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Welcome
It is a pleasure to welcome you to Capital Community College. We are proud to be able to offer you a quality educational experience in an accessible, affordable, nurturing environment and we are 100 percent committed to student success.

Located in the center of Hartford, our campus is surrounded by dozens of cultural and historical institutions as well as some of the most respected businesses in America.

Inside CCC, you’ll find state-of-the-art classrooms, labs, a communication media center and downtown’s only Apple/Adobe Training Center.

Our supportive faculty and staff stand ready to help you reach your academic and personal goals, and our instructors have years of real-world experience.

So come take advantage of everything Capital Community College has to offer. Success happens here!

myCommNet
Course Schedule Search

- Go to: http://my.commnet.edu
- Select: Search for Courses under Other Public Resources
- Select Term:
  - Select College: Capital CC
  - Select Subject: All or specific course subject
  - Select Level: Credit
  - Select: Open or Closed courses or All
- Click: Get Courses

www.ccc.commnet.edu 860.906.5130
How To Register For Credit And Credit Equivalent Summer Courses

1. Submit an Application for Admission
   - Visit the Admission Office to learn how to submit an application or see the form on pages 8-11.
   - Visiting students can apply as Non-Degree students with no additional documentation needed. Non-Degree students are not eligible for Financial Aid.
   - Once you have been admitted to CCC, you will be e-mailed a Student ID number and will be eligible to register for courses.

2. Set up your myCommNet Account & Register for Classes
   - Go to myCommNet: http://my.commnet.edu.
   - Your NetID is your 8-digit student ID number followed by @ccc.commnet.edu –
     - If you have never logged into myCommNet before, your password is:
       1st three characters of birth month
       (with first letter capitalized)
       Ampersand character - &
       Last 4 digits of Social Security Number
       You will be forced to change your password and set a security question the first time you logon.
   - Visit the Registrar’s Office for myCommNet course schedule & registration instructions.

   - Visit the Registrar’s Office for myCommNet course schedule & registration instructions.

3. Make Payment Arrangements the same day that you register
   - Registrations without payment are subject to cancellation.
   - Credit Card Payments can be made by logging into myCommNet.

4. Get your Student ID Card & Textbooks
   - Bring your “Student Detail Schedule” with you!
   - The ID Office is in Room 714 and the College Bookstore is located in Room 705.

5. Get your Morgan Street Garage Parking Card
   - Representatives from the Morgan Street Garage will be in the college lobby before the semester begins. Visit the Garage Office all other times. Bring your Student Detail Schedule, Driver’s License and License Plate Number with you.

Register for Credit-Free courses online, by phone, fax, mail or in person. See form on page 12.

Academic Calendar

SUMMER SESSION 1A
(JUNE 4 – JULY 5)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 6</td>
<td>Last day to drop a class with 100% tuition refund</td>
</tr>
<tr>
<td>Monday, June 4</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Wednesday, June 6</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>Thursday, June 28</td>
<td>Last day to Withdraw</td>
</tr>
<tr>
<td>Wednesday, July 4</td>
<td>Independence Day - College Closed, No Classes</td>
</tr>
<tr>
<td>Thursday, July 5</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

SUMMER SESSION 1B
(JUNE 4 – AUGUST 9 )
(same as 1A through July 5)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, July 26</td>
<td>Last day to Withdraw</td>
</tr>
<tr>
<td>Thursday, August 9</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Friday, August 10</td>
<td>(Instructor’s deadline to submit Final Grades in myCommNet)</td>
</tr>
</tbody>
</table>

SUMMER SESSION II
(JULY 9 – AUGUST 9)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 6</td>
<td>Last day to drop a class with 100% tuition refund</td>
</tr>
<tr>
<td>Monday, July 9</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Wednesday, July 11</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>Thursday, August 2</td>
<td>Last day to Withdraw</td>
</tr>
<tr>
<td>Thursday, August 9</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>

Returning Students, Register Online For Summer 2012

- Go to: http://my.commnet.edu
- Enter: NetID (ex: 12345678@student.commnet.edu) & Password,
  (same ID & Password used on college computers)
- Click: Login
- Click on the Student Tab
- Click on the Student Self-Service Channel link
- If prompted, Select: Capital Community College
- Select: Registration and Payment
- Select Term: Summer 2012 and click Submit
- Select: Register (add/drop) Classes
- Enter CRN: (4 digits) for each course section in boxes and click Submit Changes
- Verify registration was successful – registration status displays **Web Registered**
- Follow link at bottom of registration screen to make payment with a credit card (MasterCard/Visa/Discover) or verify your financial aid award.
SUMMER CREDIT EXTENSION FEE SCHEDULES

RESIDENT

Continuing Education Credit Courses

<table>
<thead>
<tr>
<th>SH</th>
<th>Extension Credit Fee</th>
<th>Service Fee*</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$139.00</td>
<td>$63.25</td>
<td>$202.25</td>
</tr>
<tr>
<td>2</td>
<td>$278.00</td>
<td>$68.50</td>
<td>$346.50</td>
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<tr>
<td>3</td>
<td>$417.00</td>
<td>$74.00</td>
<td>$491.00</td>
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<tr>
<td>4</td>
<td>$556.00</td>
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<td>5</td>
<td>$695.00</td>
<td>$92.50</td>
<td>$787.50</td>
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<td>6</td>
<td>$834.00</td>
<td>$106.00</td>
<td>$940.00</td>
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<td>7</td>
<td>$973.00</td>
<td>$119.50</td>
<td>$1,092.50</td>
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<tr>
<td>8</td>
<td>$1,112.00</td>
<td>$133.00</td>
<td>$1,245.00</td>
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<tr>
<td>9</td>
<td>$1,251.00</td>
<td>$147.00</td>
<td>$1,398.00</td>
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<tr>
<td>10</td>
<td>$1,390.00</td>
<td>$160.00</td>
<td>$1,550.00</td>
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<tr>
<td>11</td>
<td>$1,529.00</td>
<td>$173.50</td>
<td>$1,702.50</td>
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<tr>
<td>12</td>
<td>$1,668.00</td>
<td>$187.00</td>
<td>$1,855.00</td>
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</table>

NON-RESIDENT

Continuing Education Credit Courses

<table>
<thead>
<tr>
<th>SH</th>
<th>Extension Credit Fee</th>
<th>Service Fee*</th>
<th>Total Fees</th>
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<td>$278.00</td>
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<td>3</td>
<td>$417.00</td>
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<td>$639.00</td>
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<td>$556.00</td>
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<td>$793.00</td>
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<td>$695.00</td>
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<td>$972.50</td>
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<td>6</td>
<td>$834.00</td>
<td>$318.00</td>
<td>$1,152.00</td>
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<td>7</td>
<td>$973.00</td>
<td>$358.50</td>
<td>$1,331.50</td>
</tr>
<tr>
<td>8</td>
<td>$1,112.00</td>
<td>$399.00</td>
<td>$1,511.00</td>
</tr>
<tr>
<td>9</td>
<td>$1,251.00</td>
<td>$441.00</td>
<td>$1,692.00</td>
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<td>10</td>
<td>$1,390.00</td>
<td>$480.00</td>
<td>$1,870.00</td>
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<tr>
<td>11</td>
<td>$1,529.00</td>
<td>$520.50</td>
<td>$2,049.50</td>
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<tr>
<td>12</td>
<td>$1,668.00</td>
<td>$561.00</td>
<td>$2,229.00</td>
</tr>
</tbody>
</table>

* Laboratory Course Fee - $78, Studio Course Fee - $84

Extension Fund Credit & Equivalent Non-Credit Developmental Courses

When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course by the last regular business day of the College before the first meeting of the course, a full refund will be processed, except for the fees and non-refundable $20 application fee for credit courses. Course drops may be completed by logging into myCommNet or in person at the Registrar’s Office, Room 207.

Full or partial refunds are not issued after the last regular business day of the College before the first meeting of the course. A student may officially withdraw from a credit course any time after the first scheduled class, but before the end of the last day of class. The final examination day is not considered as a class day.

To initiate the withdrawal process, or for more information, contact the Counseling Office at 860-906-5040.

Credit-Free Courses

SPECIAL NOTE TO STUDENTS:

- Full payment is due at the time of registration.
- If you register for a course, you are responsible for payment whether or not you attend. Do not assume you will be deregistered for a course if you do not pay.
- It is the responsibility of the student to meet any required prerequisites before registering.
- For online courses it is the student’s responsibility to meet the required software and hardware requirements.

Capital Community College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4 to 6 weeks. No refunds are issued for credit-free courses unless you withdraw 5 business days before the first class meeting, in writing or in person, to the Office of Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.
$20 Application Fee
If you are registering to take a credit course and have never attended CCC or another Connecticut Community College as a credit student, a one-time, non-refundable $20 application fee is required. This fee is non-refundable even if a class is cancelled by the College. If paying by check, please provide a separate check for $20 payable to “CCC” for the application fee. This must accompany the CCC Application. For Admission for new students on pages 8-11.

Minimum Enrollment
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

Credit Registration
Registration for credit classes are online or in-person, only. Students will be advised if a course is filled.

Late Registration
Late registration will be accepted on a space-available basis by permission of a department chair or dean.

Special Note
Before registering, students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school. There are no refunds after the first day of class, whether a course is transferable or not.

Pell Grant
Students who are currently receiving a 2011-2012 PELL GRANT may be eligible to receive this grant for summer courses. Please visit us at the Financial Aid Office or contact us by via e-mail at: ca-FinAidHelp@ccc.commnet.edu to see if you qualify. Your eligibility for the Summer 2012 Pell Grant will be determined after your Spring 2012 grades are officially posted. Once an award is made, it will be available to you on www.my.commnet.edu. You will receive notification at that time.

Note: Your Pell Grant may not cover all of your tuition and fees. If it doesn’t, you will be responsible for the balance. If you withdraw from summer courses, you jeopardize your eligibility. Check with the Financial Aid Office before deciding to withdraw.

Questions? Email ca-FinAidHelp@ccc.commnet.edu or call (860) 906-5090.

Late Registration
We believe that lifelong learning is the key to personal and professional growth. Your satisfaction with the learning opportunities we offer is our most important goal! If for any reason you are not completely satisfied, please call (860) 906-5130 and we will make it right.

Veterans
The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans’ education benefits by the Connecticut Department of Higher Education. Please contact Margaret Abraham, Veterans Counselor, at 860-906-5044, Room 208, for more information.

Class Requirements
For credit course prerequisites see Course Descriptions, pages 21-24.
General Information

Parking for Capital students is in the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). The garage is run by the Hartford Parking Authority. Handicapped access is available.

Directions to the Morgan Street Parking Garage

(P on map at right)

From Interstate 84 East (from West Hartford, Farmington, etc.)
Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

From Interstate 84 West (from E. Hartford, Manchester, Route 2)
Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

From Interstate 91 North or South
Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into Garage entrance.

Parking Access Card

All registered students are eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the Welcome Center or the Office of the Dean of Student Services.

Motorcycle Policy

The Hartford Parking Authority DOES NOT PERMIT motorcycles to be housed at the Morgan Street Garage. Motorcycles ARE PERMITTED to be parked in the Columbus Boulevard lot.

Validation Procedure

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

Parking For College Visitors

Columbus Boulevard Lot (P on map above)
If you are visiting the College, free secure parking is available at the College’s Columbus Boulevard lot. Please note that if you park in the Morgan Street Garage without a College-authorized access card, it will be at your own expense. The Columbus Boulevard lot is located on a one-way street between Morgan and Talcott Streets.

From Points North and South – 91 North to Exit 32-B (Trumbull Street). Ramp ends at traffic light, turn left onto Market Street. At the second traffic light turn left onto Morgan Street and then a right onto Columbus Boulevard. The lot entrance will be on the left.

From Points East – 84 West to Exit 50 (Main Street). At the bottom of ramp, turn left onto Market Street, go to 1st traffic light and take a left onto Morgan Street and a right onto Columbus Boulevard. The lot entrance will be on the left.

From Points West – 84 East to Exit 50 (Main Street). After 4th traffic light go right onto Columbus Boulevard and the lot entrance will be on the left.

Parking For Credit Free Students

Park at the Morgan Street Garage and a pull a ticket. Bring the ticket to class for validation.
General Information

General Placement Testing

English and math assessment tests are a prerequisite for CCC students enrolling in "for credit" courses. Students matriculated at other colleges and attending CCC's summer session are required to take assessment tests unless they have completed coursework at another institution that meets CCC prerequisites.

Can I Be Exempt From The Test?

Yes, you can be exempt from the test if you meet one of the following requirements:
- Completion of a college English Composition or college Mathematics course with a grade of "C" or better. (A copy of a college transcript/grade report is required.)
- Achieving a score of 450 or above on the verbal/critical reading portion of the SAT exam and/or a score of 500 or above on the Math portion of the SAT exam.
- You are 62 years old or older.

How Do I Prepare For The Test?

To prepare for the test, visit or call the Academic Success Center on the 4th floor of the College; 860-906-5200.
Go to this link for a practice test: http://www.ccc.commnet.edu/docs/accuplacer.pdf.

How Do I Schedule Time To Take The Test?

The test is on a first come, first serve basis. Students must come to Room 220 and are highly encouraged to arrive 30 minutes early for “Welcome” workshop before the test start time.

What should I bring when I come to take the test?
- A photo ID (e.g., driver’s license or school ID).
- Your 8 digit Banner ID Number
- A writing utensil (pen/pencil)
Scrap paper will be provided. NO CALCULATORS are allowed.

For More Information, Visit The Placement Testing Center, Room 220 on Floor 2.

Special Needs

Students who have special needs or who are disabled must self-identify and provide documentation of their specific disability to a counselor. This must be done at least 60 days prior to the start of the course. This will allow the College to make an effort to accommodate special needs students. Please call Glaisma Perez-Silva, the Student Disability Coordinator, at 860-906-5042 for additional assistance.

Nondiscriminatory 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, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness, or prior conviction of crime, unless the provisions of Section 46a-60 (b), 46a-80(b) or 46a-81 (b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that 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. Inquiries regarding this policy should be directed to Henry Burgos at 860-906-5007.

Statement of Change

The text of this document does not constitute a contract. The college reserves the right to make changes in the information presented.

Emergency Closing

In the event of severe weather, power failure, or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:
WFSB-TV - Channel 3
WVIT NBC 30
WTIC (1080 AM & 96.5 FM)
WRCH (100.5 FM)
WZMX (93.7 FM) and
WDRC (1360 AM & 102.9 FM)
The College’s main phone number (860-906-5000) and website (www.ccc.commnet.edu) will also have official emergency information. Except under rapidly changing conditions, information on the status of day classes will be available by 6 a.m. and for night classes by 3:30 p.m.

IMPORTANT HOURS

Arthur C. Banks Library: Call (860) 906-5020 for summer hours.
Bursar’s Office: M/W/R, 9 a.m. - 5 p.m., Tuesday, 9 a.m. - 6 p.m., Friday, 9 a.m. - 3 p.m.
Placing Testing: Call (860) 906-5089 for hours.
Registrar’s Office: M/W/R, 9 a.m. - 5 p.m., Tuesday, 9 a.m. - 6 p.m., Friday, 9 a.m. - 3 p.m.
APPLICATION FOR ADMISSION

The application process differs, depending on whether you are a new student, transfer student or returning student. Choose the box below that best describes you, and follow the steps outlined in that box. If you have questions regarding the admissions process, please call 860-906-5140.

PLEASE NOTE: Communication from the Admissions Office will be via e-mail for most applicants. Please include an active e-mail address that is checked regularly.

NEW STUDENT
First-time college student or currently enrolled at another college
1. Complete this Application for Admission and submit it with the $20.00 application fee. (If you are or have a been a High School Partnership or College Career Pathways student, this fee is waived.)
2. Submit proof of high school completion or GED completion (diploma/transcript with graduation date).
3. After receipt of your application, information will be sent about taking the computerized Math and English Placement Test required of all students prior to enrollment.
4. Submit Immunization records. Please go to the Admissions home page at www.ccc.commnet.edu for information on immunization requirements.

TRANSFER STUDENT
Have attended a college other than CCC prior to enrollment at CCC
1. Complete this Application for Admission and submit it with the $20.00 application fee. (If you applied to another CT Community College, this fee is waived.)
2. Submit proof of high school completion or GED completion (diploma/transcript with graduation date).
3. Submit official transcripts of previous course work. (If you are applying for a degree or certificate program and are requesting an official transfer evaluation, an official copy must be requested and sent from each previous college you attended, to Enrollment Services. You must also file a Request for Transfer Credit Evaluation, available in the Enrollment Services Office.)

RETURNING STUDENT
Haven't been back to CCC in two or more years
1. Complete this Application for Admission. The $20.00 application fee is waived.
2. Include the date of previous attendance on the application form.
3. Verify that Enrollment Services has all the records needed for you to register including:
   • Proof of high school or GED completion.
   • Immunization records.
APPLICATION FOR ADMISSION

Applicant’s Legal Name ___________________________ (Last) ___________________________ (First) ___________________________ (Middle)

Former Last Name(s) ___________________________ (Social Security Number) ___________________________ (Date of Birth) ___________________________ (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 ___________________________ 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? (ACTD) ☐ Yes ☐ No

Are you currently a member of the National Guard or Reserve? (NGRE) ☐ Yes ☐ No

Have you ever served in the U.S. armed forces? (VET1) ☐ Yes ☐ No

Are you a dependent of a member of the U.S. armed forces? (VETD) ☐ Yes ☐ No

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? ______
Refer to the list of majors/codes on back of application. _____________________________________________________________________

Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

☐ No High School Diploma or GED (01)  ☐ High School Diploma or GED (02)  ☐ Some College (06)
☐ Undergraduate Certificate (05)  ☐ Associate Degree (07)  ☐ Bachelor’s Degree (08)
☐ Master’s Degree (09)  ☐ Other Advanced Degree (10)  ☐ Doctoral Degree (11)
☐ First Professional Degree (JD, MD, DDS, LLB) (12)  ☐ Sixth-Year Certificate (13)

EDUCATIONAL GOALS

☐ Certificate (credit) (CT)  ☐ Transfer without an Associate Degree (DN)  ☐ Improve English Skills/Proficiency (ES)
☐ Associate Degree (DG)  ☐ Job Preparation/Retraining Course (JB)
☐ Developmental (College Preparation) Education (DV)
☐ Fulfill other college’s requirement (AC)  ☐ Job Promotion (JP)  ☐ Unsure at this time (UN)
☐ Transfer with an Associate Degree (DT)  ☐ Personal Development Course(s) (PD)  ☐ Other Goal (NL) __________

ACADEMIC BACKGROUND

Do you have a High School Diploma?  ☐ Yes  ☐ No  ☐ Pending  Graduation Year ______
Name of High School ________________________________  Town ____________________  State __________  Country __________

Do you have a General Equivalency Diploma (GED)?  ☐ Yes  ☐ No  Year ______  GED _____  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 ______________
DEGREE & CERTIFICATE PROGRAMS
AT CAPITAL COMMUNITY COLLEGE

- Enter on the application the Program Name and Code of the Degree or Certificate you wish to pursue.
- If you are not planning to pursue an Associate Degree or Certificate program at this time, enter “Non-degree/non-matriculated” (GZ99).
- If you are undecided about your choice, please use the code for General Studies (GA23).

DEGREES

Accounting: Advanced
Accounting
Architectural Engineering Technology
BOT: Computer Applications Specialist
Communication Media
Computer Information Systems
CIS: Network Administrator Assistant
CIS: Web Publishing
Computer Support Specialist
Computer Support Specialist: Hardware Support Option
Criminal Justice
Early Childhood Education
Fire Science and Emergency Medical Services
Fire Science and EMS: Emergency Management Response Option
General Studies
Insurance and Financial Services
Liberal Arts and Sciences — Requires completion of or placement into ENG 101
(English Composition). A Capital counselor will determine your eligibility.
Management
Management: Entrepreneurship Option

CERTIFICATES

Accounting: Basic
Business Office Technology: Computer Applications Specialist
Business Office Technology: Computer Applications Specialist Accelerated
Business Office Technology: Health Claims Processing
Computer and Information Systems: Network Administrator Assistant
Computer and Information Systems: Web Publishing
Computer Hardware Support Specialist
Computer Programming
Computer Programming, Accelerated
Computer Software Support Specialist
Early Childhood Education
Emergency Management Response
Emergency Medical Services—Instructor
Fire Science and EMS: Emergency Management Response

CONNECTICUT COMMUNITY-TECHNICAL COLLEGE SYSTEM

College of Technology
- Engineering Science
- Technology Studies and Pathway to Industrial Technology at CCSU
- Technology Studies: Engineering Technology Option
- Technology Studies: Technology and Engineering Education Option
- Technology Studies: Wastewater Option

DEGREE & CERTIFICATE PROGRAMS

CONNECTICUT COMMUNITY-TECHNICAL COLLEGE SYSTEM

Physical Therapist Assistant
Physiotherapist

Please consult the Capital Community College Catalog for selective admission requirements and criteria.

Go to www.ccc.commnet.edu
Click on College Catalog under Quicklinks
**Register for Credit and Credit Equivalent Courses:**

**ONLINE:** Visit the ‘Prospective Students’ section at [www.ccc.commnet.edu](http://www.ccc.commnet.edu)  
**BY MAIL or IN-PERSON:** Registrar’s Office, second floor, Capital Community College, 950 Main St., Hartford, CT 06103.

**Register for Credit-Free Courses:**

**ONLINE:** Visit the ‘Prospective Students’ section at [www.ccc.commnet.edu](http://www.ccc.commnet.edu)  
**BY PHONE:** (860) 906-5130 Monday - Friday, 9-4 p.m. (Mastercard, Visa or Company PO)  
**BY FAX:** (860) 906-5110 ATTN: Olivia  
**BY MAIL or IN-PERSON:** Continuing Education, Capital Community College, 950 Main St., Room 316, Hartford, CT 06103.

---

**Capital Community College**  
*Division of Continuing Education, Economic & Community Development*

### Course Registration Form

**Today's Date** ____________  
**Social Security Number** ____________  
**Date of Birth (required)** ____________  

**Last Name** ____________  
**First Name** ____________  
**Middle Initial** ____________  

**Home Address** ________________________________________________________________________  
**E-Mail Address** ________________________________________________________________________  

**City** ____________  
**State** ____________  
**Zip** ____________  
**County of Residence** ____________________________________________________________________  

**Home Phone ( )** ____________  
**Business Phone ( )** ____________  
**Cell Phone ( )** ____________  

- [ ] Male  
- [ ] Female  
- **Yes,** I certify that I am a legal resident of Connecticut and have met the 12-month residency requirement  
- **No,** I am not a legal resident of Connecticut.

**State of legal residence:** ____________________________________________________________________  

**Are you a U.S. citizen?**  
- [ ] Yes  
- [ ] No  

**If no, are you a permanent resident (green card holder)?**  
- [ ] Yes  
- [ ] No

<table>
<thead>
<tr>
<th>Dept. No &amp; Soc</th>
<th>Course Title</th>
<th>CEU’s</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
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</tr>
</tbody>
</table>

**How Did You Hear About Us?**

- [ ] Newspaper (specify)  
- [ ] Internet (specify)  
- [ ] Other (specify) ____________________________________________________________________

**Signature (required)** ____________________________________________________________________

---

**PAYMENT**  

- [ ] Visa  
- [ ] MasterCard  
- [ ] (Make checks payable to Capital Community College or CCC, NO CASH BY MAIL, please.)

**Charge to my:**  
**Credit Card Number** ____________  
**CID#** ____________  
Note: Your CID# is the last three digits in the signature box on the back of your credit card  
**Credit Card Expiration Date** ____________  

**Card Holder’s Name** ____________________________________________________________________  
**Card Holder’s Billing Address (required)** ____________________________________________________________________

**Card Holder’s Signature** ____________________________________________________________________

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**www.ccc.commnet.edu**

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**860.906.5130**
## Summer Course Schedule

**Summer 2012 • Session I Day Classes • June 4 – July 5**

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
<th>Course Title</th>
<th>Cr</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>208</td>
<td>2001</td>
<td>1</td>
<td>Caribbean Art</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Stan Cromwell</td>
<td>1105</td>
</tr>
<tr>
<td>COMPUTERS - APPLICATIONS</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CSA</td>
<td>105</td>
<td>2037</td>
<td>3</td>
<td>Intro. to Software Applications</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Seth Freeman</td>
<td>619</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>003</td>
<td>2113</td>
<td>1</td>
<td>Foundations of Reading</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Jennifer Kriksciun</td>
<td>418</td>
</tr>
<tr>
<td>ENG</td>
<td>013</td>
<td>2114</td>
<td>1</td>
<td>Writing Foundations of English</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Jennifer Kriksciun</td>
<td>418</td>
</tr>
<tr>
<td>ENG</td>
<td>043</td>
<td>2115</td>
<td>1</td>
<td>Writing: Paragraph to Essay</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Kevin Lamkins</td>
<td>415</td>
</tr>
<tr>
<td>ENG</td>
<td>073</td>
<td>2116</td>
<td>1</td>
<td>Academic Reading</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Barbara Thornton</td>
<td>415</td>
</tr>
<tr>
<td>ENG</td>
<td>101</td>
<td>2146</td>
<td>1</td>
<td>Composition</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Jacqueline Peters</td>
<td>619</td>
</tr>
<tr>
<td>ENG</td>
<td>102</td>
<td>2005</td>
<td>1</td>
<td>Literature &amp; Composition</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Don Buda</td>
<td>315</td>
</tr>
<tr>
<td>MAT</td>
<td>075</td>
<td>2006</td>
<td>1</td>
<td>Pre-Algebra</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Ricardo Martinez</td>
<td>421</td>
</tr>
<tr>
<td>MAT</td>
<td>095</td>
<td>2007</td>
<td>1</td>
<td>Elementary Algebra</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Ricardo Martinez</td>
<td>419</td>
</tr>
<tr>
<td>MAT</td>
<td>137</td>
<td>2008</td>
<td>1</td>
<td>Intermediate Algebra</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Marian Collins</td>
<td>416</td>
</tr>
<tr>
<td>MAT</td>
<td>172</td>
<td>2141</td>
<td>1</td>
<td>College Algebra</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Bujar Konjusha</td>
<td>419</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MUS</td>
<td>150</td>
<td>2051</td>
<td>Class Piano I</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Josh Hummel</td>
<td>1121</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>PHL</td>
<td>111</td>
<td>2010</td>
<td>Ethics</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Howard Herman</td>
<td>414</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>PSY</td>
<td>111</td>
<td>2147</td>
<td>General Psychology I</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Becky Devito</td>
<td>1120</td>
</tr>
<tr>
<td>SOC</td>
<td>SOC</td>
<td>101</td>
<td>2023</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>TWR</td>
<td>9:00 a.m. – 11:45 a.m.</td>
<td>Michelle White</td>
<td>413</td>
</tr>
<tr>
<td>SPANISH</td>
<td>SPA</td>
<td>101</td>
<td>2024</td>
<td>Elementary Spanish I</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Angelo Glaviano</td>
<td>717</td>
</tr>
</tbody>
</table>

The classes are scheduled as indicated by the same notations found on my.commnet.edu:
- Monday: Monday
- Tuesday: Tuesday
- Wednesday: Wednesday
- Thursday: Thursday
- Friday: Friday

For Important Calendar Dates, Please See Page 3.
### Summer Course Schedule

**Summer 2012 • Session I Evening Classes • June 4 – July 5**

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
<th>Course Title</th>
<th>Cr</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>100</td>
<td>2118</td>
<td>1</td>
<td>Art Appreciation</td>
<td>3</td>
<td>MW</td>
<td>5:30 p.m. – 8:55 p.m.</td>
<td>Amy Sailor</td>
<td>1105</td>
</tr>
<tr>
<td>ART</td>
<td>151</td>
<td>2119</td>
<td>1</td>
<td>Painting I</td>
<td>3</td>
<td>TR</td>
<td>5:30 p.m. – 8:55 p.m.</td>
<td>Pedro Valentin</td>
<td>1129</td>
</tr>
</tbody>
</table>

**BUSINESS – FINANCE**

| CRN  | 203 | 2164| 1   | Principles of Investments  | 3  | MW   | 5:30 p.m. – 8:55 p.m. | Staff            | 419  |

**BUSINESS – MARKETING**

| CRN  | 201 | 2120| 1   | Principles of Marketing     | 3  | TWR  | 5:30 p.m. – 8:15 p.m. | Nancy LaGuardia  | 315  |

**COMMUNICATION AND SPEECH**

| CRN  | 173 | 2026| 1   | Public Speaking             | 3  | TR   | 5:30 p.m. – 8:55 p.m. | Michael Walters  | 1004 |

**COMPUTERS - APPLICATIONS**

| CRN  | 165 | 2179| 3   | Application Software Support| 3  | MW   | 5:30 p.m. – 8:55 p.m. | Staff            | 619  |

**EARLY CHILDHOOD EDUCATION**

| CRN  | 176 | 2121| 1   | Health, Safety & Nutrition  | 3  | MW   | 5:30 p.m. – 8:55 p.m. | Alika Despotopoulous | 1022 |

**ENGLISH**

| CRN  | 003 | 2117| 1   | Foundations of Reading      | 3  | TWR  | 5:30 p.m. – 8:55 p.m. | Michael Walters  | 416  |
| CRN  | 013 | 2122| 1   | Writing Foundations of English | 3  | TWR  | 12:30 p.m. – 3:15 p.m. | Connie Carter    | 416  |
| CRN  | 043 | 2123| 1   | Writing: Paragraph to Essay | 3  | TWR  | 9:00 a.m. – 11:45 a.m. | Carl Guerriere   | 416  |
| CRN  | 073 | 2124| 1   | Academic Reading            | 3  | TWR  | 12:30 p.m. – 3:15 p.m. | Carl Guerriere   | 418  |
| CRN  | 101 | 2125| 2   | Composition                 | 3  | MW   | 5:30 p.m. – 9:15 p.m. | Geraldine Simpson | 418  |

**POLITICAL SCIENCE**

| CRN  | 111 | 2031| 1   | American Government         | 3  | TR   | 5:30 p.m. – 8:55 p.m. | Warren Towler    | 413  |

**PSYCHOLOGY**

| CRN  | 111 | 2032| 2   | General Psychology I        | 3  | TR   | 5:30 p.m. – 8:55 p.m. | Charles Groce    | 1120 |
| CRN  | 201 | 2144| 1   | Lifespan Development        | 3  | MW   | 5:30 p.m. – 9:15 p.m. | Lakisha Washington | 1021 |

**SPANISH**

| CRN  | 101 | 2092| 2   | Elementary Spanish I        | 3  | MW   | 5:30 p.m. – 9:15 p.m. | Ivette Juarbe    | 810  |

**THEATRE**

| CRN  | 101 | 2162| 1   | Introduction To Theatre     | 3  | TR   | 5:30 p.m. – 9:15 p.m. | Jennifer Roberts | 1120 |

**Summer 2012 • Session II, Evening Part 2 • June 4 – July 20**

| CRN  | 137 | 2029| 2   | Intermediate Algebra        | 3  | TR   | 5:30 p.m. – 8:25 p.m. | Leonel Carmona   | 415  |
| CRN  | 167 | 2030| 2   | Principles of Statistics    | 3  | TR   | 5:30 p.m. – 8:25 p.m. | Andre Freeman    | 306  |
| CRN  | 186 | 2126| 1   | Pre-Calculus                | 4  | MW   | 5:30 p.m. – 9:05 p.m. | Leonel Carmona   | 412  |
| CRN  | 254 | 2159| 1   | Calculus I                  | 4  | MW   | 5:30 p.m. – 9:05 p.m. | Andre Freeman    | 306  |
# Summer Course Schedule

## Summer 2012 • Biology and Chemistry Courses

### June 4 – August 9

*(Students must register for one lab per lecture)*

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
<th>Course Title</th>
<th>Cr</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>105</td>
<td>2004</td>
<td>1</td>
<td>Introduction to Biology Lecture</td>
<td>4</td>
<td>MW</td>
<td>9:00 a.m. – 11:15 a.m.</td>
<td>Carmen Yiamouyiannis</td>
<td>1024</td>
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<tr>
<td></td>
<td>2011</td>
<td>2</td>
<td></td>
<td>Introduction to Biology Lab</td>
<td>0</td>
<td>TR</td>
<td>12:00 p.m. – 2:30 p.m.</td>
<td>Carmen Yiamouyiannis</td>
<td>912</td>
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<tr>
<td></td>
<td>2148</td>
<td>3</td>
<td></td>
<td>Introduction to Biology Lab</td>
<td>0</td>
<td>MW</td>
<td>12:00 p.m. – 2:30 p.m.</td>
<td>Carmen Yiamouyiannis</td>
<td>912</td>
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<tr>
<td>BIO</td>
<td>105</td>
<td>2012</td>
<td>4</td>
<td>Introduction to Biology Lecture</td>
<td>4</td>
<td>MW</td>
<td>5:30 p.m. – 7:45 p.m.</td>
<td>Charles Peterson</td>
<td>1128</td>
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<td>2084</td>
<td>5</td>
<td></td>
<td>Introduction to Biology Lab</td>
<td>0</td>
<td>TR</td>
<td>5:30 p.m. – 8:00 p.m.</td>
<td>Charles Peterson</td>
<td>912</td>
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<td>BIO</td>
<td>115</td>
<td>2013</td>
<td>1</td>
<td>Human Biology Lecture</td>
<td>4</td>
<td>MW</td>
<td>9:00 a.m. – 11:15 a.m.</td>
<td>Staff</td>
<td>904</td>
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<td>2014</td>
<td>2</td>
<td>Human Biology Lab</td>
<td>0</td>
<td>TR</td>
<td>12:00 p.m. – 2:30 p.m.</td>
<td>Staff</td>
<td>919</td>
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<tr>
<td>BIO</td>
<td>211</td>
<td>2015</td>
<td>1</td>
<td>Anatomy &amp; Physiology I Lecture</td>
<td>4</td>
<td>MW</td>
<td>9:00 a.m. – 11:15 a.m.</td>
<td>Sneh Sharma</td>
<td>1128</td>
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<td>2016</td>
<td>2</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>0</td>
<td>TR</td>
<td>12:00 p.m. – 2:30 p.m.</td>
<td>Sneh Sharma</td>
<td>928</td>
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<td>2017</td>
<td>3</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>0</td>
<td>MW</td>
<td>12:00 p.m. – 2:30 p.m.</td>
<td>Sneh Sharma</td>
<td>928</td>
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<td>BIO</td>
<td>211</td>
<td>2018</td>
<td>4</td>
<td>Anatomy &amp; Physiology I Lecture</td>
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<td>MW</td>
<td>5:30 p.m. – 7:45 p.m.</td>
<td>Paul Whitehead</td>
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<td>2019</td>
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<td>Anatomy &amp; Physiology Lab</td>
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<td>MW</td>
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<td>2020</td>
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<td>Anatomy &amp; Physiology II Lecture</td>
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<td>TR</td>
<td>9:00 a.m. – 11:15 a.m.</td>
<td>Nibedita Mitra</td>
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<td>2022</td>
<td>2</td>
<td>Anatomy &amp; Physiology II Lab</td>
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<td>12:00 p.m. – 2:30 p.m.</td>
<td>Nibedita Mitra</td>
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<tr>
<td>BIO</td>
<td>212</td>
<td>2189</td>
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<td>Anatomy &amp; Physiology II Lecture</td>
<td>4</td>
<td>MW</td>
<td>9:00 a.m. – 11:15 a.m.</td>
<td>C. Vigezzi-Kirchoff</td>
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<td>2:30 p.m. – 5:00 p.m.</td>
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<td>9:30 a.m. – 12:00 p.m.</td>
<td>Janet Frost</td>
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<td>Joseph Dinegar</td>
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The classes are scheduled as indicated by the same notations found on my.commnet.edu:

- Monday...........M  Tuesday...........T
- Wednesday........W  Thursday...........R
- Friday...........F

Students are responsible for meeting any required pre-requisites before registering. Students from other colleges can provide a grade report or unofficial transcript from their home school to a college counselor.
# Summer Course Schedule

**Summer 2012 • Session II Day Classes • July 9 – August 9**

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
<th>Course Title</th>
<th>Cr</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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<td>ART</td>
<td>111</td>
<td>2128</td>
<td>1</td>
<td>Drawing</td>
<td>3</td>
<td>TWR</td>
<td>12:30 p.m. – 3:15 p.m.</td>
<td>Barbara DiOrio</td>
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<td>CJ 101</td>
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<td>Introduction To Criminal Justice</td>
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<td>9:00 a.m. – 11:45 a.m.</td>
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<td>ENG 013</td>
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<td>3</td>
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<td>Susan Oliver</td>
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<td>12:30 p.m. – 3:15 p.m.</td>
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<td>TWR</td>
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<td>Daniela Ragusa</td>
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<td>9:00 a.m. – 11:45 a.m.</td>
<td>Jacqueline Peters</td>
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<td>MATHEMATICS</td>
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<td>Intermediate Algebra</td>
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<td>Mike Zendan</td>
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<td>Matthew Sargent</td>
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<td>9:00 a.m. – 11:45 a.m.</td>
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<td>Lifespan Development</td>
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<td>12:30 p.m. – 3:15 p.m.</td>
<td>Becky Devito</td>
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<td>SPA 102</td>
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<td>Elementary Spanish II</td>
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<td>9:00 a.m. – 11:45 a.m.</td>
<td>Marta Diez</td>
<td>717</td>
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**The classes are scheduled as indicated by the same notations found on my.commnet.edu:**
- Monday ...........M
- Tuesday.........T
- Wednesday ......W
- Thursday.......R
- Friday........F

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www.ccc.commnet.edu 16 860.906.5130
## Summer Course Schedule

**Summer 2012  •  Session II Evening Classes  •  July 9 – August 9**

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
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<th>Cr</th>
<th>Days</th>
<th>Time</th>
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<td>Aaron Wartner</td>
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<td>173</td>
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<td>Jennifer Thomassen</td>
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<td>118</td>
<td>2167</td>
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<td>BMG</td>
<td>202</td>
<td>2160</td>
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<td>Principles of Management</td>
<td>3</td>
<td>TWR</td>
<td>5:30 p.m. – 8:15 p.m.</td>
<td>Nancy LaGuardia</td>
<td>415</td>
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<td>CSA</td>
<td>105</td>
<td>2027</td>
<td>3</td>
<td>Intro. to Software Applications</td>
<td>3</td>
<td>TWR</td>
<td>5:30 – 8:15 p.m.</td>
<td>Seth Freeman</td>
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<tr>
<td>ENG</td>
<td>003</td>
<td>2132</td>
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<td>5:30 p.m. – 8:15 p.m.</td>
<td>Michael Walters</td>
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<td>013</td>
<td>2071</td>
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<td>ENG</td>
<td>043</td>
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<td>5:30 p.m. – 8:15 p.m.</td>
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<td>Ray Hughes</td>
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<td>101</td>
<td>2073</td>
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<td>5:30 p.m. – 8:15 p.m.</td>
<td>Claudia Cousins</td>
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<td>102</td>
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<td>202</td>
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<td>245</td>
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<td>5:30 p.m. – 8:15 p.m.</td>
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<td>5:30 p.m. – 8:15 p.m.</td>
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<td>2136</td>
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<td>TWR</td>
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<td>Sharman French</td>
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<td>SPA</td>
<td>102</td>
<td>2137</td>
<td>1</td>
<td>Elementary Spanish II</td>
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<td>TWR</td>
<td>5:30 p.m. – 8:15 p.m.</td>
<td>Ivette Juarbe</td>
<td>717</td>
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Online and Hybrid Courses

TECHNICAL REQUIREMENTS

All online learning courses, and many on-campus courses, use Blackboard Vista, a powerful internet classroom management platform. Blackboard Vista provides a rich, multimedia experience by combining text, graphics, computer documents, and audio/video in an easy-to-learn web-based environment. Faculty and students use Blackboard Vista's communication and learning tools, such as course e-mail, discussion boards, chat rooms, electronic testing, and gradebook functions.

Login to myCommNet

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

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

Computer Specifications

Windows Operating System—Windows XP, Windows Vista, Windows 7

BROWSERS:
- Internet Explorer 6 SP2 (with Windows XP only)
- Internet Explorer 7 and 8 (with Windows XP, Vista)
- Firefox 3.6 (with Windows XP, Vista, and 7)

Macintosh Operating System—Mac OS 10.4.x, OS 10.5.x, and OS 10.6.x

BROWSERS:
- Firefox 3.6 (with OS 10.5 and 10.6)
- Safari 4 (with OS 10.4.x, 10.5, 10.6)

Note: Some courses require Windows-only software

Hardware and System Settings (Windows/Mac)
- 10 GB free hard drive space, 256 MB RAM
- 1024x768 recommended
- CD-ROM drive
- Sound card and speakers or headphones (maybe microphone)
- DSL or cable modem
- Printer
- Networking Port 2304 must be open for Chat/Whiteboard

Other Computer Software
- Microsoft Office
- Adobe Reader*
- RealOne Player*

*free download available

Windows 7 Users: Most Blackboard Vista features will work under the new Windows 7 Operating System. If you are using Windows 7 and experience a problem with Blackboard Vista, please report any issues to Capital's Help Desk. (ca-media@ccc.commnet.edu; 860-906-5030)

Linux Operating System is NOT supported by Blackboard Vista

Google Chrome, Safari 3 and lower, and Firefox 3.5 and lower, are NOT supported for use with Blackboard Vista.

Online Learning Support

Academic Support
- Counseling Services 860-906-5040

Technical Support
- Academic Media Technology, 860-906-5030, Room 1031, ca-media@ccc.commnet.edu

For the latest course information, illustrated tutorials, directions for logging into Blackboard Vista and a complete list of contact information, visit the College’s Online Learning website at www.ccc.commnet.edu/dl.
### Summer Course Schedule

**Summer 2012 • Session I Online Courses • June 4 – July 5**

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<th>Time</th>
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<td>ACC</td>
<td>111</td>
<td>2058</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td>online</td>
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<td>Theresa Strong</td>
<td>online</td>
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<td>BIO</td>
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<td>100</td>
<td>2169</td>
<td>Basic Biology</td>
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<td>online</td>
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<td>Henry Furneaux</td>
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<td>105</td>
<td>2060</td>
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<td>275</td>
<td>2138</td>
<td>Child, Family &amp; School Relations</td>
<td>3</td>
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**OLCR** means there is an on-campus requirement for this course. Students must take proctored exams on campus.
### Summer Course Schedule

**Summer 2012 • Session II Online Courses • July 9 – August 9**

<table>
<thead>
<tr>
<th>Subj</th>
<th>No.</th>
<th>CRN</th>
<th>Sec</th>
<th>Course Title</th>
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<td>Art Appreciation</td>
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</table>

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Art

ART APPRECIATION
Course Number: ART* 100 Credits: 3
An introduction to the broad spectrum of the visual arts, past and present. Emphasis is upon the visual language employed by artists and the historical and cultural significance of works of art. Formerly listed as ART 100, not open to students who have successfully completed ART 100.

DRAWING I
Course Number: ART* 111 Credits: 3
Investigation into line, form, composition, and depth. Expression, structure, and perspective will be studied, using a variety of materials. Half of the semester will involve the use of the life model, with study of anatomy, foreshortening, action, and sustained poses. Formerly listed as ART 120, not open to students who have successfully completed ART 120.

PAINTING I
Course Number: ART* 151 Credits: 3
Oil or acrylic based media are used to study color, value, form, shape, and line. The student is exposed to still life, portraiture, and abstract concepts using perspective and depth as a compositional theme. Independent projects will be developed using traditional and contemporary ideas. Formerly listed as ART 200, not open to students who have successfully completed ART 200. Prerequisite: ART* 111.

CARIBBEAN ART AND CULTURE
Course Number: ART* 208 Credits: 3
An exploration of the aesthetic and instrumental values of Caribbean Art and cultural history. The course will trace the artistic and intellectual responses to a wide range of issues and characteristics unique to the diverse Caribbean region. An open invitation to experience the art process. Formerly listed as ART 299, not open to students who have successfully completed ART 299, Caribbean Art and Culture.

Biological Sciences

INTRODUCTION TO BIOLOGY
Course Number: BIO* 105 Credits: 4
Concepts in biology, with emphasis on cell theory, metabolism, evolution, and ecology. Three hours of lecture per week and two hours of laboratory per week. Formerly listed as BIO 101, not open to students who have successfully completed BIO 101. Prerequisites: MAT* 075 or sufficient mathematics placement score for entry into MAT* 094 or MAT* 095.
1. Level II score on reading placement test or successful completion of ENG* 003.
2. Level II score on writing placement test or successful completion of ENG* 013. The alternate prerequisite is a grade of B- or better in ENG* 153A. (ENG* 153A is ESL level IV). Cannot be used to satisfy the requirements of the Nursing degree curriculum.

HUMAN BIOLOGY
Course Number: BIO* 115 Credits: 4
Introductory course in human anatomy and physiology with brief consideration of the structure, histology, and functioning of the organ systems.

Three hours of lecture and two hours of laboratory per week. Formerly listed as BIO 105, not open to students who have successfully completed BIO 105. Prerequisite:
1. Level II score on reading placement test or successful completion of ENG* 003.
2. Level II score on writing placement test or successful completion of ENG* 013. The alternate prerequisite is a grade of B- or better in ENG* 153A. (ENG* 153A is ESL level IV). Cannot be used to satisfy the requirements of the Nursing degree curriculum.

ANATOMY AND PHYSIOLOGY I
Course Number: BIO* 211 Credits: 4
Basic course in human biology stressing chemical and physical principles governing body structure and function. Study includes organization and functions of the cell: development, histology, support and movement, neural control and integration. Three hours of lecture and two hours of laboratory per week. Formerly listed as BIO 208, not open to students who have successfully completed BIO 208. Prerequisites: Bio 105 or Bio 121 and Chem 111 or Chem 121 or a proficiency exam in General Biology and Chemistry. Open to students who have completed BIO* 115 only by permission of the Department Chair.

ANATOMY AND PHYSIOLOGY II
Course Number: BIO* 212 Credits: 4
Continuation of BIO* 211. Includes consideration of basic genetics and human reproduction as well as details of organ systems directly related to metabolism and homeostasis. Three hours of lecture and two hours of laboratory per week. Formerly listed as BIO 209, not open to students who have successfully completed BIO 209. Prerequisite: BIO* 211 or permission of the Department Chair.

MICROBIOLOGY
Course Number: BIO* 235 Credits: 4
Study of microorganisms with emphasis on bacteria. Host-para-site relationships, immunobiology, bacterial nutrition, physiology, and genetics are investigated. Three hours of lecture and three hours of laboratory per week. A grade of C is required for the Nursing Program. Formerly listed as BIO 250, not open to students who have successfully completed BIO 250. Prerequisites: BIO* 105, and CHE* 111; or BIO* 212.

Business Marketing

PRINCIPLES OF MARKETING
Course Number: BMK* 201 Credits: 3
An introductory study of how organizations market their products and services. The course examines how marketing management within a firm creates and implements a marketing strategy. The students will learn how to identify the target market and build the product, price, promotion and place strategies that satisfy individual and organizational needs. Formerly listed as MKT 101, not open to students who have successfully completed MKT 101.
Course Descriptions

Communication & Speech
PUBLIC SPEAKING
Course Number: COM* 173 Credits: 3
Basic instruction in public speaking with emphasis on improvement through practice exercises, gathering material, organization and delivery of speeches of varied lengths and types, and evaluative listening. Formerly listed as ENG 203 (Effective Speech), not open to students who have successfully completed ENG 203. Prerequisite: ENG* 101.

Computers - Applications
INTRODUCTION TO SOFTWARE APPLICATIONS
Course Number: CSA* 105 Credits: 3
This course teaches the use of the microcomputer as an office productivity tool. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations. Currently, the Microsoft Office software products Word, Excel, and PowerPoint are being taught in depth. Beside office productivity tools, this course covers file-management using the Microsoft Windows operating system. Formerly listed as CIS 105, not open to students who have successfully completed CIS 105.

Early Childhood Education
HEALTH, SAFETY, AND NUTRITION
Course Number: ECE* 176 Credits: 3
The influence of parents and community on the growth and learning of young children is examined. Various aspects of effective communication with parents concerning health, safety and nutrition issues are discussed. Community resources that benefit young children are also addressed. Formerly listed as EDUC 229.

CHILD, FAMILY AND SCHOOL RELATIONS
Course Number: ECE* 275 Credits: 3
An in-depth look at the child, the family, and the relationship between the school and the family. An understanding of the young child and age appropriate guidance for her or him will be examined. An understanding of how to effectively communicate with families will be explored. Students will attempt to identify ways a school can develop a working relationship with today's families. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 229. This course may be used as an elective. Prerequisite: ECE* 101

Economics
PRINCIPLES OF MACROECONOMICS
Course Number: ECON* 101 Credits: 3
Basic survey course emphasizing Macroeconomics. Topics include the pricing system as an allocation model, the internal dynamic of the business cycle, the effects of capital deepening and technology on productivity and real wages, monetary theory and the effects of the Federal Reserve Board on bank reserves, and the international effects of domestic policies and programs. Formerly listed as ECON 201, not open to students who have successfully completed ECON 201. Prerequisite: MAT* 095 or Math Placement Test.

Foundations
PUBLIC SPEAKING
Course Number: COM* 173 Credits: 3
Basic instruction in public speaking with emphasis on improvement through practice exercises, gathering material, organization and delivery of speeches of varied lengths and types, and evaluative listening. Formerly listed as ENG 203 (Effective Speech), not open to students who have successfully completed ENG 203. Prerequisite: ENG* 101.

Computers - Applications
INTRODUCTION TO SOFTWARE APPLICATIONS
Course Number: CSA* 105 Credits: 3
This course teaches the use of the microcomputer as an office productivity tool. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations. Currently, the Microsoft Office software products Word, Excel, and PowerPoint are being taught in depth. Beside office productivity tools, this course covers file-management using the Microsoft Windows operating system. Formerly listed as CIS 105, not open to students who have successfully completed CIS 105.

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**English**

**FOUNDATIONS OF READING**
Course Number: ENG* 003 Credits: NC (3 Sem. Hours)
This course is designed for students who need to improve reading and study skills necessary for college level work. Emphasis is on vocabulary comprehension skills with attention to improving reading rate. This course is required for students who score at Level I on the writing placement test. Formerly listed as ENG 002, not open to students who have successfully completed ENG 002.

**WRITING FOUNDATIONS OF ENGLISH**
Course Number: ENG* 013 Credits: NC (3 Sem. Hours)
This course teaches the use of the microcomputer as an office productivity tool. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations. Currently, the Microsoft Office software products Word, Excel, and PowerPoint are being taught in depth. Beside office productivity tools, this course covers file-management using the Microsoft Windows operating system. Formerly listed as CIS 105, not open to students who have successfully completed CIS 105.

**WRITING: PARAGRAPH TO ESSAY**
Course Number: ENG* 043 Credits: NC (3 Sem. Hours)
Continuation course for students who have completed ENG* 013, 002, or ESL and need to practice reading and writing further. Review course for students resuming studies after interruptions. Emphasis is on recognizing and clarifying central ideas while interpreting and composing written text. Word processing and computer-assisted instruction may supplement classroom work. Formerly listed as ENG G006, not open to students who have successfully completed ENG G006. Prerequisites: a) Level II score on writing placement test or successful completion of ENG* 013, and b) Level II score on reading placement test or successful completion of ENG* 003. Formerly listed as ENG 006, not open to students who have successfully completed ENG 006. Prerequisite: Grade of B-or better in ESL* 153A.

**COMPOSITION**
Course Number: ENG* 101 Credits: 3
Required for all degree programs; to be completed within the first 15 credits. Study of writing and the writing process. Students analyze expository and/or literary works and prepare essays with attention to unity, organization, support, and development. Formerly listed as ENG 101, not open to students who have successfully completed ENG 101. Prerequisite: a) Level III scores on both writing and reading placement tests; or b) successful completion of ENG* 043. In unusual situations, students who show outstanding promise in either ENG* 013 or ESL* 153A may, upon the recommendation of the ENG* 013 or ESL* 153A teacher and the approval of the department chair, be granted a written waiver of the ENG* 043 prerequisite.

**LITERATURE AND COMPOSITION**
Course Number: ENG* 102 Credits: 3
Readings in drama, poetry, short stories, novels, plus a study of commonly used literary terms and practice in expository writing based upon the readings. Some sections of this course may be thematically focused. Formerly listed as ENG 102, not open to students who have successfully completed ENG 102. Prerequisite: ENG* 101.
English (continued)

HISPANIC-AMERICAN / LITERATURE
Course Number: ENG* 253      Credits: 3
This course explores representative stories, novels, plays and poems written in English by Hispanic Americans or Latinos/Latinas. Focus is primarily upon recent literary works by Puerto Rican, Cuban-American and Chicano/Chicana writers. The major cultural, linguistic and literary elements found in Hispanic life and art are examined. Formerly listed as ENG 272, not open to students who have successfully completed ENG 272. Prerequisite: ENG* 102 or permission of the instructor.

History

U.S. HISTORY I
Course Number: HIS* 201      Credits: 3
Survey of the colonial and revolutionary eras, followed by an examination of basic nineteenth-century problems such as slavery, sectionalism, and the Civil War. Formerly listed as HIST 103, not open to students who have successfully completed HIST 103. Corequisite: ENG* 043.

U.S. HISTORY II
Course Number: HIS* 202      Credits: 3
Institutions and forces at work in the United States since the Civil War, with emphasis on the historical background of contemporary political, social and economic problems. Formerly listed as HIST 104, not open to students who have successfully completed HIST 104. Corequisite: ENG* 043.

Math

PRE-ALGEBRA NUMBER SENSE, GEOMETRY
Course Number: MAT* 075      Credits: NC (3 Sem. Hours)
This course serves as a bridge from arithmetic to algebra. This transition to algebra introduces the concepts of variable, algebraic expressions, equations, elementary geometry, estimation, and graphing. In support of this transition, the properties of the real numbers with emphasis on whole numbers, signed numbers, and rational numbers are also introduced. This course requires use of a scientific calculator. Formerly listed as MATH G046, not open to students who have successfully completed MATH G046. Prerequisite: Placement Testing.

ELEMENTARY ALGEBRA FOUNDATIONS
Course Number: MAT* 095      Credits: NC (3 Sem. Hours)
Introductory Algebra addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation.

INTERMEDIATE ALGEBRA
Course Number: MAT* 137      Credits: 3
Topics include sets, polynomials, fractions, exponents, roots and radicals, linear equations, quadratic equations, relations and functions, conics, and systems of equations. This course will include use of a graphing calculator TI-83TM. Formerly listed as MATH 131, not open to students who have successfully completed MATH 131. Prerequisite: MAT* 095 or Mathematics Placement Test.

Statistics with Technology
Course Number: MAT* 167      Credits: 3
The descriptive methods studied include the concept of population versus sample, frequency distributions, measures of central tendency, measures of dispersion, probability, and probability distributions. The inferential methods presented involve hypothesis testing, point and interval estimation, correlation and regression, analysis of variance. This course requires use of a graphing calculator TI-83TM. This course may include use of a computer-based statistical package. Formerly listed as MATH 124, not open to students who have successfully completed MATH 124. Prerequisite: MAT* 137 Intermediate Algebra.

Music

MUSIC HISTORY & APPRECIATION I
Course Number: MUS* 101      Credits: 3
A foundation for intelligent and appreciative listening through knowledge of the characteristics, media, and structure of music, major choral and instrumental work, musical styles, interpretation, and the principles of aesthetics. Lectures, discussion, recordings, and attendance at live performances are employed. Formerly listed as MUS 101, not open to students who have successfully completed MUS 101.

Philosophy

ETHICS
Course Number: PHL* 111      Credits: 3
Introduction to the major ethical systems in Western philosophy and to current moral language, moral decision, and selected contemporary problems in ethics. Formerly listed as PHIL 130, not open to students who have successfully completed PHIL 130.

Physical Sciences - Chemistry

CONCEPTS OF CHEMISTRY
Course Number: CHE* 111      Credits: 4
Basic principles governing chemical changes. Topics include atomic structure, chemical bonding, stoichiometry, states of matter and solution chemistry. Three hours of lecture and two hours of laboratory per week. Formerly listed as CHEM 121, not open to students who have successfully completed CHEM 121. Prerequisite: MAT* 095 or Mathematics Placement Test.

GENERAL CHEMISTRY I
Course Number: CHE* 121      Credits: 4
The fundamental laws and principles of chemistry. Elements, compounds, mixtures, atomic structure, the periodic table, chemical bonding, gas laws, and thermochemistry are key subjects. Emphasis is placed on the mole concept in basic chemical calculations. Three hours of lecture and three hours of laboratory per week. Formerly listed as CHEM 121, not open to students who have successfully completed CHEM 121. Corequisite: MAT* 137.
Course Descriptions

**Political Science**

**AMERICAN GOVERNMENT**  
Course Number: POL* 111  Credits: 3  
Study of the United States' national government, including the Constitution, Congress, the presidency, the judiciary, administrative agencies, and political parties, with particular attention to their evolution, organization, and functions. Formerly listed as PLSC 201, not open to students who have successfully completed PLSC 201.

**Psychology**

**GENERAL PSYCHOLOGY I**  
Course Number: PSY* 111  Credits: 3  
Introduction to the basic concepts and methods of psychology. Primary emphasis is placed on the scientific study of human behavior. Topics include: basic physiological processes underlying behavior; states of consciousness; learning and memory; motivation and emotion; stress, health and adjustment; and social psychology. Formerly listed as PSY 101, not open to students who have successfully completed PSY 101. Corequisite: ENG* 043.

**CHILD AND ADOLESCENT DEVELOPMENT**  
Course Number: PSY* 204  Credits: 3  
Development of the child from conception through adolescence, with focus on physical, cognitive, social and emotional growth. Both hereditary and environmental influences are considered. Formerly listed as PSY 232, not open to students who have successfully completed PSY 232. Prerequisite: PSY* 111 recommended, Corequisite: ENG* 043.

**Sociology**

**PRINCIPLES OF SOCIOLOGY**  
Course Number: SOC* 101  Credits: 3  
Basic sociology principles as they apply to culture, personality, group structures, and major social institutions. Formerly listed as SOC 201, not open to students who have successfully completed SOC 201. Corequisite: ENG* 043.

**SOCIOLOGY OF THE FAMILY**  
Course Number: SOC* 210  Credits: 3  
Development of the family as an institution with emphasis on patterns and problems of family relationships. Cultural variations in the American family and urban family problems are examined. Formerly listed as SOC 236, not open to students who have successfully completed SOC 236. Prerequisite: SOC* 101.

**INTRODUCTION TO SOCIAL WELFARE**  
Course Number: SOC* 235  Credits: 3  
Services and techniques used in providing for public welfare are studied. Emphasis is placed on historical development of social services, extent of private and governmental participation in providing social services, and major processes associated with the field. Speakers and visits are used to survey existing services in the Greater Hartford area. Formerly listed as SOC 230, not open to students who have successfully completed SOC 203.

**Spanish**

**ELEMENTARY SPANISH I**  
Course Number: SPA* 101  Credits: 3  
Introduction to the fundamentals of Spanish grammar, with emphasis on the development of listening, speaking, reading and writing skills. Formerly listed as SPAN 101, not open to students who have successfully completed SPAN 101.

**Theatre**

**INTRODUCTION TO THEATRE**  
Course Number: THR* 101  Credits: 3  
This course will cover readings within the context of several theatrical traditions, an introduction to theatre practice and performance techniques, and will showcase class work. Formerly listed as ENG 299, not open to students who have successfully completed ENG 299.

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www.ed2go.com/capitalcc  
Contact: rpierson@ccc.commnet.edu

Other course offerings include:

Business Writing, Medical Terminology, Singapore Math, Integrating Technology in the Classroom, Creating Web Pages, Speed Spanish and more.
Nurse Aide Certification

Are you interested in entering the health care field? A career as a certified nurse aide is a great place to start! Certified nurse aides are valuable members of the health care team who work in a variety of settings providing basic nursing care. Capital Community College is licensed by the CT Department of Public Health to provide a 127-hour part-time course. Classroom and skills laboratory instruction are held at the College; clinical experience is held in area skilled nursing facilities. Instructors are registered nurses with experience in teaching and care of geriatric residents.

**Topics Include:**
- Role of the CNA
- Activities of Daily Living
- Infection Control
- Employability Skills
- Review of Systems

The course is offered in two formats: a six week weekday course or a fourteen week evening/weekend course. The competency test is included in the tuition. The following required items are not included in tuition: textbook, uniform, travel expenses, physical exam & CT Nurse Aide Registry application fee.

**Pre-requisites:**
- Must be 17 years old.
- Assessment test for reading and math.
- Physical exam, including TB test.

Individuals with college experience may request the assessment test to be waived. Call Customer Service at (860) 906-5130 regarding testing. Please note that students with felony convictions may have difficulty obtaining employment in this field.

If you are a CNA whose certificate has lapsed because you have not worked as a CNA in over two years, please see the next page for our 20-hour CNA Refresher course.

"I enrolled in the Certified Nurse Aide class in order to gain some knowledge and experience in a clinical setting. Certified Nurse Aides are an essential component in the care of the sick. In the future I hope to become a Physician’s Assistant and I feel that this experience will greatly benefit me. Having experience as a CNA, I hope to be considered a better candidate since I already have this background in patient care. I am also proud of myself for being able to successfully complete the class."

– Dana T., CNA graduate
CNA Refresher

Are you unable to be hired as a CNA because two years have gone by and you have not worked in your field? Need to retake the Competency Exam? This 20 hour refresher course will prepare you to take the CT Nurse Aide Competency exam.

Your instructor will review basic principles of care and test taking strategies. Skills lab is included for hands-on review. Required textbook is available in the College bookstore.

Section 1:
HMED 5166-1772 - $249
6/26-7/12; Tuesday and Thursday
5:00-8:20 p.m.
Room: 820
Instructor: Staff
CEU: 2.0

Section 2:
HMED 5166-1772 - $249
7/31-8/16; Tuesday and Thursday
5:00-8:20 p.m.
Room: 820
Instructor: Staff
CEU: 2.0

See Page 12 For Registration Information

Scholarships and Financial Aid

Those who receive Food Stamps (SNAP-ET Recipients) may be eligible to take certain certificate program courses for FREE! Look for the SNAP symbol throughout this catalog for qualifying programs.

CT Works (WIA - Workforce Investment Act monies available to qualified persons). Call CT Works at (860) 256-3675 or visit them at 3580 Main Street in Hartford (the old Fuller Brush building). Go to www.ctdol.state.ct.us for further information. Look for the WIA symbol for approved courses.
Patient Care Technician (PCT)

The healthcare industry is evolving at an unprecedented pace, and as one of the most versatile members in the field, Patient Care Technicians (PCTs) are always in demand. Increase your marketability and build upon your Certified Nurse Aide (CNA) knowledge and skills with CCC’s 90-hour PCT course.

Pre-requisite:
CNA certificate and high school diploma or GED.

Topics Include:
• Advanced Patient Care Skills
• Introduction to Health Careers/Educational Pathways
• Medical Terminology
• Rehabilitation Care
• Basic Life Support for Healthcare Professionals
• Customer Service
• EKG & Pulse Oximetry Skills
• First Aid • HIPAA Compliance

HMED 5228-2111 - $1,528
(includes textbooks)
5/22 - 8/21; Tuesday & Thursday
5:30-9:00 p.m.
Room 318
CEU: 9.0

Program consists of four modules:

Advanced Patient Care Skills Module
5/22 - 7/3; Tuesdays & Thursdays
5:30 – 9:00 p.m.
Instructor: Kathie Larke, MSN, MA, RN

Introduction to Health Information Technology
5/21 & 5/31; Thursdays
5:30 – 8:30 p.m.
Instructor: Carol Vassar-Pettit

EKG/PO Module
7/10 - 7/26; Tuesdays & Thursdays
5:30 – 9:00 p.m.
Instructor: Bruce Hoffman

Phlebotomy Module
7/31 - 8/21; Tuesdays & Thursdays
5:30 – 9:00 p.m.
Instructor: Tracy Evans

*This course contains content from Capital Community College’s nationally recognized Electronic Health Records (EHR)/Health Information Technology program.
Personal Care Assistant (PCA)

Personal care assistants have held 767,000 of the jobs in the United States. This total is expected to grow by 46 percent by 2018 based on U.S. Department of Labor employment projections. Personal care assistants are and will continue to be in high demand as the population continues to age and individuals transition from long term care facilities to homecare. In addition, earlier hospital discharges and the need to care for veterans returning from service will further increase the demand for trained personal care assistants.

The training will cover topics on the role of the personal care assistant, care of elderly and disabled individuals, proper body mechanics, nutrition, infection control, vital signs, fall prevention, safe wheelchair use, cultural competency, respect, communication, CPR and First Aid Certification, and specific diseases. The program will also cover the social service aspects of a personal care assistant’s responsibilities.

Pre-requisites:
Participants must have a high school diploma or GED, completion of a math and reading assessment, and no criminal record that will impact employment.

I took the course to get a better understanding of being a caregiver. But it will also help at my job at the Rocky Hill VA Health Care Center.’
- James W.

HMED 5240-1780 - $499
(plus textbooks*)
4/24 – 6/28; Tuesday & Thursday
5:30 - 9:00 p.m.
Room: 820
Instructor: TBD
CEU: 7.0

*Textbooks can be purchased at the Capital Community College bookstore located the 7th floor.
Pharmacy Technician Certificate

The need for Pharmacy Technicians is increasing with the U.S. Department of Labor Bureau of Labor Statistics projecting a 31 percent job increase by 2018. This statistic is confirmed by data from the Connecticut Department of Labor projecting a similar increase in this job category for the North Central region.

In partnership with the Connecticut Pharmacists Association, this comprehensive program prepares individuals for entry-level positions in community, hospital, or long-term care settings. Participants will be prepared for the Pharmacy Technician Certification Board (PTCB) national certification exam.

Topics will include medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Participants will learn dosage calculations, I.V. flow rate, drug compounding and dose conversion, dispensing of prescriptions, inventory control, billing, and insurance reimbursement.

Pre-requisites:
Participants must have a high school diploma or GED, completion of a math and reading assessment, computer keyboarding skills, and no criminal record that will impact employment.

* This course contains content from Capital Community College’s nationally recognized Electronic Health Records (EHR)/Health Information Technology program.
Emergency Medical Technician – Basic (EMT-B) Certificate

Emergency Medical Technicians provide care to ill and injured individuals in critical times, often making the difference between life and death. EMTs work in a variety of different environments – including ambulances and hospital emergency departments. This 160-hour course, in cooperation with the Office of Emergency Medical Services and the CT Department of Public Health, will prepare individuals for the state certification exam as an Emergency Medical Technician-Basic (EMT-B). Lectures, guest presentations, demonstrations, emergency room observation and hands-on experience will provide the knowledge and skills required for certification.

The training will cover topics such as airways, patient assessment, OB-GYN, trauma, infants and children, and EMT operations.

Participants of this course will attend the State Practical Exam free of charge on May 24 at Capital Community College.

EMT-Basic Certification is required for admission into the EMT-Paramedic Certificate and Associate Degree programs at Capital Community College and other institutions.

Pre-requisites:
High School Diploma or GED. Completion of reading and math assessment and no criminal record that will impact employment.

* This course contains content from Capital Community College’s nationally recognized Electronic Health Records (EHR)/Health Information Technology program.

HMED 5207-2109
$799 (plus textbooks*)
Class: 7/9-8/15;
Monday - Thursday
8:00 a.m. - 4:00 p.m.
Room 318

State Practicum - Aug. 16
Instructor: Marguerite Haaga, EMSI
CEU: 16.0

*Textbooks can be purchased at the Capital Community College bookstore located the 7th floor.
Small Business Management & Entrepreneurship Certificate

Do you have an entrepreneurial mind? Do you aspire to be your own boss? Capital Community College’s Small Business Management & Entrepreneurship Certificate can help you achieve your dream. Learn the skills needed to become the owner of a viable small business.

Explore what to consider when selecting a type of business to start and whether to buy or create a business. Discover bank financing and how to obtain venture capital. Structure and write a business plan (sample business plans will be presented and discussed).

Develop a marketing plan that will make your business succeed. Examine demographics, product/service evaluation, advertising techniques and pricing. Create an accounting and record-keeping system that works for you. Explore and understand the importance of the general ledger and journals, accounts receivable, accounts payable, invoicing, billing, credit and collections. Learn when and how to use lawyers, as well government regulations that influence the start-up and operation of small businesses.

Finally, focus on financial statements and financial management tools including balance sheets, profit and loss statements, cash flow projections and budgets. Throughout the program, discuss techniques used to manage a small business in a recession economy.

BIS 5000-2112- $289 (includes textbooks) 6/11-7/30; Mondays 5:30 - 8:30 p.m. Room: 613 Instructor: Odell Cooper CEU: 2.4

See Page 12 For Registration Information
BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS

The BLS Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for Healthcare providers such as EMS personnel, nurses, dentists, respiratory therapists, physician assistants and others who must have a credential (card) documenting successful completion of a CPR course.

Course Content:
- Basic Life Support for Healthcare Providers
- Adult and Pediatric CPR
- Foreign-body airway obstruction
- Use of automated external defibrillation with CPR

Sections:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMED 5245-2103</td>
<td>Tuesday, June 19</td>
<td>8:30 a.m. - 1 p.m.</td>
<td>Jason Race</td>
<td>303</td>
</tr>
<tr>
<td>HMED 5245-2106</td>
<td>Wednesday, June 20</td>
<td>5:30 - 10 p.m.</td>
<td>Marguerite Haaga</td>
<td>303</td>
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<tr>
<td>HMED 5245-2104</td>
<td>Tuesday, July 10</td>
<td>8:30 a.m. - 1 p.m.</td>
<td>Jason Race</td>
<td>303</td>
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<tr>
<td>HMED 5245-2107</td>
<td>Thursday, July 12</td>
<td>5:30 - 10 p.m.</td>
<td>Marguerite Haaga</td>
<td>303</td>
</tr>
<tr>
<td>HMED 5245-2105</td>
<td>Tuesday, August 7</td>
<td>8:30 a.m. - 1 p.m.</td>
<td>Jason Race</td>
<td>303</td>
</tr>
<tr>
<td>HMED 5245-2108</td>
<td>Monday, August 13</td>
<td>5:30 - 10 p.m.</td>
<td>Marguerite Haaga</td>
<td>303</td>
</tr>
</tbody>
</table>

Fee: $85 per student. Registration deadline: At least 5 business days prior to each course
Be Your Own Coach

No one knows you better than you. Learn how to recognize opportunities for personal and professional growth, develop greater self-confidence and self-awareness and understand the power of your behavior. Develop your own approach and excel to create new possibilities for growth for yourself and your organization.

Learning Objectives:
• Understand the role of a coach.
• Identify opportunities.
• Develop a plan.

Keeping Emotions in Check

Today’s fast-paced, competitive, and resource lean organizations are creating environments that can make even the calmest person crumble. Learn about emotions and what triggers stress and conflict. Learn techniques of how to keep your emotions and those of others under control. There will be discussion of causes and how to recognize and report the potential of workplace violence.

Learning Objectives:
• Explain emotions and triggers.
• Discuss techniques for controlling emotions.
• Demonstrate techniques for diffusing hostility.
• Discuss issues related to workplace violence.

See Page 12 For Registration Information
MS Excel 2007 Bundle

This comprehensive, two-day workshop will cover the skills required to create and use a basic spreadsheet followed by techniques to enhance spreadsheets with templates, charts, graphics, and formulas.

Learning Objectives:
- Create a basic worksheet.
- Modify and print a worksheet.
- Manage large workbooks.
- Calculate with advanced formulas.
- Organize worksheet and table data.
- Insert graphic objects and customize workbooks.

COMP 5300-1810 - $180
6/19 & 6/26, Tuesdays
9:00 a.m. - 4:00 p.m.
Room: 616
Instructor: Deb Lamont
CEU: 1.2

MS Word 2007 Bundle

Learn how to create, edit, and enhance standard business documents. Expand this knowledge into more complex layouts and utilize mail merge, macros and automated task features.

Learning Objectives:
- Control a document’s page setup and overall appearance.
- Customize tables, charts, and formatting with styles and themes.
- Create and modify pictures and graphics.
- Insert content using Quick Parts.

COMP 4239-1808 - $180
7/17 & 7/24, Tuesdays
9:00 a.m. - 4:00 p.m.
Room: 604
Instructor: Deb Lamont
CEU: 1.2

“Instructor was excellent...stayed on topic and extremely easy to understand. Not only am I no longer intimidated by these programs, but I am confident I can use them effectively now at my place of employment.'

Deborah K., Excel Bundle student
Apple Creative Lab

The Art of Photography
This course allows you to learn some advanced image-editing techniques to fully enhance your images and bring out your inner artist. ($95)

June 4 & June 6
6:00 PM—9:00 PM

Photoshop I
Using a hands-on approach, this course introduces students to the basics of working with images in a digital environment using Adobe Photoshop CS5 ($95).

June 11 & 13
6:00 PM - 9:00 PM

Photoshop II
Photoshop II builds upon the topics covered in Photoshop I and presents students with a more advanced utilization of the features of Photoshop CS5

$95
June 18 & 20
6:00 PM - 9:00 PM

Advanced Photoshop
Looking to create display-ready images? Learn how to enhance and finish an image that will be exhibition quality.

$95
June 25 & 27
6:00 PM—9:00 PM

Photoshop for Absolute Beginners
Dabble in the world’s premiere image editing and photography tool.

$95
May 21 & 23
6:00 PM—9:00 PM

Visit our website for course and registration information:
www.ccc.commnet.edu/docs/latestnoncredit.pdf
Or visit us on the 3rd Floor - Room 314
Questions? Email: upettit@ccc.commnet.edu
Check Out The Continuing Education Blog

cccce@blogspot.com
For Insurance Professionals: Connecticut Insurance Training and Education Center (CITEC)

The Connecticut Insurance Training & Education Center (CITEC) provides the in-demand training programs and services to support the continuing education of Connecticut’s insurance industry. Located at Capital Community College’s state-of-the-art campus on Main Street in downtown Hartford, classes are available for students and professionals in all aspects of insurance and financial services.

The CITEC consortium is led by the Connecticut Chapter of the Chartered Property & Casualty Underwriter (CPCU) Society in collaboration with Capital Community College, the Connecticut Department of Insurance, the Connecticut Insurance & Financial Services Cluster and the Connecticut Department of Economic and Community Development.

CPCU 530—Business Law for Insurance Professionals

- Make better commercial underwriting decisions by learning how client contracts may affect coverage
- Prepare to manage or mitigate the effects of litigation by learning insurance applications of contract law and tort law
- Enhance the agency relationship with an understanding of agency law and the related insurance applications


PRFD 5407-3604 - $699
(plus textbook)
9/24-11/5, Mondays & Wednesdays
(no class 10/8)
5 - 9 p.m.
Room: 309
Instructor: Rich Tutunjian
CEU: 4.8
The following courses are required to earn the Associate in Risk Management (ARM) designation:

**ARM 55—Risk Control:** Controlling Property, Personnel, Liability, and Net Income Loss Exposures; Intellectual Property Loss Exposures; Criminal Loss Exposures; Disaster Recovery for Property Loss Exposures; Understanding Claim Administration; Fleet Operations Loss Exposures; Environmental Loss Exposures; Understanding System Safety; Motivating and Monitoring Risk Control Activities.

**ARM 56—Risk Financing:** Insurance as a Risk Financing Technique; Reinsurance and Self-Insurance; Retrospective Rating Plans and Captive Insurance Companies; Finite and Integrated Risk Insurance Plans; Capital Market Products; Forecasting Accidental Losses; Accounting and Income Tax Aspects; Claim Administration; and Allocating Risk Management Costs.
Insurance & Financial Services

Associate In General Insurance (AINS)

AINS 22—Personal Insurance: Personal Insurance Overview; Automobile Insurance and Society; Personal Auto Policy: Liability, Medical Payments, and UM Coverage; Personal Auto Policy: Physical Damages, Duties After an Accident, and Endorsements; Homeowners Property Coverage; Homeowners Liability Coverage; Homeowners Coverage Forms and Endorsements; Other Residential Insurance; Other Personal Property and Liability Insurance; Life Insurance Planning; Retirement Planning; Disability and Health Insurance Planning


PRFD 5307-2181 - $699 (plus textbook)
6/20-8/8, Mondays & Wednesdays (no class 7/2 or 7/4)
5 - 9 p.m.
Room: 307
Instructor: William O’Connor
CEU: 4.8

PRFD 5308-3603 - $699 (plus textbook)
9/24-11/5, Mondays & Wednesdays (no class 10/8)
5 - 9 p.m.
Room: 307
Instructor: William O’Connor
CEU: 4.8

See Page 12 For Registration Information
Associate In Commercial Underwriting

Underwriting Commercial Property (AU 61) -
Topics include: Commercial property loss exposures, common policy formulas, verifying property values, management and financial condition of a business, occupancy hazards rating factors, business income loss exposures, estimating probable maximum loss of business income.

Underwriting Commercial Liability (AU 62) -
Topics include: Legal liability: torts, contracts and statutes, negligence, classifying general liability accounts, underwriting premises and operations liability, products liability, commercial auto loss exposures, business auto coverage form endorsements, worker’s compensation.

AU 60
PRFD 5456-3615 - $699 (plus textbook)
9/4-10/11, Tuesdays & Thursdays
5 - 9 p.m.
Room: 303
Instructor: Rich Tutunjian
CEU: 4.8

AU 61
PRFD 5457-3616 - $699 (plus textbook)
10/16-11/29, Tuesdays & Thursdays
(no class 11/20 & 11/22)
5 - 9 p.m.
Room: 303
Instructor: Rich Tutunjian
CEU: 4.8
To learn more about how Capital Community College can work for you, call (860) 906-5138 for a free consultation.
Music Lessons

Applied Music Lessons at Capital Community College

Capital Community College is pleased to offer private, one-on-one music lessons on campus for the Summer semester. We boast some of the best music faculty in the area, to include Associate Professor and Program Coordinator Dr. Arthur Hernandez, Piano Professor Trista Hummel as well as members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill.

Tuition is $365.00 for 14, thirty minute sessions per semester.

For more information, call Dr. Hernandez @ (860) 906-5039 or Continuing Education @ (860) 906-5130.

Invest In Your Future Workforce

Capital Crossroads to Careers is an innovative program at Capital Community College designed to develop leaders for your business.

Tap into local talent - students combine classroom learning with hands-on experience to contribute to your organization.

To learn about this successful model developed with major Connecticut insurance and financial services companies, call the Capital Crossroads to Careers Program Office at (860) 906-5143.
‘Cooking With Cottle’
Connecticut’s own Chef Kevin Cottle became a household name during his appearance on the 6th season of the popular television show *Hell’s Kitchen*. Now he’s coming to Capital Community College for a special, one-evening-only engagement guaranteed to “spark” your inner gourmet. Watch as Chef Cottle demonstrates some of his favorite techniques and recipes ranging from easy appetizers to delectable desserts, and be prepared for the opportunity to sample some of the fare when he is finished!

This unique cooking demonstration also includes a short question and answer segment and the opportunity for photos/autographs upon completion.

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The Savvy Coupon Shopper
From old-fashioned scissor-snipping to online discounts, groupon and the like, there has never been so many ways to save. But your time is also worth money, so finding the highest-yielding coupons as quickly and effectively as possible is often as important as the savings associated with it. This one day course will teach you the easiest, most effective ways to save on everything from groceries and every day goods and services to entertainment options, larger, infrequent purchases and much more.

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Staff Directory

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Capital Crossroads to Careers  
Mary Nerbonne  
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mnerbonne@ccc.commnet.edu

SNAP-ET Hotline:  (860) 906-5046

About The CEU

The Continuing Education Unit (CEU) is a nationally recognized standard measure for continuing education activities. The CEU concept provides individuals with recognition for their efforts to update or broaden their knowledge or skills. Records of CEUs awarded provide a framework within which individuals can develop and achieve long-range goals. Progress toward such goals, at the individual's own pace and possibly planned over a number of years, can be demonstrated and documented by official record of CEUs awarded. One CEU measures 10 contact hours of participation in a continuing education experience. A course identified with 3.0 CEUs will meet for a total of 30 hours.

Coming Soon

English-As-A Second Language.

For up to the minute updates on all classes follow us at:

facebook.com/capitalcollegece

twitter.com/capital_ce

or read our blog at: cccce.blogspot.com