>Foreign Language* OR elective</td>
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<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 173 Public Speaking*</td>
<td>3</td>
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<tr>
<td>EPY 204 Adolescent Development in School**</td>
<td>3</td>
</tr>
<tr>
<td>CHE 122 General Chemistry II</td>
<td>4</td>
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<td>Foreign Language* OR elective</td>
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<tr>
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<th>SEMESTER 4</th>
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<tr>
<td>HLT 215 Health Issues in the School**</td>
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<tr>
<td>Philosophy*</td>
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</tr>
<tr>
<td>HIS 201 US History* OR</td>
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</tr>
<tr>
<td>HIS 202 US History II</td>
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<tr>
<td>Fine Arts*</td>
<td>3</td>
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<tr>
<td>BIO Genetics OR BIO Marine Biology</td>
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</tr>
<tr>
<td>Praxis exam*</td>
<td>1</td>
</tr>
</tbody>
</table>

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   - ECSU – Current Issues in Health Education or Personal Health
   - SCSU – Introduction to Special Education
   - WCSU – Health Issues in the Schools
Pathway for Secondary Education: Chemistry

**REQUIREMENTS FOR THE A.A. DEGREE (62-66 CREDITS)**

**COLLEGE CORE REQUIREMENTS (35-43 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 Composition*</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>CST 121 OR CST 153 OR CSC 207</td>
<td>3</td>
</tr>
<tr>
<td>MAT 254 Calculus I</td>
<td>4</td>
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<tr>
<td>CHE 121 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 111 General Psychology I*</td>
<td>3</td>
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<tr>
<td>HIS 201 US History I* OR HIS 202 US History II</td>
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<td>Foreign Language^3</td>
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<tr>
<td>COM 173 Public Speaking*</td>
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<tr>
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**MAJOR REQUIREMENTS (19-21 CREDITS)**

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<tr>
<td>CHE 211 Organic Chemistry I</td>
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<td>CHE 212 Organic Chemistry II^4</td>
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<tr>
<td>EPY 204 Adolescent Development in School**6</td>
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<tr>
<td>HLT 215 Health Issues in the School**7</td>
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<tr>
<td>Praxis exam^5</td>
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<tr>
<td>Electives</td>
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**RECOMMENDED SEQUENCE OF STUDY**

**SEMMESTER 1**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 101 Composition*</td>
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<tr>
<td>CST 121 OR CST 153 OR CSC 207</td>
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<tr>
<td>MAT 254 Calculus I</td>
<td>4</td>
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<tr>
<td>CHE 121 General Chemistry I</td>
<td>4</td>
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<tr>
<td>Foreign Language^3 OR elective</td>
<td>3-4</td>
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**SEMMESTER 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>CHE 122 General Chemistry II</td>
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<tr>
<td>PSY 111 General Psychology I*</td>
<td>3</td>
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<tr>
<td>HIS 201 US History I* OR HIS 202 US History II</td>
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<td>Foreign Language^3 OR elective</td>
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**SEMMESTER 3**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EPY 204 Adolescent Development in School**6</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>CHE 211 Organic Chemistry I</td>
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<tr>
<td>Fine Arts^1</td>
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**SEMMESTER 4**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>HLT 215 Health Issues in the School**7</td>
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<tr>
<td>CHE 212 Organic Chemistry II^4</td>
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<tr>
<td>Praxis exam^5</td>
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</tbody>
</table>

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   CCSU – Educational Technology
   ECSU – Current Issues in Health Education or Personal Health
   SCSU – Introduction to Special Education
   WCSU – Health Issues in the Schools.
Pathway for Secondary Education: Mathematics

REQUIREMENTS FOR THE A.A. DEGREE (57-72 CREDITS)

COLLEGE CORE REQUIREMENTS (39-47 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>CST 121 Operating Systems – An Introduction OR</td>
<td></td>
</tr>
<tr>
<td>CST 153 Web Development and Design I OR</td>
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</tr>
<tr>
<td>CSC 207 Introduction to Visual Basic.net</td>
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<tr>
<td>MAT 254 Calculus I</td>
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<tr>
<td>PSY 111 General Psychology I*</td>
<td>3</td>
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<tr>
<td>HIS 201 US History I* OR</td>
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<td>Foreign Language^3</td>
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MAJOR REQUIREMENTS (18 CREDITS)

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<tr>
<td>MAT 256 Calculus II</td>
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<tr>
<td>MAT 268 Calculus III: Multivariable</td>
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<tr>
<td>MAT 268 Differential Equations OR</td>
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<tr>
<td>EPY 204 Adolescent Development in School**6</td>
<td>3</td>
</tr>
<tr>
<td>HLT 215 Health Issues in the School**7</td>
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</tr>
<tr>
<td>Praxis exam^5</td>
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<tr>
<td>Electives</td>
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RECOMMENDED SEQUENCE OF STUDY

SEMMESTER 1

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<tbody>
<tr>
<td>ENG 101 Composition</td>
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<tr>
<td>CST 121 Operating Systems – An Introduction OR</td>
<td></td>
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<tr>
<td>CST 153 Web Development and Design I OR</td>
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<tr>
<td>CSC 207 Introduction to Visual Basic.net</td>
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<tr>
<td>MAT 254 Calculus I</td>
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<tr>
<td>Science elective</td>
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<tr>
<td>Foreign Language^3 OR elective</td>
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SEMMESTER 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<tr>
<td>MAT 256 Calculus II</td>
<td>4</td>
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<tr>
<td>PSY 111 General Psychology I*</td>
<td>3</td>
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<tr>
<td>HIS 201 US History I* OR</td>
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<td>HIS 202 US History II</td>
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<tr>
<td>Foreign Language^3 OR elective</td>
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SEMMESTER 3

<table>
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<tr>
<th>Course</th>
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<tr>
<td>COM 173 Public Speaking*</td>
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<tr>
<td>Science elective</td>
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<tr>
<td>MAT 268 Calculus III: Multivariable</td>
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<td>Fine Arts^1</td>
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<td>Foreign Language^3 OR elective</td>
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SEMMESTER 4

<table>
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<th>Course</th>
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<tr>
<td>HLT 215 Health Issues in the School**7</td>
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<tr>
<td>MAT 268 Differential Equations OR</td>
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<tr>
<td>MAT 272 Linear Algebra^4</td>
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<tr>
<td>Philosophy^2</td>
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<td>Fine Arts^1</td>
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<tr>
<td>Foreign Language^3 OR elective</td>
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<tr>
<td>Praxis exam^5</td>
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   SCSU – Introduction to Special Education
   WCSU – Health Issues in the Schools
VETERINARY TECHNOLOGY

Veterinary Technology A.S. Career Program

The Associate Degree program in Veterinary Technology prepares students for immediate employment in veterinary offices, biological research facilities, stables, dairies, drug and feed manufacturing companies, and in the animal production industry. The objective of the program is to provide the classroom, laboratory, and field experience that will prepare students to be competent for entry-level job opportunities, or career advancement at their current employers. Graduates will be eligible to sit for the Veterinary Technology National Exam once this program becomes certified by the AVMA.

Veterinary Technology is a selective admissions program. Enrollment is restricted due to a limited number of laboratory seats, clinical facilities, and externship locations.

Certification of Veterinary Technicians in the State of Connecticut is voluntary. Individuals wishing to become certified must be graduates of an accredited Veterinary Technology Program and pass the Veterinary Technician National Examination.

REQUIREMENTS FOR THE A.S. DEGREE (70 CREDITS)

<table>
<thead>
<tr>
<th>PROGRAM ADMISSION REQUIREMENTS (11 CREDITS)</th>
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<tbody>
<tr>
<td>BIO 121 General Biology* (with a C or better, taken within five years prior to program admission)</td>
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</tr>
<tr>
<td>CHE 111 Concepts of Chemistry* (with a C or better, taken within five years prior to program admission)</td>
<td>4</td>
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<tr>
<td>ENG 101 Composition (with a C or better)</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>ENG 102 Literature and Composition</td>
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<td>BIO 235 Microbiology</td>
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<td>BIO 238 Parasitology</td>
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<tr>
<td>MED 125 Medical Terminology</td>
<td>3</td>
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<tr>
<td>VET 100 Introduction to Animal Care</td>
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<td>VET 101 Introduction to Vet Technology</td>
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<tr>
<td>VET 151 Small Animal Vet Tech w/Lab</td>
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<tr>
<td>VET 152 Large Animal Vet Tech w/Lab</td>
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<tr>
<td>VET 201 Vet Anatomy and Physiology w/Lab</td>
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<td>VET 202 Vet Anatomy and Physiology II w/Lab</td>
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<td>VET 205 Vet Laboratory Procedures</td>
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<td>VET 212 Principles of Imaging w/Lab</td>
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<td>VET 220 Animal Pathology</td>
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<td>VET 230 Vet Anesthesia and Surgical Nursing w/Lab</td>
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<td>VET 240 Periodontology and Oral Radiology</td>
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<td>VET 250 Principles of Pharmacology for Vet Tech</td>
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<td>VET 280 Vet Tech Externship</td>
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<td>VET 281 Vet Tech Externship</td>
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<td>MED 125 Medical Terminology</td>
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<tbody>
<tr>
<td>VET 151 Small Animal Vet Tech w/Lab</td>
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<tr>
<td>VET 202 Vet Anatomy and Physiology II w/Lab</td>
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<td>VET 250 Principles of Pharmacology for Vet Tech</td>
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<th>SEMESTER 3</th>
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</thead>
<tbody>
<tr>
<td>VET 205 Vet Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>VET 212 Principles of Imaging w/Lab</td>
<td>1</td>
</tr>
<tr>
<td>VET 230 Vet Anesthesia and Surgical Nursing w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>Humanities elective (IDS)</td>
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</tr>
<tr>
<td>Social Science elective</td>
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<tr>
<th>SEMESTER 4</th>
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<tbody>
<tr>
<td>BIO 235 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 238 Parasitology</td>
<td>3</td>
</tr>
<tr>
<td>VET 220 Animal Pathology</td>
<td>3</td>
</tr>
<tr>
<td>VET 240 Periodontology and Oral Radiology</td>
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<tr>
<td>VET 280 Vet Tech Externship</td>
<td>1</td>
</tr>
<tr>
<td>VET 281 Vet Tech Externship</td>
<td>2</td>
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</tbody>
</table>

ADMISSIONS PREREQUISITES

Applicants must be in overall good health and be capable of lifting a minimum of 55 lbs. (25 kgs). Accepted students will be required to submit records of a recent physical examination and a rabies vaccination certificate.

In addition, applicants must have competency in College Algebra (MAT 172 College Algebra, or equivalent or higher with a C or better, OR placement test/SAT/ACT) and competency in Basic Computing Skills (CSA 105 Introduction to Software Applications, or equivalent or “pass” on computer proficiency exam).

IMPORTANT NOTE TO STUDENTS

The anticipated start date for the Veterinary Technology program is Fall 2014. Students who are considering applying for entrance into the program should be working towards completing the admission requirements of 11 credits prior to the Fall 2014 semester (see Program Admission Requirements below).

Students interested in the program may contact the Chair of the Science Department, Michele Barber, for information regarding the admission requirements and status of the program.

Please note: As this is a new program, descriptions for the required courses are not included in this catalog. Please contact the Science Department for complete course descriptions.

*There may be a pre-requisite that must be completed prior to taking these courses.
WOMEN’S STUDIES

An Advisement Sequence in the Liberal Arts and Sciences

A.A. Transfer Program

Women’s Studies is an interdisciplinary curriculum that examines women’s lives, issues and work. It offers students the opportunity to study how gender intersects with sexuality, class, race, ethnicity, and nationality within cultural, historical and global contexts. Courses will equip students to describe the conditions of women in various cultures and societies; understand the causes and consequences of those conditions; evaluate a range of theories of gender construction and inequality, and discuss related philosophical issues; and appreciate women’s contributions and achievements. In addition, the program will look at the ways that scholars differ about women’s experiences in the world.

Students intending to transfer as a Women’s Studies major to a specific four-year institution must work closely with their faculty advisor and the Counseling Center.

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;
11. Describe ways that gender intersects with sexuality, class, race, ethnicity, and nationality within cultural, historical and global contexts.

REQUIREMENTS FOR THE A.A. DEGREE

(64-69 CREDITS)

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE A.A. DEGREE</th>
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<tr>
<td>COLLEGE CORE REQUIREMENTS (31-34 CREDITS)</td>
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<tr>
<td>ENG 101 Composition</td>
<td>3</td>
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<tr>
<td>ENG 102 Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 173 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 Western Civilization I OR HIS 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105 Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>Math elective (MAT 146 or above)</td>
<td>3-4</td>
</tr>
<tr>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>6-8</td>
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<tr>
<td>Humanities elective**</td>
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<th>MAJOR REQUIREMENTS (18 CREDITS)</th>
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<tbody>
<tr>
<td>WMS 105 Gender in the Everyday World</td>
<td>3</td>
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<tr>
<td>Advised electives in Women's Studies****</td>
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Note: Six credits must be at the 200-level

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<tr>
<th>DIRECTED ELECTIVES (15-17 CREDITS)</th>
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<tbody>
<tr>
<td>Philosophy elective (any PHL)</td>
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<tr>
<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
<td>3</td>
</tr>
<tr>
<td>Science elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts elective***</td>
<td>3-4</td>
</tr>
</tbody>
</table>

* 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, 152 and/or 192 fulfill requirements. Students with documented English as Foreign Language, but no ESL credits can replace with Liberal Arts electives.

** One Interdisciplinary Studies (IDS) 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.

**** This must include courses in more than one discipline, and a course in a non-Western culture, literature, or history. Students may take one discipline-specific internship as part of this requirement. Fifteen credits of WMS courses must be taken from courses cross-listed in at least two of the following disciplines (that is, WMS/HUM, WMS/SOC, WMS/SCI):

- BIO 103/WMS 103 Women's Health
- ENG 160/WMS 160 Introduction to Literature by Women
- ENG 265/WMS 265 Women's Autobiography
- HIST 124/WMS 124 Women of the World
- PHL 125/WMS 125 Ethics: Feminist Perspectives
- PHL 125/WMS 125 Feminism
- PSY 211/WMS 211 Psychology of Women
- PSY 250/WMS 250 Psychological Aspects of Human Sexuality
### RECOMMENDED SEQUENCE OF STUDY

<table>
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<tr>
<th>Semester</th>
<th>Course Description</th>
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<tr>
<td><strong>Semester 1</strong></td>
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<tr>
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<td>ENG 101 Composition</td>
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<td></td>
<td>COM 173 Public Speaking</td>
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</tr>
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<td></td>
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<td></td>
<td>Computer elective (CSA/CSC/CST 100-level or higher)</td>
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<tr>
<td></td>
<td>Math elective (MAT 146 or above)</td>
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<tr>
<td><strong>Semester 2</strong></td>
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<tr>
<td></td>
<td>ENG 102 Literature and Composition</td>
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<td></td>
<td>HIS 101 Western Civilization I OR HIS 102 Western Civilization II</td>
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<tr>
<td></td>
<td>Foreign Language*</td>
<td>3-4</td>
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<tr>
<td></td>
<td>Science elective**</td>
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<tr>
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<td>Directed Social Science elective (ANT, ECN, PSY or SOC)**</td>
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<td><strong>Semester 3</strong></td>
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<td>Philosophy elective (any PHL)</td>
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<td></td>
<td>Social Science elective**</td>
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</tr>
<tr>
<td></td>
<td>200-Level Liberal Arts elective***</td>
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<td></td>
<td>Humanities elective**</td>
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<td>Liberal Arts elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester 4</strong></td>
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<tr>
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<td>Fine Arts elective (any ART, MUS, THR, IDS 210)**</td>
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<tr>
<td></td>
<td>Science elective (with lab)**</td>
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<tr>
<td></td>
<td>200-Level Liberal Arts elective***</td>
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<tr>
<td></td>
<td>General elective</td>
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</table>

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- PHL 123/WMS 123 Ethics: Feminist Perspectives
- PHL 125/WMS 125 Feminism
- PSY 211/WMS 211 Psychology of Women
- PSY 250/WMS 250 Psychological Aspects of Human Sexuality
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
(Formerly AC 206 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
ACC 273 INTERMEDIATE ACCOUNTING III
Prerequisite: ACC 272 with a C or higher
3 credits
A continuation of ACC 271 and ACC 272 to prepare students interested in accounting as a career. It covers specialized topics in accounting, including leases, pensions, accounting for income taxes, price level changes, accounting changes and error analysis, and advanced cash flow and financial statement reporting issues. Emphasis is on the most recent pronouncements of the Financial Accounting Standards Board (FASB).

ACC 270 COOPERATIVE EDUCATION WORK EXPERIENCE
Prerequisites: ENG 101, ACC 271 matriculation and sophomore standing in the Business program. Minimum GPA 2.0. Approval of program coordinator required.
3 credits
This course combines a classroom seminar with on-the-job training. Students who meet program eligibility work at an approved Cooperative Education Job 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 society’s 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-inventory 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**  
(Formerly ANT 104 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**  
(Formerly ANT 201 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, today's 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**  
(Formerly ANT 203 Advanced Techniques in Archaeology)  
Prerequisite: ANT 1211  
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**  
(Formerly ANT 209 Local Historical Archaeology)  
Prerequisite: Eligibility for ENG 101  
Not offered every year.  
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.

**ANT 240 INDIANS OF THE AMERICAS**  
(Formerly AN 208 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 and make a presentation. *Not offered every semester.*

**ARCHITECTURAL ENGINEERING TECHNOLOGY**

**ART 105 ARCHITECTURE OF THE WORLD**  
(Formerly ART 103 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.

**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 of lecture plus six hours of laboratory.

**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 201 ARCHITECTURAL DESIGN I**  
(Formerly ARC 202 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 of class work; four hours of laboratory.

**ARC 215 CONSTRUCTION DOCUMENTS**  
4 credits

Introduction to the architect's practice. Study problems involved in the personal, ethical, legal relationships between the architect, engineer, owner and contractor. The organization and day-to-day problems of 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 of lecture; four hours of laboratory.

**ARC 229 STRUCTURES**  
(Formerly ARC 219 Structures)  
Prerequisite: PHY 114 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 of lecture; two hours of laboratory.

**ARC 240 ENVIRONMENTAL SYSTEMS**  
(Formerly ARC 220 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,
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 of lecture; two hours of laboratory.

**CAD 275 MAXANIMATION 3D STUDIO MAX**

*(Formerly, and also known as, CAD 240 Studio VIZ)*

*Prerequisite: CAD 114 and/or CAD 116 or permission of the instructor. Knowledge of AutoCAD is needed for those wanting to render and animate AutoCAD drawings. 3 credits*

This course covers the 3-D Studio MAX software used by architects, artists, engineers, designers, medical and forensic experts as a modeling and presentation tool. Topics include the creation and editing of three-dimensional geometry using primitives, lofting, and existing 3-D AutoCAD objects. Students will learn how to present their ideas through images, three-dimensional models, and animations. Two hours of lecture; four hours of laboratory.

**ART, GRAPHIC DESIGN, WEB DESIGN, ANIMATION**

**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 BAROQUE**

*Prerequisite: ENG 101 or permission of Art coordinator 3 credits*

This course offers a survey of Western art from prehistoric times to the Baroque period. A paper based on direct observation of works in a major 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-20th 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**

*Prerequisite: 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.

**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.

**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.
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.

ART 121 TWO-DIMENSIONAL DESIGN  
Prerequisites: Eligibility for ENG 084 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.

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.

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.

ART 142 PHOTOGRAPHY II  
Prerequisite: ART 141 or permission of Art coordinator  
3 credits  
This course is designed to build upon the fundamentals of black and white photography. Advanced exposure controls will be covered as well as an introduction to lighting. 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.

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.

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.

ART 161 CERAMICS I  
Prerequisites: Eligibility for ENG 084 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.

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.

ART 201 CONTEMPORARY ART IN THE USA  
Prerequisite: ENG 101 or permission of Art coordinator  
3 credits  
This course offers a survey of art from the mid-20th century to the present. A paper, based on direct observation of works in a major museum or assigned gallery visits, is required.

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 Graphic Design coordinator  
3 credits  
This lecture course focuses on a survey of graphic design from the Industrial Revolution 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.

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.
ART 290 PORTFOLIO PREPARATION I
Prerequisites: Second-year status, matriculation in an Art curriculum and permission of the Graphic Design 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 may vary according to individual needs, it includes representative samples of work from the core art courses of the student’s curriculum. This portfolio may be used for transfer to a four-year art program.

ART 292 COOPERATIVE EDUCATION
Prerequisites: ENG 101, second-year status, minimum 2.0 GPA, and permission of the Graphic Design 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 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 207 HISTORY OF GRAPHIC DESIGN
(Formerly ART 202 Art History: Graphic Design, GRA 211)
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.

GRA 151 GRAPHIC DESIGN I: SKILLS AND PRINCIPLES
(Formerly GRD 131, GRA 220)
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.

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 of lecture; three hours studio each week.

GRA 231 DIGITAL IMAGING: ADOBE PHOTOSHOP
(Formerly GRD 233 Computer Graphics II, GRA 230 Digital Imaging I)
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 GRA 151. 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.

GRA 236 DIGITAL ILLUSTRATION: ADOBE ILLUSTRATOR
(Formerly GRD 234 Computer Graphics III, GRA 234 Digital Imaging II)
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 GRA 151. 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.

GRA 241 DIGITAL PAGE DESIGN: ADOBE INDESIGN
(Formerly GRD 133 Computer Graphics, GRA 225 Digital Publication)
Prerequisite: GRA 151 or permission of the Graphic Design coordinator
3 credits
Students expand upon their graphic design skills and knowledge of procedures learned in GRA 151. 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. Students will apply these skills to solve design problems in a desktop publishing environment. While no previous computer experience is necessary, students must have basic graphic design skills before registering for the course.

GRA 252 GRAPHIC DESIGN II: PROCESS AND PRESENTATION
(Formerly GRD 132, GRA 221)
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.

GRA 253 GRAPHIC DESIGN III: ADVANCED PROJECTS
(Formerly GRD 241, GRA 241)
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.
GRA 261 WEB DESIGN I: ADOBE DREAMWEAVER
(Formerly GRD 251, GRA 251)
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 2D 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 Macromedia Dreamweaver and Fireworks. Students are responsible for purchasing supplies.

GRA 262 WEB DESIGN II: ADOBE FLASH
(Formerly GRD 261, GRA 261)
Prerequisites: GRA 231 or GRA 236 or permission of the instructor
3 credits
This course focuses on intermediate and advanced techniques in interactive media, and emerging technology. This course will emphasize the design process and 2D design principles as students generate and organize visual content to create animated shorts and Web sites. Through lectures, demonstrations exercises and real-world projects, the focus will be on Macromedia Flash. Students are responsible for purchasing supplies.

GRA 290 PORTFOLIO PREPARATION
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 292 COOPERATIVE EDUCATION
Prerequisites: ENG 101, second-year status, minimum 2.0 GPA, and permission of the Graphic Design coordinator
3 credits
This course combines a classroom seminar with on-the-job learning in graphic design. Students work at an approved Cooperative Education 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.

GRA 296 GRAPHIC DESIGN INTERNSHIP I
(Formerly GRD 252, GRA 292)
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.

ASTRONOMY
(SEE SCIENCES - OTHER)

ATHLETIC COACHING

CO 103 ATHLETIC COACHING
3 credits
The Athletic Coaching course is divided into three one-credit segments required by the Connecticut State Board of Education. The course covers the principles and practices of coaching adolescent athletes; sports psychology, sociology and coaching philosophy; medical aspects, including injury prevention treatment and rehabilitation; and methods and materials including legal and safety concerns. Persons who do not hold a valid Connecticut Teaching Certificate must successfully complete this three-credit course to be eligible to apply for the State of Connecticut Five Year Renewable Coaching Permit required to coach athletic teams in public schools in the state.

BIOLOGY

BIO 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 discrimination, 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
(Formerly BI 100 Basic Concepts of Life Science)
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. Three hours of class work, three hours of lab per week. Labs may involve dissection of plant and animal specimens, microscope work, and elementary biochemistry experiments.

BIO 111 INTRODUCTION TO NUTRITION
(Formerly GS 105 Introduction to Nutrition)
Prerequisite: Eligibility for ENG 084
3 credits
This course is designed to help the student gain a 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
(Formerly BI 112 Applied Nutrition)
Open to Hospitality Management and Culinary Arts students only.
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.

BIO 116 PRINCIPLES OF ANATOMY AND PHYSIOLOGY
(Formerly BI 120 Principles of Anatomy and Physiology)
Prerequisite: High school Chemistry, high school Biology recommended; eligibility for ENG 101
4 credits
An introduction to the structure and function of the human body with the focus on organ systems. Lab work complements and reinforces the concepts presented in the lecture. Three hours of class work and three hours of lab per week. Lab includes the study of human tissues and bones, and the dissection of appropriate organs and animal specimens. This course is for EMT-Paramedic and Fitness Leadership students; it does not meet the requirements for Nursing and Respiratory Care programs. The course is open to all students, but it is not recommended for science majors.
BIO 121 GENERAL BIOLOGY I  
(Formerly BI 103 General Biology I)  
Prerequisite: 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. Recommended for science majors. Three hours of class work; three hours of laboratory per week. Lab may include dissection of animal species.

BIO 122 GENERAL BIOLOGY II  
(Formerly BI 104 General Biology)  
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. Three hours of class work, three hours of laboratory per week. Lab includes the study of microscope slides and preserved specimens. Representative invertebrates and vertebrates will be dissected.

BIO 145 GENERAL ZOOLOGY  
(Formerly BI 101 General Zoology)  
Prerequisite: Eligibility for ENG 101  
4 credits  
Major taxonomic groups of the animal kingdom are studied. Morphology, functional processes, evolutionary relationships and ecology of the various groups are emphasized. Laboratory work encompasses dissection and microscopic examination of appropriate specimens. Three hours of class work, three hours of laboratory per week. Lab includes the study of microscopic slides and preserved specimens. The study of dissected representative vertebrates and invertebrates is required. Offered infrequently.

BIO 155 GENERAL BOTANY  
Prerequisite: Eligibility for ENG 101  
4 credits  
A phylogenetic survey of the plant kingdom places emphasis on the structure and function of selected plant forms and on evolutionary relationships. Representative plant types will be used to illustrate the principles in the laboratory. Three hours of class work; three hours of laboratory per week. Offered infrequently.

BIO 180 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 non-living. 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.

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 non-living. 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  
(Formerly BI 109 Anatomy and Physiology I)  
Prerequisite: Eligibility for ENG 101; BIO 105 and/or CHE 111 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 Chair  
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. Three hours of class work, three hours of laboratory per week. Lab includes the study of microscopic slides, models and human bones and the dissection of appropriate organs and animal specimens.

BIO 212 ANATOMY AND PHYSIOLOGY II  
(Formerly BI 110 Anatomy and Physiology II)  
Prerequisite: BIO 211  
4 credits  
This course is a continuation of BIO 211. It covers endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Three hours of class work; three hours of laboratory per week. Lab includes the study of microscopic slides, models and the dissection of appropriate organs and animal specimens.

BIO 235 MICROBIOLOGY  
(Formerly BI 205 Microbiology)  
Prerequisite: Eligibility for ENG 101, one semester of college work in both Biology and Chemistry or BIO 211  
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 262 GENETICS  
(Formerly BI 202 Genetics)  
Prerequisite: One semester of college Biology, eligibility for ENG 101  
4 credits  
Fundamental principles of enzyme regulated reactions and chemical control of cell functions are studied. Principles related to DNA translation into enzymatically regulated metabolic pathways and how they relate to Mendelian inheritance, population genetics and definition of the gene. Plant, animal and human genetic topics are included. Three hours of class work; three hours of laboratory work per week. Not offered every year.

BIO 272 MARINE ECOLOGY  
(Formerly BI 105 Marine Ecology)  
Prerequisite: 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 101 INTRODUCTION TO BUSINESS  
Prerequisite: Eligibility for ENG 084  
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 APPLICATIONS 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 215 GLOBAL BUSINESS  
(Formerly BU 219 International Business)  
Prerequisite: Eligibility for ENG 101  
3 credits
This course will provide a survey of the scope of international business with special emphasis on the business environment. A wide range of topics will be covered, including the concepts and constraints associated with developing intercultural managerial effectiveness, recent patterns of world trade, government influence, trade theory, international payments, foreign exchange rates, financial markets and global enterprises.

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 CO-OP WORK EXPERIENCE  
Prerequisites: ENG 101, matriculation and sophomore standing in the Business program. Minimum GPA 2.0. 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 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: ACC 113  
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 126 PRINCIPLES OF INSURANCE  
Prerequisite: BFN 201  
3 credits
This course introduces the fundamentals of risk management, property-casualty insurance, liability insurance, life and health insurance, retirement planning and the operation of insurance companies. The topics to be discussed include underwriting, marketing, rate setting, loss adjustment, regulation and the legal characteristics of insurance contracts.
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.

BFN 211 MONEY AND BANKING  
Prerequisite: Eligibility for MAT 136 and ENG 101  
3 credits  
Introducing students to the key concepts, theories, processes and interrelationships that link money and banking to the workings of the U.S. economy, the course covers basic banking principles, including the structure of our banking system, monetary theory and the role of the central bank, with emphasis on the theory, the concepts and the tools for monetary and fiscal policies.

BUSINESS MANAGEMENT  

BFM 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.

BFM 210 ORGANIZATIONAL BEHAVIOR  
Prerequisite: BFM 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.

BFM 218 OPERATIONS MANAGEMENT  
Prerequisite: Eligibility for MAT 136 and ENG 101  
3 credits  
The planning and controlling of operating processes and work flow activities in private and public organizations are examined. Key topics include: production/ work planning, inventory and quality control, scheduling, distribution, plant location and maintenance management. Contemporary methods and analytical techniques such as forecasting, simulation, queuing, linear programming, network methodology, and analytical model building are evaluated for their importance in the decision-making process.

BFM 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.

BFM 210 PRINCIPLES OF MARKETING  
Prerequisite: Eligibility for ENG 101  
3 credits  
This course analyzes the marketing mix (product, price, distribution and promotion) from the manager's 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.

BFM 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.

BFM 140 RETAILING  
Prerequisite: Eligibility for ENG 101  
3 credits  
This is a comprehensive course stressing current developments in retailing. Subject matter includes a study of store locations and physical characteristics, retail organization, buying and merchandising, sales promotion, retail control, personnel selection, training and supervision, customer analysis and service.

BFM 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  
(Formerly CH 100 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 112 PRINCIPLES OF ORGANIC AND BIOCHEMISTRY  
(Formerly CH 121 Introductory Biochemistry)  
Sequel to CHE 111 Concepts of Chemistry.  
Prerequisite: CHE 111 or one year of high school Chemistry  
4 credits  
This course is a survey of organic and biological chemistry. Topics include structure, nomenclature and reactions characteristic of various classes of organic compounds as they relate to the chemistry...
within living systems. Topics in biochemistry include the study of carbohydrates, lipids, proteins, enzymes, nucleic acids and metabolism. Laboratory work reinforces the lecture concepts. Fulfills open, liberal arts, and, with CHE 111, laboratory sequence electives. This course will receive transfer credit to any major nursing college. Three hours of class work; three hours of laboratory per week.

CHE 121 GENERAL CHEMISTRY I
(Formerly CH 101 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. Three hours of class work, three hours of laboratory per week. This is the first half of a two-semester sequence.

CHE 122 GENERAL CHEMISTRY II
(Formerly CH 102 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
(Formerly CH 201 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 2
(Formerly CH 202 Organic Chemistry II)
Sequel to CHE 211 Organic Chemistry I.
Prerequisite: CHE 211
4 credits
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 232 INTRODUCTION TO ENVIRONMENTAL CHEMISTRY
(Formerly CH 207 Environmental Chemistry)
Prerequisite: CHE 121 or permission of the instructor
4 credits
This course will study important environmental problems such as water pollution, acid rain, greenhouse effect and ozone depletion. The laboratory course is tied to the lecture and will use analytical methods to solve real problems. The course involves actual fieldwork where students will experience and investigate important environmental problems. Three hours of lecture; three hours of laboratory per week. Offered infrequently.

CHE 240 ANALYTICAL CHEMISTRY
(Formerly CH 240 Analytical Chemistry)
Prerequisite: CHE 122
4 credits
The theoretical aspects of modern analytic chemistry will be stressed. Stoichiometry and quantitative calculations will be emphasized. Topics included are gravimetric, volumetric and several instrumental methods of analysis. The course is designed for biology, pre-medicine and chemistry majors. The laboratory portion of this course is tied to the lecture and expands on the topics being discussed. Some of the experiments include gravimetric, volumetric, optical and electrical methods of analysis. An independent project is required. Three hours of class work; three hours of laboratory per week. Offered infrequently.

CHE 260 HONORS CHEMISTRY RESEARCH
(Formerly CHE 299 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.

COLLEGE EXPERIENCE

COL 150 INFO / TECH LITERACY
Prerequisite: Eligibility for ENG 088.
Not available to ESL students below the 152-level
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 tools are evolving in an on-going basis and therefore may change from semester to semester.

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.

COMMUNICATION AND SPEECH

COM 101 INTRODUCTION TO MASS COMMUNICATION
(Formerly MC 101)
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. The course is open to all students with an interest in writing, graphic and web design, photography, current events and journalism. 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.

**COM 121 JOURNALISM**  
(Formally MC 110)  
Prerequisite: Eligibility for ENG 101  
3 credits

Journalsm (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**  
(Formally MC 111)  
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**  
(Formally MC 122)  
Prerequisite: COM 140 or COM 141 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**  
(Formally MC 112)  
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**  
(Formally MC 113)  
Prerequisite: Eligibility for ENG 101  
3 credits

Representative American films from the classic period are screened to illustrate important genres, auteurs, theory, cinematic composition, narrative structures and changing technology. Students study the historical relationship of film to American society.

**COM 159 NONFICTION FILM**  
(Formally MC 114)  
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**  
(Formally STA 113)  
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**  
(Formally STA 203 Speech Communication)  
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 one’s 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**  
(Formally MC 204 Mass Media and Popular Culture)  
Prerequisite: MC 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**  
(Formally MC 255 Writing for TV and Print Media)  
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 shows.
COM 217 WRITING FOR ADVERTISING AND PUBLIC RELATIONS  
(Formerly MC 203 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  
(Formerly MC 288 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 speed 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 technology’s impact on journalism, its ethics and its mission to keep the public informed.

COM 243 FILM AND TELEVISION PRODUCTION III  
(Formerly MC 233)  
Prerequisite: COM 140 or COM 141 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  
(Formerly MC 244)  
Prerequisite: COM 140 or COM 141 or permission of the instructor  
3 credits  
Student 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  
(Formerly MC 212 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  
(Formerly MC 213 American Film Heritage: Kubrick, Scorsese, Spielberg)  
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 Foundation’s directors — Stanley Kubrick, Martin Scorsese and Steven Spielberg — will be represented by several of their films. Topics include each director’s unique style and vision and his contributions to American cinematic history.

COM 274 INTERVIEWING TECHNIQUES FOR WRITERS  
(Formerly MC 216 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  
(Formerly MC 236 Internship in Mass Communication)  
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  
Prerequisite: Some drafting experience  
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 of lecture; two hours of laboratory.

CAD 116 REVIT 3D SOFTWARE  
Prerequisite: CAD 114 or some drafting experience  
3 credits  
This course covers the use of 3-D application software for the creation of model design. Revit architectural software is used in this course. Topics include creation of architectural floor plans, the basics of creating 3-D walls, wall styles, wall modifier styles and object display control. Creating mass models, commercial structures and 3-D walkthroughs using the camera are also covered. Two hours of lecture; two hours of laboratory.
CAD 133 ADVANCED 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 drawing 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 and hatch. Hidden lines removal and true perspectives. Introduction to shading and rendered, Printing of perspectives. Two hours of lecture; two hours of laboratory.

CAD 275 CAD ANIMATION 3D STUDIO MAX
(Formerly, and also known as, CAD 240 Studio VIZ)
Prerequisites: CAD 114 and/or CAD 116 or permission of the instructor. Knowledge of AutoCAD is needed for those wanting to render and animate AutoCAD drawings. 3 credits
This course covers the 3D Studio MAX software used by architects, artists, engineers, designers, medical and forensic experts as a modeling and presentation tool. Topics include the creation and editing of three-dimensional geometry using primitives, lofting, and existing 3D AutoCAD objects. Students will learn how to present their ideas through images, 3D models, and animations. Two hours of lecture; four hours of laboratory.

COMPUTER SCIENCE

CSA 105 INTRODUCTION TO SOFTWARE APPLICATIONS
(Formerly CMP 103 Using Microcomputers and Application Software)
Prerequisite: Eligibility for ENG 101 or Co-requisite: ENG 084 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. The course assumes no prior computing experience and is open to all students at the college, except those majoring in Computer Science. 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 CSC 103, CSA 105 or BBG 114 can apply credits from only one of these courses toward graduation.

CSA 205 ADVANCED APPLICATIONS
(Formerly CMP 123 Advanced Software Applications)
Prerequisite: CSA 105 or CSC 103
3 credits
A continuation of CSA 105, this course is taught in a computer laboratory. Students should be prepared to begin working at the advanced level in each particular software package taught in the prerequisite introductory course. This course presents advanced coverage of Windows, word processing, spreadsheets, graphics, macros, and databases including relations and advanced reporting.

CSA 103 TECHNIQUES COMPUTER CONCEPTS AND APPLICATIONS
(Formerly CMP 101 Computer Concepts with Applications)
Prerequisite: Eligibility for ENG 101
4 credits
An introduction to computer concepts: input, output, processor, hardware and software with emphasis on the information processing cycle, problem solving and algorithm development. A programming language is used to introduce the student to programming and to develop solutions to common computing problems. Students also learn to use the computer as a tool by gaining experience with popular application software packages and the Internet. Three hours lecture; two hours of laboratory. A student who takes CSC 103, CSA 105 or BBG 114 can apply credits from only one of these courses toward graduation.

CSC 108 INTRODUCTION TO PROGRAMMING
(Formerly CMP 119 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, storage class, selection, repetition, pointers, 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 207 INTRODUCTION TO VISUAL BASIC.NET
(Formerly CMP 225 Visual Basic)
Prerequisite: CSC 103 or knowledge of a programming language and familiarity with Microsoft Windows
4 credits
A study of the Visual Basic system comprising visual design tools, event driven programming, object oriented programming, and debugging tools to create applications that take full advantage of the Windows graphic environment. Students will build bars, buttons, boxes and menus. They will use controls, conditional statements and loops, multiple windows, data types, sub/functions procedures, data control, multiple document interface, ado, ole, control arrays, dll, data access object and database interfacing. Three hours lecture; two hours of laboratory.

CSC 208 ADVANCED VISUAL BASIC.NET
(Formerly CMP 231 Visual Basic II)
Prerequisites: CSC 207 and CSC 233 or equivalent SQL experience
4 credits
This course provides the student with advanced programming concepts with desktop and distributed systems. It extends object oriented application development utilizing both client-side and server-side technology. The course focuses heavily on database connectivity and management. The RDBMS utilized is Oracle and SQL-Server. N-Tier applications development is utilized in the classroom and laboratory assignments. Three hours lecture; two hours of laboratory.

CSC 211 VB AND ASP.NET WEB-BASED PROGRAMMING
Prerequisite: CSC 208 Advanced Visual Basic.NET
3 credits
VB.NET provides web-based applications in a new and flexible way by encapsulating commonly used code into object-oriented controls. These controls can be fired by web site events. This course branches out into many other technologies such as...
as Web Services, ADO.NET and advanced database usage, Custom Controls, and Security to provide the student with a complete range of the internet technologies. This course provides students with the .NET techniques that enable them to create flexible, secure, and robust web sites that can collect and work with information in a multitude of ways to the benefit of the user.

CSC 213 OBJECT ORIENTED PROCESSING USING C++
(Formerly CMP 244 Object Oriented Programming Using C++)
Prerequisite: CSC 108
4 credits
The advanced features of C++ programming and new tools of C++ are covered in detail. Objects, classes, overloading, inheritance, virtual function, files, streams and class libraries will be discussed. Software design using object-oriented programming techniques and the C++ programming language. Programming laboratory projects in a closed laboratory environment supervised by the instructor. Three hours lecture; two hours of laboratory.

CSC 224 JAVA PROGRAMMING II
(Formerly CMP 247 Java II)
Prerequisites: CSC 223 or CSC 226
4 credits
This course picks up where the first Java Programming course left off, introducing the topics of threading and I/O. The remainder of the course serves to extend the student’s knowledge of using Java to build enterprise strength applications, with exposure to both “fat” and “thin” client structures. The course will cover currently used structures of JDBC connectivity, JavaBeans, servlets, JSP and XML and XHTML. Three hours lecture; two hours of laboratory.

CSC 225 CROSS PLATFORM WEB SERVICES USING THE J2EE PLATFORM
Prerequisites: CSC 224, CST 255 or permission of instructor
4 credits
The features and tools of Web Services are covered in detail. This class introduces the fundamentals of Web Services (XML, SOAP, WSDL and UDDI) and the underlying theories of how Web Services are required to behave. Further, the class covers creating and implementing Web Services using the Java 2 Enterprise Edition platform. Comparisons with .NET Web Services are offered. Programming laboratories, supervised by the instructor, will be given. Three hours lecture; two hours of laboratory.

CSC 226 OBJECT ORIENTED PROCESSING USING JAVA
Prerequisites: CSC 108 or CSC 207 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
(Formerly CMP 212 Relational Database Development)
Prerequisite: Eligibility for ENG 101; CSC 103 or equivalent recommended
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
(Formerly CMP 224 Relational 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
(Formerly CMP 236 Relational Database Development III)
Prerequisite: CSC 234
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
(Formerly CMP 228 Data Structures)
Prerequisite: CSC 213 or CSC 226
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 207 or 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 student's 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 248 CROSS PLATFORM WEB SERVICES USING .NET TECHNOLOGY
Prerequisites: CST 255 and [CSC 211 or CSC 246] or permission of instructor
4 credits
The features and tools of Web Services are covered in detail. This class introduces the fundamentals of Web Services (XML, SOAP, WSDL and UDDI) and the underlying theories of how Web Services are required to behave. Further, the class covers creating and implementing Web Services using the .NET technology. Comparisons with Java and other web service models such as EDI are offered. Programming laboratories, supervised by the instructor, are given. Three hours lecture; two hours of laboratory.
CSC 255 SYSTEMS ANALYSIS, DESIGN AND DEVELOPMENT
(Formerly CMP 260 Systems Analysis and Design)
Prerequisite: One of the following: CSC 108, CSC 203, CSC 207 or CSC 223
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 262 PROGRAMMING MOBILE DEVICES I
Prerequisite: CSC 107 or 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, Microsoft Windows Mobile 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 262
3 credits
The course builds on the knowledge gained in CSC 262 Programming Mobile Devices I by enabling 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 295 COOPERATIVE EDUCATION / WORK EXPERIENCE
(Formerly CMP 299 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.

CST 111 INTERNET COMMERCE TECHNOLOGY
(Formerly CMP 111 Internet Commerce Technology)
Prerequisite: Eligibility for ENG 101
3 credits
This introductory course covers the current technologies supporting today's 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 - AN INTRODUCTION
(Formerly CMP 230 Operating Systems)
Prerequisite: CST 180 or CST 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 laboratory.

CST 141 COMPUTER HARDWARE
(Formerly CMP 108 Computer Repair)
Prerequisite: Eligibility for ENG 101
4 credits
This course provides hands-on experience and skills development necessary to install, service and support microcomputers. Each section focuses on the key concepts for A+ Certification testing. Three hours lecture; two hours of laboratory.

CST 153 WEB DEVELOPMENT AND DESIGN I
(Formerly CMP 116 Web Developer I)
Prerequisite: CST 103 or CSA 105 or familiarity with PC operating system, file structures, mouse, and basic Word functions.
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 XHTML, Cascading Style Sheets, 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 independent.

CST 180 NETWORKING I
(Formerly CMP 107 Networking I)
Prerequisite: Eligibility for ENG 101 and MAT 172
4 credits
An introduction to computer networking concepts. Topics include the functions of the ISO/OSI reference model; data link and network addresses; the function of a MAC address; data encapsulation; the different classes of IP addresses (and subnetting); the functions of the TCP/IP network-layer protocols. The student learns to plan, design and install an Ethernet LAN using an extended or hierarchical star topology; to select, install, and test cable and determine wiring closet locations; to perform beginning network maintenance, tuning, and troubleshooting along with basic documenting, auditing and monitoring of LANs. This course consists of lecture, and computer based training, as well as hands-on laboratories. Three hours lecture; two hours of laboratory.

CST 181 NETWORKING II
(Formerly CMP 117 Networking II)
Prerequisite: CST 180
4 credits
This is the second in a series of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, routing, and the network administrator’s role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in solving networking problems. Three hours lecture; two hours of laboratory.

CST 182 NETWORKING III
(Formerly CMP 127 Networking III)
Prerequisite: CST 181
4 credits
This is the third course in the four-course series designed to introduce new content and extend previously learned networking skills. Instruction introduces and extends the student’s knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Students develop practical experience in skills related to configuring LANs, WANs, Novell networks, Internet network packet exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols and network troubleshooting. Three hours lecture; two hours of laboratory.
COURSE DESCRIPTIONS

CST 183 NETWORKING IV
(Formerly CMP 137 Networking IV)
Prerequisite: CST 182
4 credits
This is the fourth course in the four-course series designed to introduce new content and extend previously learned networking skills. Instruction introduces and extends the student’s knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), and Point-to-Point Protocols (PPP) and Frame Relay design, configuration and maintenance. Students develop practical experience in skills related to configuring WANs, ISDN, PPP and Frame Relay protocols and networking troubleshooting. Three hours lecture; two hours of laboratory.

CST 191 SECURE WIRELESS NETWORKS
Prerequisite: ENG 101, CST 180 or equivalent
3 credits
After an introduction to wireless networking, the course explores the options available for local area and personal area networking. Both design and implementation issues of practical wireless networks are discussed. Hands-on projects help reinforce the concepts presented. Wireless network security is discussed in terms of the risks and the measures needed to secure them. Rogue access points and insecure network configurations are discussed and students develop their skills in identifying and mitigating these security threats. External threats such as eavesdropping, identity theft, and other evolving threats are presented along with methods of making the wireless experiences secure.

CST 205 PROJECT MANAGEMENT
(Formerly CMP 235 Project Management)
Prerequisite: Sophomore status (30 credits) and completion of one of the following:
CST 182, CSC 234, CSC 208, CSC 213, CSC 223, 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
(Formerly CMP 216 Web Developer II)
Prerequisite: CST 153
4 credits
As a continuation of the Development and Design I class, this course continues the knowledge and skills development of a web developer. The course covers JavaScript in detail. Fundamentals such as data types, functions, arrays, loops, and conditionals are included. AJAX and Web 2.0 programming skills are developed.

CST 255 XML FOR THE WORLD WIDE WEB
(Formerly CMP 225 XML for the World Wide Web)
Prerequisite: CST 252 or CSC 108 or CSC 207
4 credits
The course builds on students’ knowledge of HTML and JavaScript in the rich world of XML. Topics covered 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. Two hours of laboratory.

CST 272 OPERATIONS SECURITY TECHNOLOGY
(Formerly CMP 251 Operations Security Technology)
Prerequisite: CST 121 or Co-requisite CST 182 Networking III
3 credits
The Operations Security Technology course covers the identification of the controls over hardware and media and the operators with access privileges to any of these resources. A computer security professional is expected to know the resources that must be protected, the privileges that must be restricted, the control mechanisms available, the potential abuse of access, the appropriate controls, and the principles of good practice. These topics are addressed in the course.

CST 273 SECURITY MANAGEMENT PRACTICES
(Formerly CMP 256 Security Management Practices)
Prerequisites: ENG 101, CST 111 and CST 181
3 credits
Security Management entails the identification of an organization’s information assets and the development, documentation, and implementation of policies, standards, procedures, and guidelines that ensure confidentiality, integrity, and availability. This course will prepare the student to understand the planning, organization, and roles of individuals involved in security, develop security policies, and utilize management tools used to identify threats, classify assets, and rate vulnerabilities.

CST 274 NETWORK SECURITY TECHNOLOGY
(Formerly CMP 253 Networking Security Technology)
Prerequisites: CST 272 Operations Security Technology
3 credits
The Network Security domain encompasses the structures, transmission methods, transport formats, and security measures used to provide integrity, availability, authentication, and confidentiality for transmissions over private and public communications networks and media. This course gives the student both the knowledge and hands-on practice in network security software, including preventive, detective, and corrective measures.

CST 279 DIGITAL FORENSICS
Prerequisites: Eligibility for ENG 101, or any CST or CSC course with a grade of C or higher
3 credits
This course is an introduction to computer forensics. Topics include discussion of various types of computer crime and computer evidence, computer forensics standards and practices, the preparation of hardware for the acquiring of evidence, image techniques, computer forensics standards and practices. Students gain a proficiency in using The Ultimate Toolkit from AccessData and ENCase Forensics Software Suite. They also learn how to collect, analyze and organize evidence through case studies. These topics are reinforced through case studies, research and presentations by experts.

CONSTRUCTION TECHNOLOGY

CTC 106 BLUEPRINT READING
(Formerly CIV 106)
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 130 ALTERNATIVE AND RENEWABLE ENERGY
3 credits
An introduction to the study of energy for electrical power generation and transportation, including sustainable and non-sustainable energy sources. This course investigates the relationship
between population and consequences of increased energy demand, reliance on fossil fuels, global warming and other impacts. Work in this class includes an examination of energy types including fossil fuels and nuclear power, as well as sustainable and renewable energy sources such as wind, solar, hydropower, geothermal, biofuels, fuel cells and others. Electrical conservation and efficiency are investigated. The social, economic and environmental impacts and effectiveness of these alternatives are evaluated.

**COURSE DESCRIPTIONS**

**C 131 BUILDING EFFICIENCY AUDITING**

3 credits

This course provides the knowledge and experience necessary to begin performing energy audits of residential and small commercial buildings. Applied Building Science, energy calculations and field training to help prepare students for the BPI and RESNET national certification exams is part of the curriculum.

**C 132 SUSTAINABLE ENERGY FOR RESIDENCES AND BUSINESSES**

3 credits

An investigation of sustainable energy for residences and businesses through the use of energy conservation and renewable energy options. LEED and other building standards and certifications will be discussed. Actual energy projects are studied, which may include hydroelectric, wind power, bio-fuels, passive solar, solar thermal, photo-voltaics, hydrogen fuel cells and others. Energy conservation and efficiency in the use of window, insulation, electrical equipment, lighting, heating and cooling will be investigated. Research and evaluation of renewable energy’s engineering, economic and social feasibilities, environmental benefits and impacts, as well as state and national energy programs, are covered. Cost-benefit analyses are completed for the implementation of various systems.

**C 160 SURVEYING I**

(Formerly CIV 150)

Equivalent to CIV 160 Surveying I

Prerequisite: MAT 172 or higher

4 credits

This course introduces the student to the proper use and care of surveying equipment in making linear and angular measurements, including tapes, transits, theodolites, levels and total stations. This leads to the development of basic principles of traversing as it relates to boundary surveying. The laboratory familiarizes the student with the proper use and care of the common instruments used by the surveying profession. The use of the equipment is then applied to a boundary traverse. Three hours lecture; three hours of laboratory.

**C 299 COOPERATIVE EDUCATION WORK EXPERIENCE**

(Formerly CIV 299)

Prerequisites: ENG 101, matriculation and sophomore standing in the Construction Technology program. Minimum GPA 2.0. 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 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 specific to construction technology. Students must satisfactorily complete the seminar, the final project, and the work assignment to receive credit.

**CRIMINAL JUSTICE**

**CJS 101 INTRODUCTION TO CRIMINAL JUSTICE**

Prerequisite: Eligibility for ENG 084

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 084

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 084

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 084

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 084

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 203 JUVENILE JUSTICE**

Prerequisite: Completion of ENG 101 with a grade of C or higher 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: Completion of ENG 102 with a grade of C or higher and CJS 101 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: Completion of ENG 101 with a grade of C or higher and CJS 101 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: Completion of ENG 101 with a grade of C or higher and CJS 101 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: Completion of ENG 101 with a grade of C or higher and CJS 101 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: Completion of ENG 101 with a grade of C or higher and CJS 101 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: Completion of ENG 101 with a grade of C or higher and CJS 101 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 with a grade of C or higher 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: Minimum grade of C in 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: CJS 101, CJS 102, or CJS 105 and completion of ENG 101 with a grade of C or higher 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: Minimum of 30 college-level credits, including ENG 102 with a grade of C or higher 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: Completion of ENG 101 with a grade of C or higher 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.

CULINARY ARTS
(SEE HOSPITALITY MANAGEMENT AND CULINARY ARTS)

DEVELOPMENTAL ENGLISH

ENG 074 COLLEGE READING
Prerequisite: Appropriate score on placement exam 4 credits
This course is designed to build academic reading skills. Using literature, nonfiction texts, selections from textbooks, and articles in various academic disciplines, such as humanities, social sciences and sciences, students learn comprehension strategies and develop critical reading skills. Emphasis is placed on active reading, vocabulary development, and comprehension on both the literal and inferential levels. Departmental exit assessment is required.
ENG 088 WRITING AND READING SKILLS
Prerequisite: Appropriate score on placement exam
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.

ECE 106 MUSIC AND MOVEMENT FOR CHILDREN
Prerequisites: Eligibility for ENG 101, ECE 141, ECE 182 or ECE 241, 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 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
Prerequisites: Eligibility for ENG 101, ECE 182
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 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.

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
CDA Credential Preparation II
Prerequisite: ECE 101, ECE 180 and ECE 182
3 credits
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 participates 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 ECE BEHAVIOR MANAGEMENT
Prerequisite: Eligibility for ENG 101
3 credits
This course is designed for early childhood educators, child care providers and directors. It reviews the many behavior management and...
disciplinary 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 children’s normal patterns of behavior and developmental characteristics. Students must complete 30 hours of participation at the NCC Child Development Lab School and 33 hours of observation at the NCC Child Development Lab school or an accredited center approved by the instructor.

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 multi-dimensional 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.

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.

ECE 275 CHILD, FAMILY, AND SCHOOL RELATIONS
Prerequisites: ECE 182 or ECE 141, ECE 101 or ECE 241 or permission of coordinator
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 220 hours of student teaching for the course requirement. 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.
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 age ages. It addresses the characteristics of all types of special needs students as well as practical 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 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 211 ENGINEERING STATICS
(Formerly ES 205 Applied Mechanics I)
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
(Formerly ES 206 Applied Mechanics II)
Prerequisites: EGR 211 and MAT 268
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."

ENGLISH

ENG 101 COMPOSITION
(Formerly EN 101 Composition)
Prerequisites: Placement determined by college entrance exam, completion of ENG 088 with a grade of C- or higher, 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. Replaces HUM 1100.

ENG 101W COMPOSITION WORKSHOP
Co-requisite: ENG 101
Prerequisites: same as 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
(Formerly EN 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
(Formerly EN 106 Grammar for College Writing)
Prerequisite: Eligibility for ENG 084 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 114 CHILDREN’S LITERATURE**  
(Formerly EN 105 Literature for Children)  
Prerequisite: ENG 101  
3 credits

This course presents an overview of children’s literature, focusing on picture books, traditional literature and contemporary children’s novels and nonfiction. Topics include the relationship of illustration and text and oral interpretation of children’s literature. Students read many picture books and several children’s novels, apply analytical techniques to write both formal and informal papers, and keep a journal.

**ENG 150 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE**  
(Formerly EN 103 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 INTRODUCTION TO LITERATURE BY WOMEN**  
(Formerly EN 150 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**  
(Formerly EN 120 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**  
(Formerly EN 204 Expository Writing)  
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**  
Prerequisites: 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**  
(Formerly EN 201 British 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**  
(Formerly EN 202 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, O’Neill, 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 L’Amour, 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 genre’s fairly lesser-known practitioners, cult figures, and genuine (or not so genuine) icons, like John Wayne.

**ENG 231 BRITISH LITERATURE I**  
(Formerly EN 201 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**  
(Formerly EN 202 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
(Formerly EN 212 Topics in 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 playwright’s 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 Thiong’o, 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
(Formerly EN 207 Masterpieces of 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 survey’s coverage.

ENG 242 WORLD LITERATURE II
(Formerly EN 208 Masterpieces of 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 243 CREATIVE WRITING FICTION
(Formerly EN 221 Fiction Writing)
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 244 CREATIVE WRITING POETRY
(Formerly EN 222 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 246 CREATIVE NONFICTION
(Formerly EN 223 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 247 CREATIVE 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 248 CREATIVE 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 249 MEMOIR WRITING
(Formerly EN 223 Memoir Writing)
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 non-fiction, 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.

**HP/ENG 288 BEAT LITERATURE**
Prerequisite: ENG 102 is a prerequisite for all Honors Courses 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 291 MYTHOLOGY**
(Formerly EN 245 Mythology)
Prerequisite: ENG 102 3 credits
"Myth" means "a story" and this course will chart how mythic stories have been told through ancient sources: epic, 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**
(Formerly EN 200 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**

**ENGLISH AS A SECOND LANGUAGE (ESL DIVISION)**
The ESL credit Program is designed for students whose native language is not English. Its goals are to help students attain a level of proficiency in the English language that will permit them to enroll in NCC academic or career programs and/or satisfy the College's English and speech requirements. The ESL Division also offers non-credit ESL classes for beginning and low intermediate level students in conjunction with Extended Studies and Workforce Education.

Entry into the credit ESL program is determined by a standard ESL placement examination, including a writing sample. Students must demonstrate mastery of listening, speaking, reading and especially writing skills before progressing to the next level. Portfolios are used to evaluate student writing and writing classes are scheduled in computer labs at least once a week. Students are expected to develop appropriate computer skills since web-based Blackboard is used in most ESL classes, some of which are offered online and/or hybrid online. After successful completion of the ESL sequence, most students progress to ENG 101.

Students can earn the Advanced English Competency Certificate. Please see page 85 for details.

ESL 142, ESL 152 and ESL 192 can be used as Humanities/Liberal Arts Electives, depending on the student's major. Please see "Definition of Electives" on page 42 for complete details.

Non-credit option: ESL 022, ESL 025, ESL 027, ESL 132, ESL 135, ESL 142, ESL 145, ESL 149, ESL 155, ESL 157, ESL 250 (TESOL Methodology) can be taken for non-credit. See the ESL office (room E206) for more information.

**ESL 022 READING/WRITING II FOR COLLEGE STUDENTS**
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 may include the ESL listening lab, the ESL computer lab and/or other audio-visual media. Assessment will be based on portfolios and 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 157 ORAL COMMUNICATIONS V**
Prerequisite: Completion of ESL 132 with a grade of C or higher or placement in ESL 142 or ESL 152 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 presentations 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 discussions and presentation 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 may include the listening lab, the ESL computer lab and/or other audio-visual media. Assessment will be based on portfolios in addition to 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  
(Counts as a Humanities/Liberal Arts elective)  
6 credits  
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 listening lab, the ESL computer lab and/or other audio-visual media. 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.

**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 CD/tape) 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 in addition to 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 COMMUNICATIONS 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 tapes. 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 and/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.
EXERCISE SCIENCE

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 113 GROUP EXERCISE INSTRUCTION I
Prerequisite: Eligibility for ENG 101
Co-require: HPE 105
4 credits
This course will provide the student with general theories and fundamentals of group exercise instruction. A framework for pre-participation screening, behavior modification and goal setting with group exercise clients will be taught. The course will also provide a sound approach to designing, programming and leading group exercise classes in accordance with established guidelines and recommendations for the group exercise instructor. Students will also gain an understanding of exercise science theory specifically related to group exercise as well as the scope and professional role of the group exercise instructor. This course will afford the student practical experiences to apply all methods taught in class. Required for the Group Exercise Instructor Certificate Program only.

HPE 213 GROUP EXERCISE INSTRUCTION II
Prerequisite: Successful completion of HPE 105 and HPE 113
4 credits
This course is designed to prepare the student for entry into the workforce as a certified group exercise instructor. Approaches to leading advanced and specialty group fitness courses for both healthy and diseased populations will be taught, in accordance with established recommendations and guidelines for the group exercise instructor. Students will also learn about facility design and management, class assessment, work-related problem solving and career development in the group exercise industry. This course also includes a minimum of 50 internship hours to afford the student group exercise experiences realistic to an actual work setting. Required for the Group Exercise Instructor Certificate Program only.

HPE 232 FIRST AID AND SPORTS INJURY
Prerequisite: Eligibility for ENG 101
2 credits
This course will provide an introduction to basic life support skills and the most prevalent sports related injuries that occur in athletics and exercise.

Response to injury, basic assessment, treatment, and exercise rehabilitation protocols will be discussed for each injury. The importance of injury prevention and post rehabilitation maintenance will also be discussed.

HPE 241 EXERCISE PHYSIOLOGY WITH LAB
Prerequisites: BIO 211 and HPE 105
4 credits
The purpose of this course is to increase the student’s knowledge and understanding about human physiology and the adaptations that occur during exercise. An understanding of how the body responds to acute and chronic exercise is crucial for the fitness expert, strength coach, or personal trainer. Emphasis is placed on bioenergetics as well as the circulatory, respiratory, endocrine, metabolic and neuromuscular responses 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 295 FIELD PRACTICE WITH SEMINAR
Prerequisites: HPE 245 and eligibility for HPE 246
3 credits
This course is designed to combine classroom and laboratory 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.

FILM
(SEE COMMUNICATION AND SPEECH)

FIRST-YEAR EXPERIENCE
All first-time full-time students are required to take either COL 100 College Forum or FS 101 Freshman Seminar.

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 development. The course is designed to help students develop a sense of community with other students and with the college through such activities as the Common Read.

COURSE DESCRIPTIONS
FS 101 FRESHMAN SEMINAR
Prerequisite: Eligibility for ENG 088.
Not available to ESL students below the 142-level
3 credits
This first-year student success course addresses issues related to students’ transition to college and beyond and the skills and attitudes that will lead to success. Students explore their values, intelligences, and learning styles. They develop goal setting and time management skills, and create action plans to increase success. Students 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 data bases to write a research paper that focuses on a career that they target. In addition, students review and practice academic success strategies and develop critical thinking skills as they analyze materials that reflect the diversity in the college and society. Students participate in the Common Read through reading, writing, and projects that involve the chosen book.

FOREIGN LANGUAGES
NCC foreign language courses are offered sequentially; there are no foreign language entry requirements for the 101-level of any language. Students may not register for a higher level course without demonstrating appropriate proficiency by exam. Placement examinations are given during the registration periods before each semester begins.

ARA 111 ELEMENTARY ARABIC I
Prerequisite: 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. 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. Departmental Exit Examination 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. 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. Departmental Exit Examination is required.

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. 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. Departmental Exit Examination is required.

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. 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. Departmental Exit Examination is required.

FRE 111 ELEMENTARY FRENCH I
(Formerly FREN 101 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. 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. Departmental Exit Examination is required.

FRE 112 ELEMENTARY FRENCH II
(Formerly FREN 102 Elementary French II)
Prerequisite: FRE 111 at NCC or equivalent as determined by placement exam
4 credits
In this continuation of FRE 101, students expand their vocabulary, learn more complex grammatical forms, read longer selections, and write short paragraphs in French. They continue 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 155 FRENCH CONVERSATION AND COMPOSITION
(Formerly FREN 155 French Conversation and Composition)
Prerequisite: FRE 110-112 or equivalent as determined by placement exam
3 credits
Based on the structures and conversational patterns presented in FR 101 and 102, 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
(Formerly FREN 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
(Formerly FREN 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
(Formerly FREN 210 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 202. Daily topics and contemporary issues in French-speaking countries will be emphasized. A minimum of one language laboratory hour per week is required.
GER 111 ELEMENTARY GERMAN I
(Formerly GERM 101 Elementary German I)
Prerequisite: Eligibility for ENG 101 4 credits
The course introduces students to basic German vocabulary and grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in German. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. A minimum of one language laboratory hour per week is required. Native speakers of German are not permitted to register for this course without the written permission of the instructor before classes begin. Departmental exit examination is required.

GER 112 ELEMENTARY GERMAN II
(Formerly GERM 102 Elementary German II)
Prerequisite: GER 111 at NCC or equivalent as determined by placement exam 4 credits
In this continuation of GER 111, students expand their vocabulary, learn more complex grammatical forms, read longer selections and write short paragraphs in German. They continue to develop speaking and listening skills in a cultural context. A minimum of one language laboratory hour per week is required. Native speakers of German will not be permitted to register for this course without written permission of the instructor before classes begin. Departmental exit examination is required.

GER 155 GERMAN CONVERSATION AND COMPOSITION
(Formerly GERM 155 German Conversation and Composition)
Prerequisite: GER 111-112 at NCC or equivalent as determined by placement exam 3 credits
Based on the structures and conversational situations presented in GER 111 and 112, this course is designed to develop a higher level of proficiency in 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.

GER 201 INTERMEDIATE GERMAN I
(Formerly GERM 201 Intermediate German I)
Prerequisite: GER 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 German and write short essays about these readings. Emphasis is placed on greater proficiency in language skills: listening, speaking, reading and writing.

GER 202 INTERMEDIATE GERMAN II
(Formerly GERM 202 Intermediate German II)
Prerequisite: GER 201 at NCC or equivalent as determined by placement exam 3 credits
A continuation of GER 201 with emphasis on more complex language patterns in all skill areas. Course materials emphasize the history, geography, literature and culture of countries where German is spoken.

ITA 111 ELEMENTARY ITALIAN I
(Formerly ITAL 101 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. A minimum of one language laboratory hour per week is required. Native speakers of Italian are not permitted to register for this course. Departmental exit examination is required.

ITA 112 ELEMENTARY ITALIAN II
(Formerly ITAL 102 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. 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. Departmental Exit Examination is required.

ITA 201 INTERMEDIATE ITALIAN I
(Formerly ITAL 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
(Formerly ITAL 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
(Formerly ITAL 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 202. Daily topics and contemporary issues in Italian-speaking countries will be emphasized. A minimum of one language laboratory hour per week is required.

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
(Formerly SPAN 101 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. 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. Departmental Exit Examination is required.

SPA 112 ELEMENTARY SPANISH II
(Formerly SPAN 102 Elementary Spanish II)
Prerequisite: SPA 111 at NCC or equivalent as determined by placement exam
3 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. 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. Departmental Exit Examination is required.

SPA 155 SPANISH CONVERSATION AND COMPOSITION
(Formerly SPAN 155 Spanish Conversation and Composition)
Prerequisite: SPA 111-112 at NCC or equivalent as determined by placement exam
3 credits
Based on the structures and conversational situations presented in SPA 111 and 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.

SPA 175 SPANISH FOR HERITAGE SPEAKERS I
Prerequisites: Instructor’s 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 will be conducted in Spanish and includes cultural discussions. One laboratory hour per week is required.

SPA 201 INTERMEDIATE SPANISH I
(Formerly SPAN 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
(Formerly SPAN 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 instructor’s permission
6 credits
This is an intensive Spanish study abroad course designed to enrich participants' understanding of the language through the study of the host country's 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 install 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
(Formerly SPAN 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 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
(Formerly SPAN 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
(Formerly SPAN 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
(Formerly SPAN 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
(Formerly SPAN 220 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
(Formerly SPAN 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, “Generación del 98” and “Generación del 27.” The course will be conducted in Spanish.

SPA 265 CULTURE AND CIVILIZATION OF SPAIN
(Formerly SPAN 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 Franco's dictatorship and the arrival of King Juan Carlos to the throne. This course will be conducted in Spanish.

SPA 266 CARIBBEAN SHORT STORIES
(Formerly SPAN 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
(Formerly SPAN 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, Calderón de la Barca and Tirso de Molina as well as to the great Mystics: Fray Luis de León, San Juan de la Cruz and Santa Teresa de Jesús (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.

GENERAL STUDIES

GEN 296 COOPERATIVE 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. 3 credits
This course combines a classroom seminar with on-the-job learning. Students who meet program eligibility as 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. 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.

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 world’s major cultural regions. Students explore the interaction between the physical environment and cultural, political and economic conditions in regions such as South and Central America, Asia, Africa and the Middle East. This course provides a background for understanding world events.

GRAPHIC DESIGN

(SEE ART, GRAPHIC DESIGN, WEB DESIGN, ANIMATION)

HISTORY

HIS 99 CONTEMPORARY ISSUES
(Formerly HI 125 Contemporary Issues)
Prerequisite: Eligibility for ENG 084 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 084 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
(Formerly HI 206 The Latin Americans: Their Background and Their Future)
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 209 U.S. HISTORY, 1850-1900
Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 121, HIS 122, HIS 201 or HIS 202, 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.

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 woman's rights movement in the mid-19th century, the women's suffrage movement culminating in the Nineteenth Amendment to the Constitution, woman 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
(Formerly HI 214 African-American History)
Prerequisite: ENG 101 and one of the following: HIS 101, HIS 102, HIS 201 or HIS 202
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 233 RUSSIAN HISTORY SINCE 1900
(Formerly HI 106 Russia and the World Today)
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
(Formerly HI 225 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 Germany’s 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 films. Not offered every year.

HIS 271 MODERN ASIA
(Formerly HI 205 The Pacific Rim Nations: Past and Present)
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 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.

HONORS
Note: ENG 102 is a Prerequisite for all Honors courses. The following course descriptions are representative of Honors Seminars offered. Actual seminar topics differ each semester.

HP 204 CREATIVITY IN WORLD CULTURES
Prerequisite: ENG 102
3 credits
Focusing primarily on non-Western societies, this course explores the social, historical and religious context, function and importance of creative expression in world cultures. Students will explore their own creative processes and will be asked to see relationships between realms of creative expression in different societies based on shared ideologies. Interrelationships between Western and non-Western artists and forms will also be examined.

HP 210 HISTORY OF REPRESENTATION IN AFRICAN-AMERICAN CINEMA
Prerequisite: ENG 102
3 credits
This course is designed to explore the historical, social, political and economic discourses of African-American film. The contributions of African-American filmmakers to cinema have often been overlooked in the traditional examinations of film history. This course will investigate the various aspects of a racial divide consistent within our culture as represented cinematically.
HP 212 CINEMA IN POLITICS
Prerequisite: ENG 102
3 credits
This course is designed to explore how the Hollywood film industry has represented American political discourse. Examining issues such as electoral politics, social movements, economic histories, immigration, labor and class struggle, race and gender, war and political scandal, students will gain a critical understanding of how ideology is represented cinematically. The economic conditions of the Hollywood film industry often have circumscripted its production of politically themed movies sustaining its concern with mass appeal. This course will challenge students to investigate beyond the surface level understanding of political films to search for their often hegemonic and ideological meaning.

HP 231 JAMES AND WOOLF
Prerequisite: ENG 102
3 credits
This seminar will include a critical reading of five novels from the early 20th Century canon: Henry James' The Awkward Age, The Wings of the Dove, and The Golden Bowl; and Virginia Woolf’s Mrs. Dalloway and To the Lighthouse. These five masterworks are subtle and demanding; they include what Henry James referred to as “patches of ambiguity and the abysses of shadow that constitute the material of the literary trade.” This seminar will be an attempt to deal with some of the issues of modernity as expressed in novels of manners, morals, and fine distinctions in human ethics and philosophy. We will also develop a greater appreciation of the miraculous dexterity of these great masters of English prose.

HP 248 VICTORIAN SECRETS
Prerequisite: ENG 102
3 credits
This course will examine the ideological power of “secrets” in several classic texts of Victorian Literature: secrets regarding race, class, sexuality, marriage, colonialism and national identity are hidden, embedded within the domestic marriage plots of English novels, and they reveal the cultural anxieties beneath the surface of Victorian culture. We will read the texts, and look for subtexts, regarding hidden plots and their ideological motives. In order to engage in an analysis of the secret, students will be asked to read excerpts from literary histories and theories, such as Deconstruction, Victorian history and culture, post-colonial theory and gender theory, as well as the primary literary texts.

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 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 254 ROCK ’N ROLL: THE POST WWII GENERATION
Prerequisite: ENG 102
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. It examines its lasting impact on American society and cultures, 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 the civil rights, anti-war and feminist movements. From the Blackboard Jungle and American Bandstand to Woodstock and the Vietnam War, the course will examine the growth and on-going development of the music responsible for changing, chronicling and eventually redefining the very society from which it sprang.

HP 262 GREAT BOOKS SEMINAR II
Prerequisite: ENG 102
3 credits
This course uses the Great books Seminar methodology, 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. A significant portion of the course is devoted to an examination of the inherent relationships between and among the disciplines and works considered.

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.
HP / ENG 288 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 / 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 foaming 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.

HOSPITALITY MANAGEMENT AND CULINARY ARTS

HSP 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY
Pre- or Co-Requisite: MAT 075 and eligibility for ENG 084
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 074 and MAT 075. 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 074 and eligibility for MAT 136. 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 108 SANITATION AND SAFETY
Pre- or Co-Requisite: ENG 074 and MAT 075
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 130 INTRODUCTION TO CLUB MANAGEMENT
Pre- or Co-requisite MAT 075 and eligibility for ENG 084
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 creation management; legal, financial and legislative issues; human relations and source consideration, marketing, pricing policies, and quality standards. Not offered every semester.

HSP 135 SERVICE MANAGEMENT
Pre- Co-requisite ENG 084 and eligibility for MAT 136
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 covered.

HSP 201 INTERNATIONAL FOODS
Pre-requisite: 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.
HSP 201 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 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 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 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
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 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.

HOTEL / MOTEL MANAGEMENT
(SEE HOSPITALITY MANAGEMENT AND CULINARY ARTS)

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
(For Mental Health Certificate students ONLY)
Prerequisite: HSE 101
Co-requisite: ENG 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 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.

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.

**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.

**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 agency's 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 201, 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 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.

**INTERDISCIPLINARY STUDIES**

**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 humankind’s ability to adapt to it. Against this background, the course will develop a broad interdisciplinary framework in which the social sciences will be used to deal analytically and conceptually with the central issues of our times.

**IDS 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 world’s people today. These issues have implications for the future of the planet and will require transcending the boundaries of individual societies and nations. 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 GUILTY?
Prerequisite: ENG 102
This course satisfies the IDS CORE requirement.
3 credits
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, Yourencar, 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 SCIENCES: 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.

BIO 181 ENVIRONMENTAL SCIENCE
Prerequisite: Eligibility ENG 101
This course fulfills the IDS requirement.
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 non-living. 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 the laboratory and field activities.

SCI 114 SURVEY OF SCIENCE
(Formerly SCI 104 Survey of Science)
Prerequisite: ENG 101, eligibility for MAT 136 or the equivalent.
This course fulfills the IDS requirement.
4 credits
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.

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 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.

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 of lecture; four hours of laboratory.

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 of lecture; four hours of laboratory.

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 of lecture; four hours of laboratory.

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 of lecture; two hours of laboratory.

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 of lecture; two hours of laboratory.

IND 299 COOPERATIVE EDUCATION WORK EXPERIENCE
Prerequisites: ENG 101, minimum GPA 2.0, sophomore status and approval of 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.
CAD 114 ARCHITECTURAL CADD
Prerequisite: Some drafting experience
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 and dimensioning. Drawing manipulation with blocks and printing. Two hours of lecture; two hours of laboratory.

CAD 116 REVIT 3D SOFTWARE
Prerequisite: CAD 114 or some drafting experience
3 credits
This course covers the use of 3-D 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 3-D walls, wall styles, wall modifier styles and object display control. Creating mass models, commercial structures and 3-D walkthroughs using the camera will also be covered. Two hours of lecture; two hours of laboratory.

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 of lecture; two hours of laboratory.

CAD 275 CAD ANIMATION 3D STUDIO MAX
(Formerly, and also known as, CAD 240 Studio VIZ)
Prerequisite: CAD 114 and/or CAD 116 or permission of the instructor. Knowledge of AutoCAD is needed for those wanting to render and animate AutoCAD drawings.
3 credits
This course covers the 3D Studio MAX software used by architects, artists, engineers, designers, medical and forensic experts as a modeling and presentation tool. Topics include the creation and editing of three-dimensional geometry using primitives, lofting, and existing 3D AutoCAD objects. Students will learn how to present their ideas through images, 3D models, and animations. Two hours of lecture; four hours of laboratory.

JOURNALISM
(SEE COMMUNICATION AND SPEECH)

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 paralegal’s role and ethics in the law office setting with regard to the various legal topics presented in this course.

LGL 211 BUSINESS ORGANIZATIONS
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 worker’s 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
Note: the symbol "†" indicates that your ability to read and understand English may significantly affect your understanding of the mathematics covered in this class. Eligibility for ENG 101 is highly recommended.

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.

MAT 073 PRE-ALGEBRA – NUMBER SENSE
(This course is identical to MAT 075 except that it has one additional hour of instruction for students whose placement scores indicate this need)
Prerequisite: Placement test
4 credits
This course provides a review of how to use basic operations to manipulate whole numbers, fractions, decimals, and percents. Content includes fundamental operations with integers and an introduction to ratios, proportions and algebraic 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 094 or MAT 094E.

MAT 075 PRE-ALGEBRA – NUMBER SENSE, GEOMETRY
(Formerly MAT 098 Basic Mathematics)
Prerequisite: Placement test
3 credits
This course provides a review of how to use basic operations to manipulate whole numbers, fractions, decimals, and percents. Content includes fundamental operations with integers and an introduction to geometric concepts. 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 094 or MAT 094E.

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
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. 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 094 INTRODUCTORY ALGEBRA
(Formerly MAT 099 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 121† APPLICATIONS FOR BUSINESS AND OTHER CAREERS
(Formerly MAT 103 Applications for Business and Other Careers)
Prerequisite: MAT 094 or appropriate placement test scores
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. Not recommended for science or math majors. Department exit assessment is required.

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. 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 146, MAT 172 or MAT 201.

MAT 136† INTERMEDIATE ALGEBRA
(Formerly MAT 100 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. 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 146, MAT 172 or MAT 201.

MAT 145† MATH FOR ELEMENTARY 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.

MAT 146† MATH FOR THE LIBERAL ARTS
(Formerly MAT 106 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 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.

MAT 172† COLLEGE ALGEBRA
(Formerly MAT 120 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 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 201† STATISTICS
(Formerly MAT 167 Statistics I with Technology)
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 210† CALCULUS I
(Formerly MAT 210 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 Simpson’s rules. Department exit assessment is required.

MAT 211† CALCULUS II
(Formerly MAT 211 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 L’Hospital’s Rule; improper integrals, sequences and infinite series; polar coordinates. Department exit assessment is required.

MAT 268† CALCULUS III: MULTIVARIABLE
(Formerly MAT 212 Calculus III)
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

BOT 180 MEDICAL TERMINOLOGY
(Formerly BOTM 106 Medical Terminology)
Prerequisite: Eligibility for ENG 101
3 credits
This course contains Medical Terminology and Anatomy and Physiology. In this course, students learn the basic structure and functions of the human body and become familiar with common diseases and disorders. The prefixes, roots and suffixes which comprise medical terminology are covered, and that terminology is applied to the body systems studies.
BOT 287 FOUNDATIONS / MANAGEMENT OF MEDICAL INSURANCE
(Formerly BOTM 108 Medical Office Practices and Insurance Reimbursement)
Co-requisite: BOT 180 Medical Terminology
3 credits
This course will cover the clerical and administrative skills necessary to work effectively in a private physician’s office, a multi-specialty clinic, or a hospital setting. These skills include maintaining patients’ medical records including color-coding filing and HIPAA (Health Insurance Portability and Accountability Act). This course introduces the fundamentals of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students access the Internet to research and apply coding concepts and conventions of ICD-9 and CPT-4 coding as they review actual medical records. A hands on experience is provided with a current Windows application medical practice management software application.

MED 125 MEDICAL TERMINOLOGY
Pre-requisites: Eligible for English 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
Pre-or Co-Requisite: 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 access the Internet to research and apply coding concepts and conventions of ICD-9 and CPT-4 coding as they review actual medical records. A hands on experience is provided with a current medical practice management software application.

MED 245 CLINICAL LAB PROCEDURES I
Prerequisite: Admission to the Medical Assistant Program BOT 111 or Co-requisite: 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 112, MED 125 and 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 three hours of clinical laboratory experience per week. Offered spring semester only.

MED 296 COOPERATIVE 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 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 three hours of seminars per week and a minimum of 135 hours of supervised, unpaid externship.

MUSIC

MUS 101 MUSIC HISTORY AND APPRECIATION
(Formerly MU 101 Music and Imagination)
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 world’s 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.

163
MUS 115 MUSIC THEORY I  
(Formerly MU 108 Fundamentals of Music Theory)  
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 – ANCIENT/ MEDIEVAL/CLASSICAL  
Prerequisite: Eligibility for ENG 01  
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 – ROMANTIC AND MODERN  
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 084  
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  
3 credits  
An introductory guitar course, presenting simple notation 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 chorale accompaniment.

MUS 150 CLASS PIANO I  
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 170 COLLEGE CHOIR  
(Formerly MU 111 College Choir)  
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.

NURSING  

NUR 101 INTRODUCTION TO NURSING PRACTICE  
Prerequisites: BIO 211, BIO 212, ENG 101  
8 credits  
The student will focus on concepts basic to nursing practice. Emphasis is placed on application of the nursing process, communication skills, and nursing practice procedure acquisition. Clinical and laboratory experiences offer opportunities to integrate theoretical principles and demonstrate caring and competence in beginning professional role development.

NUR 102 FAMILY HEALTH NURSING  
Prerequisites: NUR 101, BIO 235, PSY 111  
8 credits  
The student will focus on issues affecting the family, including childbearing, childrearing, geriatric care and intermediate health care needs of limited duration. The medical surgical health problems include care for the client in the peri-operative period and the client experiencing orthopedic and simple genito-urinary conditions. The course addresses several psychiatric disorders: anxiety and cognitive disorders, common child and adolescent psychiatric disorders. The student will have clinical rotations that provide experience caring for the childbearing family as well as caring for medical-surgical clients across the lifespan.

NUR 103: PHARMACOLOGY FOR FAMILIES ACROSS THE LIFESPAN  
Prerequisites: NUR 101, BIO 235, PSY 111  
1 credit  
The student will focus on the safe use, pharmacological principles, indications and nursing implications related to drug therapy when caring for individuals and families. Emphasis will be placed on medications used with prenatal, neonatal, pediatric, geriatric and peri-operative clients. The course will stress the general characteristics of selected medications and will include indications, pharmacokinetics, side effects, adverse effects,
contraindications, administration, nursing implications across the life span, client education and relationship to prior learning.

NUR 130 LPN TO RN TRANSITION PRACTICUM
Prerequisites: Connecticut Community Colleges BIO 211, BIO 212, ENG 101, BIO 235, PSY 111, PSY 201, SOC 101, Charter Oak State College NUR 190
Hours: Clinical: 45 hours
(Clinical and laboratory hour distribution is at the discretion of the campus attended.)
1 credit (Pass/Fail)
This course is the final component of the Connecticut League for Nursing LPN to RN Articulation plan for the Connecticut Community Colleges Nursing Program (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 builds upon the content of Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course by providing and integrating content that is specific to the CT-CCNP curriculum. Upon successful completion of Charter Oak State College Nursing 190, this course and the CT-CCNP pre-requisite and concurrent general education courses up to the second year of study, articulation credits are awarded per the escrow model and the LPN advances to NUR 201 and NUR 202. NUR 130 cannot be applied as a free elective toward the CT-CCNP program of Study for the Associate of Science degree in Nursing.

NUR 201 NURSING CARE OF INDIVIDUALS AND FAMILIES I
Prerequisites: NUR 102, NUR 103, PSY 201, SOC 101
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 setting 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
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
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
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
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.

PHILOSOPHY, ETHICS AND RELIGION

PHL 101 INTRODUCTION TO PHILOSOPHY
(Formerly PL 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
(Formerly PL 201 Introduction to Ethics)
Prerequisite: ENG 101
3 credits
This course introduces the student to the major philosophical theories about values. Topics include values based on the search for happiness, religion, economics and the material world, social and political structures and natural law. In addition, the last part of the course focuses on contemporary moral problems.

PHL 112 MEDICAL ETHICS
(Formerly PL 208 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
(Formerly PL 203 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 systems, 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
(Formerly PL 205 Ethics in 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 Lahiri, Victor Hugo, Ursula LeGuin and Nathaniel Hawthorne will be used to focus attention on 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 124 ENGINEERING ETHICS
(Formerly PL 207C Philosophical Issues in Contemporary Life)
Prerequisite: Eligibility for ENG 101
3 credits
This course explores the philosophical and moral dimensions of real-life engineering concerns. It will seek to stimulate critical reflection by combining practical insights from engineering practice with perspectives drawn from ethical theories while considering moral dilemmas. Topics may include engineering as social experimentation, commitment to safety, workplace responsibility and rights, and environmental concerns.

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 narrative of and about societal roles of sex, gender, etc.

PHL 131 LOGIC
(Formerly PL 107 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
(Formerly PL 106 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
(Formerly PL 105 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 NON-WESTERN PHILOSOPHY
(Formerly PL 110 Values and Traditions in non-Western Cultures)
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 course’s 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 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.
PHL 199 SPECIAL TOPICS IN PHILOSOPHY  
(Formerly Pl. 207 Philosophical Issues in Contemporary Life)  
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.

PHYSICAL ACTIVITIES  
Course Difficulty: B=Beginner; I=Intermediate; A=Advanced; S=Senior Approved  

HPE 108 STRENGTH AND TONE: I, A  
.5 credit  
Strength and Tone is a challenging course designed to build muscular strength and endurance in a non-traditional way. This course will teach the student how to use alternate types of resistance tools such as medicine balls, resistance cords, etc. Through this course the student will understand the fundamentals of alternate resistance programs and will be able to develop training protocols for themselves.

HPE 115 WEIGHT TRAINING: B  
.5 credit  
This course is designed to give a basic understanding of the effects of resistance training on the human body. The course will include a combination of lectures, demonstrations, and physical activity. The student will understand the fundamentals of lifting, be able to operate all resistance equipment, and develop resistance training protocols.

HPE 121 ABS AND LOWER BODY: I, A  
.5 credit  
This course is designed to target the mid-section of the body. Appropriate back care, posture, and abdominal exercises will be demonstrated and practiced. The student will be educated in basic concepts of abdominal training and will understand the benefits of strong abdominal and lower back muscles.

HPE 126A MAT BASE PILATES: B, I  
.5 credit  
Developed in the 1920s by Joseph H. Pilates this form of exercise combines the concept of strong body with strong mind. Mat Pilates will focus on core strength, stabilization, and proper breathing through various movements. The student will not only benefit physically from Pilates, they will also understand its basic theory and fundamentals.

HPE 135C TAI CHI: B, S  
.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.

HPE 145 CAPOEIRA: I, A  
.5 credit  
Capoeira is an Afro-Brazilian martial arts dance form. It was created in the 16th Century by Africans as a way to protect themselves against the slave owners. This unique form of martial arts is disguised within rhythmic music, dance, and gymnastics. This course is designed to provide the history of Capoeira and allow the student to experience its multiple benefits. This is a non-contact course.

HPE 146 SELF-DEFENSE: B  
.5 credit  
This course introduces the student to the broad area of self-defense from a variety of perspectives. Particular attention is paid toward the teaching of respect, self-discipline, confidence, and concentration. Students will be able to practice tactics to escape and protect themselves against offenders.

HPE 173A CARDIO KICKBOXING: I, A  
.5 credit  
By incorporating the basic concepts of kickboxing this course will also provide cardiovascular benefit to the student. This fast paced, intense class will include moves such as punching, kicking, and blocking. The student will be able to understand the benefits of cardiovascular training through non-traditional approaches such as Cardio Kickboxing.

HPE 173B KICKBOXING: I, A  
.5 credit  
Kickboxing is designed to incorporate a combination of martial arts and self-defense skills. This course will involve the use of focus pads, kick pads, wraps, and heavy bags. At the completion of this course students will understand the basic fundamentals and theories of kick box training. This is a non-contact course.

HPE 260 YOGA: B, S  
.5 credit  
This 6,000 year old ancient practice will teach the student the true meaning of union by combining physical, mental, and spiritual states of wellness. The course is designed to provide the history of yoga, its theory and benefits, and afford the student an opportunity to experience this art first hand.

HPE 270 BALLROOM DANCE: B, S  
.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.

HPE 276 BELLY DANCING: B, I  
.5 credit  
Belly Dancing is designed to provide the student with the basic fundamentals of this unique style of dancing. Upon completion of this course the student will understand the history and origin of belly dancing.

HPE 279A LATIN DANCE: B, S  
.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.

HPE 280 ZUMBA: I, A  
.5 credit  
This course provides an introduction to the Latin dance-based fitness program that combines a moderate intensity aerobic workout with a party atmosphere. Students will learn simple dance moves to a variety of international music and be shown how they can be structured into a challenging exercise routine. What constitutes cardio-respiratory fitness and its values to the individual is discussed.

PHYSICAL THERAPIST ASSISTANT  

PTA 120 INTRODUCTION TO PHYSICAL  
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.
Consortium of gait, balance, and developmental activity therapy will also be discussed. 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 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 230 PHYSICAL AGENTS IN PHYSICAL THERAPY**

Prerequisites: Successful completion of PTA 235 and PTA 253
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 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 258 PTA IN THE HEALTHCARE ARENA**

Prerequisites: Successful completion of PTA 250, 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 therapist 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. Consists of 280 clinical hours; full-time (approximately 40 hours per week) for seven weeks. Takes place after PTA 262 in the last seven weeks of the semester.

**PHYSICS**

**PHY 121 GENERAL PHYSICS I**

(Formerly PHY 111 General Physics II)
Prerequisite: MAT 136; ENG 101
Co-requisite: PHY 122 if PHY 122 will be taken the following semester
Recommended: MAT 186
4 credits

This course is a survey of mechanics, heat, wave motion and sound with applications. Three hours of class work; three hours of laboratory per week. Usually offered in the fall semester.

**PHY 122 GENERAL PHYSICS II**

Prerequisite: MAT 172; ENG 101; PHY 121 or consent of instructor
Recommended: MAT 186
4 credits

A survey of light, electricity and modern physics. Three hours of class work and three hours of laboratory per week. Usually offered in the spring semester.

**PHY 221 CALCULUS-BASED PHYSICS I**

(Formerly PHY 205 Physics for Scientists and Engineers I)
Prerequisite: MAT 256 or consent of instructor
4 credits

Introduction to classical mechanics from basic physical measurements through the dynamics of rotational motion. This course will include Newton’s laws, work, energy, conservation laws and conditions for equilibrium. This is a calculus-based physics course. Usually offered in the fall semester.

**PHY 222 CALCULUS-BASED PHYSICS II**

Prerequisites: PHY 221 and MAT 256
4 credits

Topics covered in this course will be hydrodynamics, thermodynamics, Coulomb’s law, electric and magnetic fields, circuits, and optics. This is a calculus-based physics course. Usually offered in the spring semester.
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 world’s 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
(Formerly PS 101 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 084
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) that provides a comprehensive overview of the discipline of psychology, 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 socio-cultural 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 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 examination and analysis of the social forces that underlie, shape, and alter individuals’ 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 the major theoretical conceptualizations, research methods, diagnostic categories, and treatment interventions of mental and behavioral disorders. Specific topics may include mood, anxiety, psychotic, personality, substance related, eating, and developmental disorders. This course emphasizes analysis of physiological processes, environmental influences, and socio-cultural forces that underlie and shape human deviance and psychopathology.

PSY 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.

RECREATION AND LEISURE STUDIES

RLS 121 INTRODUCTION TO THERAPEUTIC RECREATION SERVICES
Prerequisite: Eligibility for ENG 101
3 credits
This course provides the student with an overview of the therapeutic recreation field including the various populations to be served and the philosophic and practical concepts basic to the profession. It is a course of study which covers the characteristics of various disabilities, the roles and functions of therapeutic recreation and an analysis of both the theoretical and practical competencies required of the therapeutic recreation profession. Offered fall semester only.

RLS 129 FIELD WORK IN THERAPEUTIC RECREATION I
Prerequisites: RLS 121; ENG 101
3 credits
Students initiate their field work in recreation with this practicum. The course includes approximately 90 hours of involvement by the student in a recreation agency plus three on-campus seminars during the field experience.

RLS 215 RECREATION LEADERSHIP AND SUPERVISION
Prerequisite: Eligibility for ENG 101
3 credits
Development of leadership and supervision skills and techniques applicable to a variety of recreation areas are covered in this course. Emphasis is placed on students obtaining a practical knowledge of group situations and the principles necessary for effective leadership. Opportunities are afforded to observe recreation leaders in actual leadership and supervisory roles.

RLS 221 THERAPEUTIC RECREATION PROGRAMMING
Prerequisite: Minimum grade of C in RLS 121
3 credits
A course of study which includes the principles and practices of program planning for therapeutic recreation. The course covers a wide spectrum of activities designed for special populations including the development, implementation and evaluation of the programs. Intervention techniques related to situations and problems confronting a therapeutic recreator are covered.

RLS 229 FIELD WORK IN THERAPEUTIC RECREATION II
Prerequisites: ENG 101, RLS 121
3 credits
This work experience gives the student continuing practical experience in developing recreational leadership skills. The student should work as a direct leader, with responsibility for planning, conducting and evaluating an activity program. Students will attend field placement seminars over the semester. This course includes 125 hours in the field.

RESPIRATORY CARE

RSP 111 MEDICAL PHYSICS
Prerequisite: ENG 101, BIO 211, CHE 111
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:** BIO 212, PSY 111, RSP 111, RSP 141  
**Co-requisites:** BIO 235, 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 fall semester only.*

**RSP 141 PRINCIPLES OF RESPIRATORY CARE**  
(Formerly RC 101 Introduction to Respiratory Care)  
**Prerequisites:** BIO 211, CHE 111, ENG 101  
**Co-requisites:** BIO 212, PSY 111, RSP 111  
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. Three hours of class and four hours of laboratory practice per week. *Offered fall semester only.*

**RSP 151 CARDIOPULMONARY PATHOPHYSIOLOGY**  
**Prerequisites:** BIO 212, PSY 111, RSP 111, RSP 141  
**Co-requisites:** BIO 235, 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:** BIO 212, PSY 111, RSP 111, RSP 141  
**Co-requisite:** BIO 235, 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. Three hours of class, 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**  
(Formerly RC 201 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:** ENG 102, RSP 201, RSP 272, RSP 291  
**Co-requisites:** COM 173, IDS 210, IDS 230  
7 credits

This course focuses on basic cardiac and neurologic 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 CRT credentialing examination is required for course completion. Three hours of class and 16 hours of clinical experience per week. *Offered spring semester only.*

**RSP 281 ADVANCED CLINICAL PRACTICUM**  
**Prerequisite:** BIO 235, 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. Three hours of class; four hours of laboratory practice; and 16 hours of clinical per week. *Offered summer session only.*

**RSP 291 PREGNATAL CARE AND PEDIATRIC RESPIRATORY CARE**  
(Formerly RC 203 Pediatric/Neonatal Respiratory Care)  
**Prerequisite:** RSP 281  
**Co-requisites:** ENG 102, RS 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.*

**RESTAURANT / FOOD SERVICE MANAGEMENT**  
(See HOSPITALITY MANAGEMENT AND CULINARY ARTS)

**SCIENCES (GENERAL)**

**AST 101 PRINCIPLES OF ASTRONOMY**  
(Formerly GS 100 Principles of Astronomy)  
**Prerequisite:** Eligibility for 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 appreciation of the beauty and order of the universe. Two hours of class; two hours of laboratory per week.

**BIO 111 INTRODUCTION TO NUTRITION**  
(Formerly GS 105 Introduction to Nutrition)  
**Prerequisite:** Eligibility for ENG 084  
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  
(Formerly BI 112 Applied Nutrition)  
Prerequisite: Eligibility for ENG 101  
Co-requisite: any Hospitality Management or  
Culinary Arts course.  
Open to Hospitality Management and  
Culinary Arts students only.  
Required for all Hospitality Management and  
Culinary Arts students.  
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. Two hours  
of class work; two hours of demonstration in the  
kitchen per week. This course can only fulfill a  
science requirement for Hospitality Management  
and Culinary Arts students.

GLG 121 PHYSICAL GEOLOGY  
(Formerly GS 103 introduction to 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 labora-  
tory per week.

SCI 114 SURVEY OF SCIENCE  
(Formerly SCI 104 Survey of Science)  
Prerequisite: ENG 101, eligibility for MAT  
136 or the equivalent  
4 credits

Explores basic concepts of physics, chemistry and  
biology focusing on the interrelatedness of these  
disciplines through lecture, demonstrations, com-  
puter simulations, group collaborations, and may  
include field trips. The topics covered will include  
chemistry (atomic structure, elements, periodic  
table, simple reactions), biology (characteristics of  
living things, cell cycle, dna and genetics, ecology  
and the environment), physics (energy, heat, tem-  
perature 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 physi-  
cists. This course fulfills the IDS requirement.

SCI 294 COOPERATIVE WORK  
EXPERIENCE  
Prerequisite: Permission of the program director  
and Cooperative Education 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 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 assign-  
ment to receive credit.

SOCIOLOGY

SOC 101 PRINCIPLES OF SOCIOLOGY  
Prerequisite: Eligibility for ENG 101  
3 credits

This course is an introduction to the field of soci-  
ology, 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  
(Formerly SO 105 Marriage, the Family and  
Contemporary Couples)  
Prerequisite: Eligibility for ENG 101  
3 credits

An in-depth exploration of traditional and Non-  
traditional 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. Partic-  
ular emphasis is given to interpersonal commu-  
nication, enabling students to draw upon personal  
experiences and apply their newfound learning to  
their own relationships, present and future.

SOC 114 SOCIOLOGY OF AGING  
Prerequisite: Eligibility for ENG 101  
3 credits

This course deals with the emotional, psycholo-  
gical, 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.

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 result-  
ing changes in American society and culture.

SOC 225 DEATH AND DYING  
Prerequisite: ENG 101, SOC 101 or  
permission of the instructor  
5 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, bereave-  
ment, 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.

SOC 253 / HP* ELVIS PRESLEY AND THE  
AMERICAN DREAM  
Prerequisite: ENG 101, SOC 101 OR  
permission of the instructor  
5 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.

SOC 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, form 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, anti-  
war and feminist movements will be examined.  
The growth and on-going development of the  
music responsible for changing, chronicling, and  
everally redefining the very society from which it  
sprung will be covered.
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.

SPEECH
(See Communication and Speech)

TELEVISION PRODUCTION
(See Communication and Speech)

THEATER ARTS

THR 101 INTRODUCTION TO THEATER
(Formerly STA 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
(Formerly STA 115 History of Theater I)
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
(Formerly STA 116 History of Theater II)
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
(Formerly STA 110 The American Musical Stage)
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: Eligibility for ENG 101
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
(Formerly STA 136 Theater Practicum I)
Prerequisite: Eligibility for ENG 101 and permission of instructor
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
(Formerly STA 202 Acting II)
3 credits
A continuation of 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
(Formerly STA 106 Directing I)
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
(Formerly STA 111 Summer Musical Theater Workshop)
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
(Formerly STA 214 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.

WEB DESIGN
(See Art, Graphic Design, Web Design, Animation)

WELLNESS

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.
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 women’s experiences in work and family, health and sexuality, creativity and politics. In looking at these subjects, it acknowledges the history of women’s subordination and examines women’s 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 106 / 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 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 211 / PSY 211 PSYCHOLOGY OF WOMEN
(Formerly PY 210 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
Prerequisite: HIS 101, 102, 201 or 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?

WMS 269 / GER 269 WOMEN IN FILM AND LITERATURE II
Prerequisite: GER 202 or permission of the instructor
3 credits
A continuation of GER 268, this course provides an examination of women in film and literature in German speaking countries from 1945 to the present. The works of internationally know modern filmmakers will be discussed, as well as selected essays, short stories and poetry by current women writers. Both genres reflect the role women play in society as viable partners in German-speaking countries as well as in a United Europe.
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M.Ed., Springfield College  

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M.S.W., University of Pennsylvania  
Ph.D., Hofstra University  

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M.A., Teachers College, Columbia University  
Ph.D., State University of New York, Stony Brook  

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J.D., UCLA School of Law  

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Ernest Wiegand  
Professor and Coordinator, Archaeology as an Avocation Program  
B.S., University of Connecticut  
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Joan Parris  
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Adjunct Faculty, Early Childhood Education  
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M.A.T., Sacred Heart University  

Kathleen D. Coppola  
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Marie-Ange Nicolas  
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Catherine Neiswonger  
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Adjunct Faculty, Early Childhood Education Program  
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M.A., Nova South Eastern University  

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*Part-time
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Tara McLean
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Liz Martin
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B.A., Albertus Magnus College

Robert Raphael
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B.S., M.A., Brooklyn College

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M.B.A., Quinnipiac University

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B.A., Sacred Heart University
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Deborah Edwards
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B.A., University of Delaware

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B.A., College of William and Mary
M.A., Ph.D., Columbia University

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B.S., Southern Connecticut State University

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B.S., M.S., Albertus Magnus College

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Director of Institutional Advancement and Strategic Planning
B.A., University of Connecticut
J.D., Quinnipiac University School of Law (formerly University of Bridgeport School of Law)

Administrative Services

Rose R. Ellis
Dean of Administration
B.S., M.L.S., Wayne State University
Ph.D., Capella University

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B.S., Sacred Heart University

BOOKSTORE

Kevin Gibson
Director

BUILDING MAINTENANCE

Anthony Centopanti
Building Maintenance Supervisor

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Thomas Charron
Alvin Collins
Jeffrey Howard
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M.B.A., University of Bridgeport

EVERETT I.L. BAKER LIBRARY

Linda P. Lerman
Director of Library Services
B.A., M.L.S., University of Michigan
M.A., Jewish Theological Seminary of America
M.B.A., Sacred Heart University

Curleen Elliot
Reference Librarian
B.A., Haverford College
M.L.S., San Jose State University

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B.A., Wheaton College
M.L.S., Southern Connecticut State University

*Part-time
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B.S., Southern Connecticut State University

Paula C. Podlaski  
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B.S., Southern Connecticut State University

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B.A., Stockholm-Uppsala Universities  
M.L.S., Long Island University

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B.A., M.L.S., Southern Connecticut State University  
M.S., University of New Haven

**FACULTY SERVICES**

M. Gigi Brayboy  
*Administrative Assistant*

Ora Peart*  
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**FINANCIAL AID SERVICES**

Norma McNerney  
*Director of Financial Aid*  
B.S., M.A., Bradley University

Bennyta Clator  
*Associate Director of Financial Aid Services*  
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*Financial Aid Services Assistant*  
A.S., Gateway Community College

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*Financial Aid Assistant*  
A.S., Norwalk Community College

Alfred Thomas, Jr.  
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B.S., M.S., Southern Connecticut State University

**BUSINESS OFFICE**

Carrie McGee-Yuroff  
*Director of Finance*  
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A.S., Housatonic Community College

Fifi Coon  
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Rafaela Garcia-Almeida  
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B.S., Widener University

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*Director, Marketing and Public Relations*  
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A.S., Norwalk Community College

Altiman Watson  
*Purchasing Clerk*

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---

**Student Services Division**

Robert H. Baer  
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---

**ADMISSIONS OFFICE**

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---

**CAREER CENTER**

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E.M.B.A., University of New Haven

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**COUNSELING CENTER**

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Ph.D., University of Rochester

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---

**RECORDS AND REGISTRATION OFFICE**

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Milton Goldstein
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Erika Vogel, L.P.C.
Registrar

Rafaela Betty Volpe
ESL Program Coordinator

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Assistant Professor, Electrical Engineering Technology
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>FACULTY</th>
<th>CAMPUS OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enrichment and First-Year Experience Division</td>
<td>E. DelVecchio</td>
<td>W209b</td>
<td>857-7258</td>
<td>edelvecchio</td>
</tr>
<tr>
<td>Accounting</td>
<td>A. Romeo</td>
<td>W207</td>
<td>857-7271</td>
<td>aromeo</td>
</tr>
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<td></td>
<td>T. Scott</td>
<td>W207</td>
<td>857-7358</td>
<td>tscott</td>
</tr>
<tr>
<td>Archaeology</td>
<td>E. Wiegand</td>
<td>W236</td>
<td>857-7377</td>
<td>ewiegand</td>
</tr>
<tr>
<td>Architectural Engineering Technology</td>
<td>J. Bigosinski</td>
<td>W233</td>
<td>857-7159</td>
<td>jbigosinski</td>
</tr>
<tr>
<td>Art (Fine Arts/Studio Arts)</td>
<td>J. Fucigna</td>
<td>W236</td>
<td>857-3323</td>
<td>jfucigna</td>
</tr>
<tr>
<td>Athletic Coaching</td>
<td>T. Griese</td>
<td>H011-B</td>
<td>857-7195</td>
<td>tgriese</td>
</tr>
<tr>
<td>Building Efficiency and Sustainable Technology (BEST)</td>
<td>E. Gribin</td>
<td>W234</td>
<td>857-7345</td>
<td>egribin</td>
</tr>
<tr>
<td>Business Administration/Transfer</td>
<td>L. Barone (A-M)</td>
<td>W207</td>
<td>857-7333</td>
<td>lbarone</td>
</tr>
<tr>
<td></td>
<td>K. Gray (N-Z)</td>
<td>W207</td>
<td>857-3359</td>
<td>kgray</td>
</tr>
<tr>
<td>Child Development Associate Credential</td>
<td>K. Coppola</td>
<td>E112</td>
<td>857-7119</td>
<td>kcoppola</td>
</tr>
<tr>
<td>Communication Arts</td>
<td>J. Shields</td>
<td>E115-A</td>
<td>857-7338</td>
<td>jshields</td>
</tr>
<tr>
<td>Computer Science</td>
<td>T. Duffy</td>
<td>W250</td>
<td>857-6892</td>
<td>tduffy</td>
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<tr>
<td>Computer Security</td>
<td>P. Cassidy</td>
<td>W250</td>
<td>857-7336</td>
<td>pcassidy</td>
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<tr>
<td>Construction Technology</td>
<td>J. Bigosinski</td>
<td>W233</td>
<td>857-7159</td>
<td>jbigosinski</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>A. Seaborn</td>
<td>W212</td>
<td>857-7096</td>
<td>aseaborn</td>
</tr>
<tr>
<td>Design for the Web</td>
<td>J. Alvord</td>
<td>W106g</td>
<td>857-6890</td>
<td>jalvord</td>
</tr>
<tr>
<td>Developmental English</td>
<td>M. Butcaris</td>
<td>W209c</td>
<td>857-7191</td>
<td>mbutcaris</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>K. Coppola</td>
<td>E112</td>
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<td>kcoppola</td>
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<tr>
<td></td>
<td>M. Dana-Conway</td>
<td>E112</td>
<td>857-7116</td>
<td>mdana-conway</td>
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<td>J. Parris</td>
<td>E116</td>
<td>857-3381</td>
<td>jparris</td>
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<td>J. Wood</td>
<td>E112</td>
<td>857-7352</td>
<td>jwood</td>
</tr>
<tr>
<td>Engineering Science (Pathway)</td>
<td>J. Karnowski</td>
<td>W012</td>
<td>857-3378</td>
<td>jkarnowski</td>
</tr>
<tr>
<td>English as a Second Language (credit)</td>
<td>C. Machado</td>
<td>E206</td>
<td>857-7176</td>
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</tr>
<tr>
<td>English as a Second Language (non-credit)</td>
<td>D. Daych</td>
<td>E202</td>
<td>857-6881</td>
<td>ddaych</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>P. Gallo</td>
<td>H011-A</td>
<td>857-7194</td>
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<tr>
<td>Foreign Language Sequence</td>
<td>A. Dam</td>
<td>E224</td>
<td>857-7362</td>
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<tr>
<td>General Studies</td>
<td>Student Success Center</td>
<td>E107</td>
<td>857-7255</td>
<td>counseling</td>
</tr>
<tr>
<td>Gerontology</td>
<td>C. Harker</td>
<td>W106h</td>
<td>857-7013</td>
<td>charker</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>J. Alvord</td>
<td>W106g</td>
<td>857-6890</td>
<td>jalvord</td>
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<tr>
<td>Health Office Information Specialist</td>
<td>D. Kiraly</td>
<td>H109</td>
<td>857-3321</td>
<td>dikiraly</td>
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<td>D. Ury</td>
<td>H112</td>
<td>857-7213</td>
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<tr>
<td>High School Partnership</td>
<td>W. Chagnon</td>
<td>E106</td>
<td>857-7090</td>
<td>wchagnon</td>
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<tr>
<td>Honors Program</td>
<td>C. Milton</td>
<td>E221</td>
<td>857-7224</td>
<td>cmilton</td>
</tr>
<tr>
<td>Hospitality Management and Culinary Arts</td>
<td>T. Failla</td>
<td>W127</td>
<td>857-7303</td>
<td>tfailla</td>
</tr>
<tr>
<td>Hotel/Motel Management</td>
<td>T. Failla</td>
<td>W127</td>
<td>857-7303</td>
<td>tfailla</td>
</tr>
<tr>
<td>Human Services</td>
<td>C. Harker</td>
<td>W106h</td>
<td>857-7013</td>
<td>charker</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>FACULTY</th>
<th>CAMPUS OFFICE</th>
<th>PHONE</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Insurance and Financial Services</td>
<td>R. Bealer</td>
<td>W207</td>
<td>857-7177</td>
<td>rbealer</td>
</tr>
<tr>
<td>Interior Design</td>
<td>J. Bigosinski</td>
<td>W233</td>
<td>857-7159</td>
<td>jbigosinski</td>
</tr>
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<td>Legal Assistant</td>
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(Note: All e-mail addresses end with @norwalk.edu)
If you have never attended Norwalk Community College and wish to enroll in a Degree, Certificate or non-degree program, please follow items 1-6 below.

1. Complete all pages of this application and attach a copy of the completed immunization form and high school diploma or transcripts.
2. Return this completed form and a non-refundable $20.00 application fee to the NCC Business Office, Room 103, East Campus, 188 Richards Avenue, Norwalk, CT 06854-1655. Please make checks payable to: NCC. Other methods of payment are: cash, money order, MasterCard, Visa or Discover. The application fee is waived if you have previously applied to another Connecticut Community College. An acceptance letter with your Student I.D. number will be sent to you via email.
3. Use your NCC-ID Number to schedule a placement test. From NCC’s web page, www.norwalk.edu, scroll over Admissions and click “Schedule a Placement Test.” All new students are required to take a Placement Test prior to enrolling at NCC.

YOU MAY BE EXEMPT IF:
(a) You have completed college-level English and/or college-level mathematics; or
(b) Your SAT or ACT scores meet certain minimums. Check the Placement Test page of the NCC website for exemptions.
4. If you are applying to a degree or certificate program or applying for financial aid, you must have proof of high school graduation or GED results sent to the Admissions Office.
5. All degree/certificate seeking and full-time students born after 1956 must submit proof of immunizations including two doses each of measles, mumps, rubella, and varicella.
6. Contact the Counseling Center at (203) 857-7033 for advising information or if seeking advanced standing based upon credit transferred from other colleges, CLEP examination credit or experiential learning credit. Official transcripts from other colleges should be sent to the Admissions Office. If you wish to have prior college credits transferred, request a “Transcript Evaluation Request” form and submit it to the NCC Counseling Center.

*READMIT STUDENTS*

Former NCC students who have not registered for two or more consecutive years must apply for re-admission. There is no application fee for readmit students. Please follow items 1-5 if you wish to enroll in a degree/certificate program or as a non-degree student.

If you are readmitting under a different name, you must submit a legal document (such as a marriage certificate) of the new name.

1. Complete all pages of this application. Attach immunization information if necessary.*
2. Return completed application to the NCC Admissions Office, Room 103, East Campus, 188 Richards Avenue, Norwalk, CT 06854-1655.
3. If you will be pursuing a degree or certificate, have proof of high school graduation or GED results sent to the Records Office unless previously submitted.
4. Contact the Counseling Center at (203) 857-7033 to schedule an advising appointment or to transfer in credits.
5. The Fresh Start Option gives the readmitting student who has a GPA below 2.0 an opportunity to start again without the burden of a poor academic history. Contact the Records Office for more information.

*Upon re-admission, students will be subject to the curriculum requirements and immunization laws in existence at the time of their re-admission.

STUDENTS WITH DISABILITIES

For service or information regarding disabilities please contact the Coordinator of Disability Services at (203) 857-7192. If you are unable to utilize a staircase please visit the Disability Services webpage on the NCC website to plan for Emergency Evacuations.
APPLICATION FOR ADMISSION

Applicant’s Legal Name

(Last) (First) (Middle)

Former Last Name(s) - - / / Gender: M / F

(Social Security Number is requested for purposes of financial aid, federal income tax benefits, the provision of some College services, accuracy of student records and other business purposes.)

Mailing Address

Street

City

State Zip

Permanent Address

(If different)

Street

City

State Zip

Telephone

Home Work Cell

E-mail

(used for correspondence from the College)

Have you ever attended this college? ☐ Yes ☐ No

If yes, when?

Have you previously attended a CT Community College? ☐ Yes ☐ No

If yes, where?

For which semester are you applying? ☐ Fall (Sept-Dec) ☐ Spring (Jan-May) ☐ Winter (Dec-Jan) ☐ Summer (Jun-Jul) Year

CITIZENSHIP

Are you a United States citizen? ☐ Yes ☐ No

If no, are you a Permanent Resident? (Green Card holder) ☐ Yes ☐ No

ETHNICITY/ RACE

Please provide the following ethnicity and race data. This information is requested on a Voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

What is your race? Select one or more:

☐ White (10) ☐ Black or African American (20) ☐ Asian (45) ☐ American Indian or Alaskan Native (50)

☐ Native Hawaiian or Other Pacific Islander (80) ☐ Other (90)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a Bachelor’s Degree (4-year College Degree) or higher? ☐ Yes ☐ No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? ☐ Yes ☐ No (ACTD)

Are you currently a member of the National Guard or Reserve? ☐ Yes ☐ No (NGRE)

Have you ever served in the U.S. armed forces? ☐ Yes ☐ No (VET1)

Are you a dependent of a member of the U.S. armed forces? ☐ Yes ☐ No (VETD)

If you answered “Yes” to any of these questions you may be entitled to benefits and you should meet with the College’s Veterans Certifying Official (VCO).

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. ☐ Yes ☐ No

2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. ☐ Yes ☐ No

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

3. ☐ Check here if applying under the New England Regional Student program (NEBHE).

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.
DEGREE STATUS

In which Degree/Certificate program are you planning to enroll?  

Write major code above. Use list of majors/codes on back of application.

You must declare a major if applying for financial aid. You must be in immunization compliance to be accepted into your chosen major.

HIGHEST DEGREE LEVEL (check one only)

- No High School Diploma or GED (01)
- Undergraduate Certificate (05)
- Master's Degree (09)
- First Professional Degree (J D, MD, DDS, LLB) (12)
- High School Diploma or GED (02)
- Associate's Degree (07)
- Other Advanced Degree (10)
- Sixth-Year Certificate (13)
- Some College (06)
- Bachelor's Degree (08)
- Doctoral Degree (11)
- Other Advanced Degree (10)

EDUCATIONAL GOALS

- Certificate (credit) (CT)
- Transfer without an Associate's Degree (DN)
- Improve English Skills/Proficiency (ES)
- Associate's Degree (DG)
- Job Preparation/Retraining Course (J B)
- Developmental (College Preparation) Education (DV)
- Fulfill other college's requirements (AC)
- Job Promotion (J P)
- Transfer with an Associate's Degree (DT)
- Personal Development Course(s) (PD)
- Unsure at this time (UN)

ACADEMIC BACKGROUND

Do you have a High School Diploma?  

- Yes
- No

Name of High School__________________________Town_____________________________State_____Country _______________

Do you have a General Equivalency Diploma (GED)?  

- Yes
- No

Year______ GED Number________ Town/State  __________________

Do you have an Adult High School Diploma?  

- Yes
- No

Graduation Year___________Town/State________________________________

Do you have a Home School Diploma?  

- Yes
- No

Graduation Year___________Town/State_____________________________________

Have you participated in the High School Partnership Program through the CT Community Colleges?  

- Yes
- No

Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges?  

- Yes
- No

PREVIOUS COLLEGE BACKGROUND

College/University Name       State     Dates of Attendance    Graduation Date      Degree Awarded

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

INTERNATIONAL STUDENT INFORMATION

Are you an International Student who needs an I-20 form for an F1 Visa?  

- Yes
- No

Other Visa Holder (indicate type)______________________________ Visa Admission Number ______________________________________

Visa Start Date_______________________________________    Visa End Date _____________________________________________

International Address _________________________________________________________________________________________________

EMPLOYMENT INFORMATION

- Employed Full Time
- Employed Part-time
- Unemployed

Name of Employer___________________________________Address of Employer_________________________________________________

Title/Position_______________________________________ Does your Employer have a Tuition Reimbursement Program?  

- Yes
- No

E-MAIL COMMUNICATIONS

I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.

Signature: _________________________________________________________   Date: _____________________________________

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other 

necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining 
to me to another College in the Community College System or to the System’s administrative office. Accordingly, I hereby authorize the College 
to release or allow access to such information to those indicated for the purposes described.

Signature: _________________________________________________________   Date: _____________________________________

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. 

If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any 

misleading information provided by me on this application may be cause for dismissal. I understand that information 
collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Student Signature_________________________________________________________________________Date_______________________

Parent/Guardian Signature (if under 18)_______________________________________________________Date_______________________
MAJOR CODES

Please use the appropriate code below to designate your choice of major on preceding page of this application.

Use Major Code: DZ99 if you are not pursuing a degree or certificate at this time. Use Major Code: DA01 if you are in the High School Partnership program.

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**CERTIFICATE PROGRAMS**

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<td>Film and Television Production</td>
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* Denotes Selective Admissions Program with limited enrollment. Consult the college catalog for specific admission requirements and deadlines.

# Open only to students who have an Associate or Bachelor’s degree.
Declaration of Eligibility for In-State or NEBHE Tuition Rate

Name of Applicant: ___________________________________  ID@____________________

I am eligible for in-state tuition rate based on one or more of the following (Insert initials in the appropriate spaces):

1. ____ I can demonstrate that Connecticut is my permanent home even though I have resided in the State for less than one year.

2. ____ I am the spouse of a person who is eligible for in-state tuition.

3. ____ I am under eighteen years of age, am dependent on my parents and my parent is eligible for in-state tuition.

4. ____ I am a member of the armed forces stationed in Connecticut on military orders.

5. ____ I am under eighteen years of age, dependent on my parents and my parent is a member of the armed forces stationed in Connecticut.

6. ____ I am under eighteen years of age, dependent on my parents and have been continuously in attendance at a school or schools in Connecticut in a degree program in which I am currently enrolled, without yet attaining a degree. During this period, my parent, a member of the armed forces, was stationed in Connecticut but he/she has now been transferred on military orders.

7. ____ My spouse or parent, upon whom I am dependent, has moved to the State and resided here for at least six consecutive months, is employed full-time and has established Connecticut as his/her permanent home.

8. ____ I am under eighteen years of age, dependent on my parents and have been continuously in attendance at a school or schools in Connecticut in a degree program in which I am currently enrolled, without yet attaining a degree. My parents had established Connecticut as their permanent home but they have now left the State.

9. ____ I am a student from another state, territory or possession of the United States, the District of Columbia or the Commonwealth of Puerto Rico who has (a) attended for three years and graduated from a Connecticut high school, and (b) was sponsored, housed and supported during attendance at such school by a program, such as the "A Better Chance" program, established as a nonprofit organization that raises charitable funds on the local level for the purpose of giving students who are minority students, from single parent homes or live in poverty, an opportunity to attend school in a different environment. (For purposes of this subdivision, "minority student" means a student whose racial ancestry is defined as other than white by the Bureau of Census of the United States Department of Commerce.)

10. ____ I can demonstrate that Connecticut is my permanent home even though I am not a citizen of the United States.

11. ____ Public Act 11- 43 - I reside in the state of Connecticut; do not have a visa permitting temporary entrance into the U.S. for a specific purpose; have completed at least four years of high school in Connecticut; have graduated from a high school in Connecticut, or the equivalent; and have applied or will be applying to legalize my immigration status as soon as I am eligible to do so.
I qualify for the NEBHE tuition rate because I am a non-Connecticut resident enrolled in a degree program at a Connecticut Community College and (check at least one):

1. ____ My travel time to ___________ Community College is less than it would be if I were attending a similar in-state institution.
2. ____ My chosen degree program (____________) does not exist in my home state.

Certification

I certify that, to the best of my knowledge and belief, I am eligible for in-state tuition or NEBHE tuition as indicated above. However, I understand that I will be considered to be out-of-state until I provide sufficient evidence to support my eligibility for in-state tuition.

I understand that if I have misrepresented my eligibility for in-state tuition, I may be subject to sanctions under the Student Conduct Policy of the Board of Trustees and my admission to the Connecticut Community Colleges may be revoked. In addition, I will be obligated to reimburse the College for the difference between the in-state tuition and out-of-state tuition rate for the period during which I paid the in-state tuition rate to which I was not entitled.

I acknowledge and understand that in order to recover any monies that I owe on account of my payment of the in-state tuition rate to which I was not entitled, the College may pursue all lawful means available to it, including but not limited to the application of any monies held by the College to the amount that I owe for tuition and fees, which I hereby authorize; withholding transcripts until all amounts owed are paid; and any available civil and/or criminal remedies.

_______________________________________  Date: ______________________
Applicant Signature

_______________________________________
Printed Applicant Name

FOR COLLEGE USE ONLY:

Based upon the foregoing declaration of the applicant and the review of the following documents, the applicant has been determined to be eligible for in-state tuition:

Documents reviewed:

_______________________________________  Date: ______________________
Signature of Approving College Employee

_______________________________________
Printed Name of Approving College Employee