Important Telephone Numbers

Emergency/Public Safety ................................................. 860-906-5075 or ** on any college phone
Main College Number ..................................................... 860-906-5000
Toll-Free Number ......................................................... 1-800-894-6126
Academic Media Technology ............................................. 860-906-5030
Academic Advising ......................................................... 860-906-5040
Academic Success Center/Tutoring ................................... 860-906-5200
Admissions/Enrollment Services/Registrar ........................... 860-906-5140
Athletics ............................................................................. 860-906-5000, x 6435
Bookstore ........................................................................... 860-525-5956
Career Center ..................................................................... 860-906-5108
Cashier/Bursar’s Office ....................................................... 860-906-5061
Counseling ........................................................................ 860-906-5040
Disabilities Services Coordinator ................................. 860-906-5204
Early Childhood Lab School ............................................... 860-906-5237
English-as-a-Second Language (ESL) ............................... 860-906-5203
Financial Aid ..................................................................... 860-906-5090
Human Resources ............................................................. 860-906-5007
Library ................................................................................. 860-906-5020
New Students/Welcome and Advising Center ..................... 860-906-5077
Nursing/Health Careers ...................................................... 860-906-5150
Placement Testing .............................................................. 860-906-5089
School of Workforce & Continuing Education ................... 860-906-5130
Student Services ............................................................... 860-906-5086
Transcript Requests .......................................................... 860-906-5140
Veterans Oasis Center ......................................................... 860-906-5044
Welcome and Advising Center ........................................... 860-906-5077
Welcome to Capital Community College!

We are so pleased that you have made the decision to become a Capital student. This is now your college and we will do everything we can to make sure you get the support you need to succeed. Whether you are here to obtain your associate degree, transfer to a four-year college, improve your job skills or change careers, from the moment you step on campus your success is our goal, and we will work with you to make it happen.

From the Welcome and Advising Center to the Career Center, from the Counseling Office to the Financial Aid Office, from the Veterans Oasis Center to the Academic Success Center (Tutoring), from the English-as-a-Second Language area to our library with 24/7 online accessibility and beyond, there are people at Capital who will help you find your way around what we know can be an overwhelming process. And since college isn’t just about academics, we will also present you with opportunities to make friends and develop leadership skills through our Student Senate and many clubs on campus.

We are proud of the close relationships our students have with faculty and staff who care about each and every student — and equally proud of our rigorous academic programs. Our students transfer to the University of Connecticut, the colleges of the Connecticut State University system, Trinity College, University of Saint Joseph, the University of Hartford and other colleges both within and outside Connecticut.

Everyone talks about diversity and the importance of preparing students for an evolving global society. At Capital, diversity across the board is the norm, and students from different backgrounds all over Greater Hartford attain a truly global perspective of the world as they share classes with each other and students from dozens of nations around the globe. Capital’s downtown location and partnerships with business, cultural and historical institutions also create a multi-cultural learning experience that is uniquely stimulating, with classes and internships you won’t find anywhere else.

Capital has a long history of helping students achieve their dreams. Our supportive faculty and staff are in large part how that happens, and why most students say “it feels like home” here. I welcome you to Capital Community College — whatever you want to achieve, we are dedicated to helping you get there!

Wilfredo Nieves, Ed.D.
President
# Table of Contents

## Important Telephone Numbers

## General Information
- Mission Statement / Vision Statement
- Accreditations and Affiliations
- History
- About Our Building / Building Directory
- Getting Here and Parking

## Degree and Certificate Offerings

## Student Services
- Message from the Dean of Student Services
- Admissions
- Nursing Program Admissions
- Emergency Medical Technician/ Paramedic Certificate
- Radiologic Technology Admissions
- Financial Aid Programs
- Tuition, Fees, and Payment Information
- Tuition Waivers for Connecticut Residents
- Refunds of Tuition and Fees
- Welcome and Advising Center / Counseling / Support Services for Students with Disabilities / Career Services
- Student Leadership / Veterans Oasis Center / Bookstore
- Programs for High School Students

## Academic Information
- Academic Policies
- Placement Testing / Transcripts
- Academic Support Services
- Pre-Academic Programs
- English-as-a-Second Language
- Internships

## Online Learning

## Certificates and Degrees
- Certificate and Degree Program Information

## Certificate Programs
- Accounting: Basic
- Accounting: Advanced
- Computer and Information Systems: Mobile Application Developer
- Computer and Information Systems: Network Administrator Assistant

## Associate in Arts Degrees
- Liberal Arts and Sciences

## Associate in Science Degree Programs
- Accounting
- Architectural Engineering Technology
- Biotechnology
- College of Technology
- College of Technology: Technology Studies and Pathway to Industrial Technology at CCSU
- College of Technology: Technology Studies — Engineering Technology Option
- Communication Media
- Computer and Information Systems
- Computer and Information Systems: Mobile Application Developer Option
- Computer and Information Systems: Web Publishing Option
- Computer and Information Systems: Network Administrator Assistant Option
Table of Contents

Computer Networking .......................................... 66
Computer Networking: Cybersecurity Option ............... 67
Computer Support Specialist .................................. 68
Computer Support Specialist:
  Hardware Support Option .................................. 69
Construction Management: AS Degree ....................... 69
Construction Management: AAS Degree ..................... 70
Criminal Justice .................................................. 71
Early Childhood Education .................................... 71
Fire Science and EMS .......................................... 73
Fire Science and EMS: Emergency Management
  Response Option ............................................... 73
General Studies .................................................. 74
Health Information Management .............................. 74
Insurance and Financial Services ............................. 75
Management ...................................................... 76
Management: Entrepreneurship Option .................... 77
Medical Assisting ................................................ 78
Medical Assisting: Administrative Medical
  Insurance Option .............................................. 78
Music Industry ................................................. 79
Nursing ............................................................ 80
Paramedic Studies ............................................... 84
Paramedic Studies: Emergency Medical Services
  Instructor Option ............................................... 84
Paramedic Studies: Emergency Management
  Response Option .............................................. 85
Radiologic Technology ......................................... 85
Associate in Science Degree Program
  for Certified Radiographers ................................ 86
Social Services Degree Program .............................. 87
Social Services: Community Change Studies Option .... 87
Social Services: Gerontology Option ....................... 88
Social Services: Library Technical Assistant Option ...... 88
Social Services: Mental Health Option ...................... 89

SCHOOL OF WORKFORCE & CONTINUING EDUCATION .... 90
TRANSFER OPPORTUNITIES
  Transfer Opportunities at Capital ......................... 91
  Cross Registration .......................................... 93

ABOUT THE COURSE DESCRIPTIONS
  (Prerequisites, Corequisites and Course Numbers) ........ 93

COURSE DESCRIPTIONS ...................................... 94
  Courses listed in alphabetical order, starting on page 94

BOARD OF REGENTS POLICIES ................................. 127
  FERPA — The Family Rights and Privacy Act ............ 128

DIRECTORY
  Boards and Councils ........................................ 129
  Staff ......................................................... 130
  Faculty ........................................................ 134

STATWAY PROGRAM .......................................... 138
QUANTWAY PROGRAM ......................................... 139
INDEX ............................................................. 140
## Fall 2015

- **Tuesday, August 25**: Semester Begins
- **Thursday, August 27**: New Student Orientation
- **Monday, August 31**: Last Day for a Full-Tuition Refund
- **Monday, August 31**: Classes Begin
- **Tuesday, September 1**: First Day for Partial-Tuition Refund
- **Monday, September 7**: Labor Day — College Closed
- **Tuesday, September 8**: Last Day to Add a Class
- **Monday, September 14**: Last Day to Drop a Class
- **Tuesday, September 15**: Last Day for Partial Tuition Refund
- **Monday, September 28**: Withdrawal Period Begins
- **Wednesday, November 11**: Last Day to Resolve Incompletes from Previous Semester
- **Thursday, November 26**: Thanksgiving Recess Begins
- **Monday, November 30**: Thanksgiving Recess Ends
- **Tuesday, December 8**: Reading Day — College Open, No Classes
- **Friday, December 11**: Last Day of Classes
- **Saturday, December 12**: Final Exams Start
- **Friday, December 18**: Final Exams End
- **Saturday, December 19**: Final Exam Make-Up Day*
- **Tuesday, December 22**: Final Grades Due
- **Wednesday, December 23**: Semester Ends

## Spring 2016

- **Thursday, January 14**: New Student Orientation
- **Thursday, January 15**: Snow Date New Student Orientation
- **Tuesday, January 19**: Semester Begins
- **Wednesday, January 20**: Last Day begins
- **Thursday, January 21**: First Day for Partial Tuition Refund
- **Wednesday, January 27**: Last Day to Add a Class
- **Wednesday, February 3**: Last Day to Drop a Class
- **Tuesday, February 7**: Last Day for Partial Tuition Refund
- **Thursday, February 4**: Withdrawal Period Begins
- **Thursday, February 5**: Feb. 12+ Feb. 13+ Feb. 15
- **Monday, February 15**: Lincoln’s & Washington’s Birthday Observed - College Closed, No Classes
- **Wednesday, February 17**: Last Day to Change to/from Audit Status
- **Monday, March 21**: Spring Recess Begins
- **Monday, March 28**: Spring Recess Ends - Classes Resume
- **Friday, March 25**: Good Friday, College Closed
- **Thursday, April 7**: Last Day to Resolve Incompletes from Previous Semester
- **Thursday, April 8**: Faculty Professional Day — Classes Held
- **Friday, April 9**: (Mon) Apr 11-(Fri) April 15
- **Monday, May 2**: Academic Advising Week
- **Thursday, April 21**: Last Day to Withdraw
- **Thursday, May 5**: Reading Day — College Open, No Classes
- **Monday, May 9**: Last Day of Classes
- **Tuesday, May 10**: Final Exams Begin
- **Monday, May 16**: Final Exams End
- **Tuesday, May 17**: Final Exam Make-Up Day*
- **Thursday, May 19**: Final Grades Due
- **Thursday, May 26**: Commencement
- **Wednesday, June 1**: Semester Ends

* For College being closed earlier in semester, e.g., weather
MISSION STATEMENT

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

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

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

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

VISION STATEMENT

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

ACCREDITATIONS AND AFFILIATIONS

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

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

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

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff at the College. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433. Telephone: 781-271-0022. E-mail: cihe@neasc.org

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

The Emergency Medical Technician - Paramedic Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs. The Radiologic Technology Associate Degree Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education/PTA. The degree program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Medical Assisting Education Review Board (MAERB). The Laboratory School of the Early Childhood Education Program is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The Early Childhood Education Program is accredited by the National Association for the Education of Young Children (NAEYC).

PROFESSIONAL AFFILIATIONS

Capital Community College holds institutional, divisional, departmental, or individual memberships in numerous higher education professional organizations including the New England Association of Schools and Colleges, Incorporated; American Association of Community Colleges; the American and New England Associations of Collegiate Registrars and Admissions Officers; the American Association of Women in Community Colleges; the American Association of Latin-Americans in Higher Education; the Connecticut Association of Female Executives; the Connecticut Association of Professional Financial Aid Administrators; Hartford Consortium for Higher Education; the National Association of Female Executives; the National Association of Student Personnel Administrators; the National Business Education Association; the National Council in Black American Affairs; National League for Nursing; the New England Transfer Association; Northeast Association for Institutional Research; and Teachers of English to Speakers of Other Languages.
Capital Community College is the result of the 1992 merger of Greater Hartford Community College (founded in 1967) and Hartford State Technical College (founded in 1946). Hartford State traces its roots to the Connecticut Engineering Institute, a technical school that educated a generation of post—war engineering technicians for the region’s manufacturing, industrial and public works sectors. The Institute graduated its first class of 23 students in June 1948. In 1960 the Institute left its Washington Street facility and moved to a new campus at Flatbush Avenue to become Hartford State Technical College.

In 1967, Greater Hartford Community College opened with a freshman class of 388 students. In a two-story brick building on the east edge of historic Colt Park on Sequassen Street, the College grew at its “temporary” campus for seven years. In 1974, Greater Hartford Community College moved into a six-story building at 61 Woodland Street, the former home of Phoenix Insurance Company. The College population swelled to 2,446 students by the fall of 1974.

Located only four miles apart, Hartford State and Greater Hartford finally merged their missions and resources in 1992 in a state mandated consolidation. The unified institution was named Capital Community-Technical College, renamed Capital Community College in 2000.

At the end of 1999, the former G. Fox Department Store on Main Street was selected as the site for a new campus. A key to downtown Hartford’s revitalization, the new campus included a $70 million top-to-bottom renovation of 300,000 square feet of space in the former retail building, a downtown landmark where generations of residents shopped and worked. The College occupies the original section of the 1918 building.

High tech classrooms and labs, new instructional equipment and a state of the art telecommunications system are incorporated into the beloved former department store where care has been taken to preserve some of the building’s historic features.

Capital, now more accessible to residents, continues to educate a multicultural community of all ages. The College’s downtown location creates an energy that is palpable, and partnerships with area businesses like Travelers, and cultural neighbors such as Hartford Stage and the Wadsworth Atheneum, present students with opportunities to participate in unique programs and internships. Even students who have lived in Greater Hartford all their lives are discovering new and exciting aspects of their city every day.

OUR CHRONOLOGY FROM 1946 TO 2015

1946   The Connecticut Engineering Institute opens in Hartford as a pilot project that would become Hartford State Technical College.
1948   The Engineering Institute holds its first commencement
1950   The school’s name is changed to Hartford State Technical Institute
1960   Hartford State Technical Institute opens a new campus at 401 Flatbush Avenue
1967   Greater Hartford Community College is founded and enrolls 339 students at classroom facilities in the city’s historic South Meadows. Arthur C. Banks, Jr. becomes its first president.
1967   The State Technical Institute becomes Hartford State Technical College with Thomas V. Raimondi as its first president.
1974   Greater Hartford Community College re-locates to the former Phoenix Insurance Company building at 61 Woodland Street in the city’s Asylum Hill neighborhood.
1992   Greater Hartford Community College merges with Hartford State Technical College in a state-mandated consolidation. The new institution is re-named Capital Community-Technical College
2000   Capital Community-Technical College becomes Capital Community College.
2002   The College moves to a consolidated campus at 950 Main Street.
2007   The College observes the 40th anniversary of its founding as a public, two-year institution of higher learning.
2009   Enrollment hits all-time high in spring semester with admission of 4,074 full- and part-time credit students.
2010   The College was designated a “Leader College” for its accomplishments on Key Student Achievement Indicators by Achieving the Dream: Community Colleges Count.
2013   Capital confers more than 500 associate degrees and certificates for the third consecutive year. The number of graduates reflects a decade of program and enrollment growth in downtown Hartford.
2014   Through the Hartford Heritage Program all Capital students enjoy free admission to cultural and arts institutions including Connecticut’s Old State House, Harriet Beecher Stowe Center, Hartford Stage, Mark Twain House & Museum, Theaterworks and the Wadsworth Atheneum.
2015   The College confers its first degree in Biotechnology and adds new degree and certificate programs in Cybersecurity.
The Capital Community College experience revolves around our renovated historic eleven-story building with its art deco lobby, dramatic five-story atrium with skylight and sculpture, bustling student union, high-tech classrooms, and expansive library. From our prime location, students can take advantage of a wealth of cultural and employment opportunities, all within walking distance of the College. History, the arts, government and business, are integrated into the educational experience, with classes and internships that make the most of being in the center of the city.

### ABOUT OUR BUILDING

### TALCOTT STREET LEVEL
- Early Childhood Education (ECE) Classroom
- ECE Resource Room
- Faculty Offices/ECE
- Laboratory School
- Lab School Outdoor Playground

### 1ST FLOOR - MAIN STREET LOBBY
- Conrad L. Mallett Art Gallery
- Information Desk
- Public Safety

### 2ND FLOOR - ENROLLMENT
- Admissions
- Business Office
- Career Center
- Cashier
- Community Room
- Computer Terminals
- CONNTAC-EOC
- Counseling
- Dean of Administration
- Dean of Student Services
- Enrollment Services
- Financial Aid
- Human Resources
- Placement Testing
- Purchasing
- Registrar
- Welcome and Advising Center

### 3RD FLOOR
- Capital Community College Magnet Academy, Room 305
- Culinary Arts Classroom
- Dean of School of Workforce & Continuing Education
- Lecture Hall (60 seats)
- School of Workforce & Continuing Education Offices & Classrooms

### 4TH FLOOR
- Academic Success Center
- Computer Center, Room 423
- Math Center, Room 412
- Writing Center, Room 409
- Classrooms
- ESL Program
- ESL Resource Room
- ESL Language Room
- Group Tutoring Rooms
- Language Lab
- Learning Center
- Library Instruction Classroom
- LTA & VCOM Lab
- School of Workforce & Continuing Education Nursing Lab, Room 420
- Veterans Oasis Center, Room 424

### 5TH FLOOR - LIBRARY

### 6TH FLOOR - COMPUTER
- Architectural Drafting Lab
- CAD Lab
- Computer Labs
- Faculty Offices/CIS
- Information Technology Dept.
GETTING HERE AND PARKING

PARKING FOR COLLEGE VISITORS AND GUESTS

Visitors and guests attending the College on official business may park their vehicles in the Morgan Street Garage. Parking tickets can be validated at the College’s 950 Main Street lobby desk.

MOTORCYCLE POLICY

Motorcycle parking is available at the Morgan Street Garage in a designated area on Connector Road — adjacent to the main entrance. To register your motorcycle please go to the main lobby of the garage.

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.

STUDENT IDS

Student IDs are available to currently enrolled CCC students and can be used for discounts, identification and more. After you have registered for your classes go to the CCC Student Activity Center on the 7th Floor, Room 714, to get your ID. There is no fee for IDs and they are issued at the beginning of the fall and spring semesters. Once you have your ID, semester decal stickers are available at no cost from Office of Student Activities to update your semester status.

THE U-PASS FOR BUS SERVICE

All eligible CCC credit students receive a University Pass, or U-Pass, a semester-long bus pass that gives Capital students unlimited access to CTTransit local bus service. Pick up your U-Pass from Enrollment Services.

To get a parking access card to park in the Morgan Street Garage, and a U-Pass for bus service, students must first register for courses and then provide a copy of their course schedule.
## DEGREES

**Associate in Arts**  
Liberal Arts and Sciences

**Associate in Science**  
Accounting  
Architectural Engineering Technology  
Biotechnology  
Communication Media  
Computer and Information Systems (CIS)  
Computer and Information Systems: Web Publishing Option  
Computer and Information Systems: Mobile Application Developer Option  
Computer Networking  
Computer Networking: Cybersecurity Option  
Computer Support Specialist  
Computer Support Specialist: Hardware Support Option  
Construction Management  
Criminal Justice  
Early Childhood Education  
Fire Science and EMS  
Fire Science and EMS: Emergency Management Response Option  
General Studies  
Health Information Management  
Insurance and Financial Services  
Management  
Management: Entrepreneurship Option  
Medical Assisting  
Medical Assisting: Insurance Option  
Music Industry  
Nursing (Selective Admission)†  
Paramedic Studies (Selective Admission)†  
Paramedic Studies: Emergency Management Response Option (Selective Admission)†  
Paramedic Studies: Emergency Medical Services – Instructor Option (Selective Admission)†  
Radiologic Technology (Selective Admission)†  
Social Services  
Social Services: Community Change Studies Option  
Social Services: Gerontology Option  
Social Services: Library Technical Assistant Option  
Social Services: Mental Health Option  

**Associate in Applied Science**  
Construction Management  
Accounting: Basic

### ONLINE DEGREES

- Computer and Information Systems: Web Publishing Option  
- Computer Support Specialist

### COLLEGE OF TECHNOLOGY DEGREES

- College of Technology: Technology Studies and Pathway to Industrial Technology at CCSU  
- College of Technology: Technology Studies — Engineering Technology Option

Through the College of Technology, individuals can begin studies at Capital Community College and transfer directly to the School of Engineering at University of Connecticut, the School of Technology at Central Connecticut State University, or Charter Oak College. For more information, contact Karen Woszyna-Birch at 860-244-7608.

**College of Technology Degree programs are available at Capital and any of the Connecticut community colleges.**

### ONLINE CERTIFICATES

- Computer and Information Systems: Web Publishing Option  
- Computer Software Support Specialist

### CERTIFICATES

- Accounting: Advanced  
- Computer and Information Systems: Web Publishing  
- Computer Hardware Support Specialist  
- Computer and Information Systems: Mobile Application Developer  
- Computer Networking  
- Computer Networking: Cisco Certified Networking Associate (CCNA)  
- Computer Software Support Specialist  
- Computer Programming  
- Cybersecurity  
- Early Childhood Education  
- Emergency Medical Services – Instructor  
- Emergency Medical Technician – Emergency Management Response  
- Emergency Medical Technician – Paramedic  
- Fire Science and EMS: Emergency Management Response  
- Gerontology  
- Health Science  
- Library Technical Assistant  
- Management  
- Management – Entrepreneurship  
- Medical Assisting  
- Mental Health Assistant  
- Social Services Aide  
- Visual Communication

† Call 860-906-5140 for details on Selective Admission Programs
The Division of Student Services is here to provide you with essential college services to support your development as a student and as a lifelong learner.

Student Services consists of the following departments: The Dean of Student Services Office, Public Relations & Marketing, The Welcome & Advising Center, Admissions, Financial Aid, Placement Testing, Counseling, Registration, Career Center and Student Activities.

We encourage you to take advantage of everything the College has to offer, and to reach out to our knowledgeable staff, who will help familiarize you with all of the services we provide. Please visit our offices on the second and seventh floors whenever you need assistance, want to share your ideas or concerns or just want to say “hello.”

We are your educational partners and are here to support you and ensure your success — from admission to graduation!

Best wishes,
DORIS B. ARRINGTON
Dean of Student Services

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

Special Student Status - Non-Degree
Applicants interested in individual courses are not required to hold a high school diploma or its equivalent. Applicants must, however, have the appropriate background to achieve success in the course. They must submit an application using the non-degree code and must pay the $20 non-refundable application fee.

Procedures for Admission to Degree/Certificate Programs
1. Obtain an application from the Enrollment Services Office or apply online at www.capitalcc.edu.
2. Return the completed application along with a $20 non-refundable application fee to the Enrollment Services Office. This fee is paid only once, and the check or money order should be made payable to CCC.
3. Submit a copy of your high school transcript showing graduation or General Equivalency Diploma to the Enrollment Services Office. Individuals who do not intend to enroll in degree or certificate programs and who are not applying for financial aid may indicate non-degree on the application and need not submit a transcript.
4. Submit official copy of SAT scores. SAT scores are NOT required for admission but may be used for placement purposes.
5. Submit proof of immunization for measles/rubella as required by Connecticut state law (see section titled Measles/Rubella Immunization). Prospective students must complete any assessment or placement testing required by the College. (See Placement Testing on page 36.)

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

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

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

For additional information, contact the Office of Enrollment Services at 860-906-5140
Home-schooled Students

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.

2. Home-schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, rubella and varicella and taking placement tests, etc.
   a. Home-schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated therefrom, or a copy of a federal or state equivalency diploma, or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home schooling.
   b. Home-schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.

3. Home-schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.

4. Home-schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college’s director of admissions, or such other officer as the college may direct, to assess the applicant’s ability to benefit from the program of study.

5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.

6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.

7. If and when the State of Connecticut enacts laws or policies regarding home-schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith.

Foreign Students

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

1. CCC application and the non-refundable $20 application fee. The applicant must include a local (U.S.) mailing address as well as their permanent (home country) address on the admissions application.

2. An official transcript in English of previous schooling, along with a high school diploma or authorized certificate of equivalency. High school documentation may need to be evaluated by WES (World Educational Services – Web site: www.wes.org)

3. Evidence of English proficiency. Applicants from non-English-speaking countries must certify English fluency with one of the following documents: (1) 61 on the internet-based or 500 on the paper-based TOEFL (Test of English as a Foreign Language); (2) 5.0 minimum score on the IELTS (International English Language Testing System) Academic module; (3) a statement signed by a professor of English, a cultural relations attaché, or a diplomatic or consular official of the United States, certifying that the applicant speaks English fluently and understands English sufficiently to succeed as a full-time student in a college in which English is used exclusively.

4. A notarized affidavit of financial support (I-134 form) indicating sponsorship by a person who will be responsible for food, shelter, clothing, medical expenses, tuition, and books during the student’s stay in the United States. In addition to the notarized affidavit of financial support, the sponsor must also submit evidence of financial ability in the form of a current income tax return, and letter from the sponsor’s employer, indicating position, length of employment and yearly salary. Sponsors may be required to attend an information session.

After foreign students have been notified that their application has been approved, their sponsor must pay the total out-of-state, full-time tuition and fees for their entering semester before their I-20 will be issued.

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

PLEASE NOTE: Effective September 1, 2004 – All individuals receiving the SEVIS Form I-20 with an issuance date of September 1, 2004 or later will be required to pay the SEVIS fee. Please refer to the following website for more information: www.ice.gov/graphics/sevis/901/index.htm
Transfer Students
Students may transfer to CCC from other colleges for any term. In addition to following the procedures for admission into a program, transfer students must have forwarded an official transcript from any other college(s) attended and must file a request for transfer evaluation in the Enrollment Services Office. The transcript must be mailed directly from the previous college to the Enrollment Services Office at CCC. After the transcript evaluation has been completed, the transferable credit(s) will be posted to the student’s academic history which is accessible through myCommNet.

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

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the Board of Regents.

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

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

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

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

1. Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is fifty percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended.

2. Nonresident students who wish to enroll in a Connecticut community college degree program which does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate.
NURSING PROGRAM ADMISSIONS

Capital Community College is one of six colleges offering the Connecticut Community College Nursing Program (CT-CCNP), an innovative associate degree nursing program. The common nursing program is a four-semester program designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing. These courses provide the foundation for the practice of nursing. Six core values — critical thinking, safe and competent practice, caring, professionalism, communication, and holistic care — provide the framework for organizing the nursing curriculum.

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health. The graduate is prepared to function as an entry-level practitioner in health care settings such as general or specialty hospitals, extended care facilities, doctors’ offices, and clinics.

The CT-CCNP at Capital has full approval by the Connecticut Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC). NLNAC, Inc. can be contacted by mail (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326) or by phone (404-975-5000).

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health. The graduate is prepared to function as an entry-level practitioner in health care settings such as general or specialty hospitals, extended care facilities, doctors’ offices, and clinics.

The CT-CCNP at Capital has full approval by the Connecticut Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC). NLNAC, Inc. can be contacted by mail (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326) or by phone (404-975-5000).

Advisement

Advisors/Counselors are available at each college to guide applicants through the admission process. Students should direct all questions to the contact at their College of First Choice. Additionally, students are strongly encouraged to attend a Nursing Information Session at the College of First Choice to learn more about the CT-CCNP.

Capital Community College
Mike Kriszenski, 860-906-5045, mkriszenski@capitalcc.edu

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

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

Northwestern Connecticut Community College
Joanne Nardi, 860-738-6330, jnardi@nwcc.edu

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

Three Rivers Community College
Brenna Jaskiewicz, 860-892-5778, nursingadmissions@threerivers.edu

Application Process

Applicants are required to complete a common nursing application. The nursing application is only available online and can be accessed through Banner Self Service. Applicants must have an eight-digit banner number (first eight digits of the NetID) in order to access the application. Applicants who do not have a banner number must first complete a general college application at their college of first choice and be accepted into that college before a banner number is issued. Advisors/Counselors are available at each college to guide applicants through the application process.

The application period for the nursing program is November 1 - February 1 of each year. Applicants to the CT-CCNP must complete the online nursing application and submit all required documentation to the Admissions Office at the College of First Choice by the February 1 deadline. “College of First Choice” is the college that the applicant would most like to attend. All items received after this date will be marked late and the applicant will not be eligible for admission.

It is recommended that applicants use a pc rather than a mac when attempting to access the online application. Please make sure your browser allows pop-ups. Do not use a smart phone to submit your application. Recommended browsers are Internet Explorer and Google Chrome.

Applicants may select a second choice college at the initial time of application. An applicant should only list the college(s) to which s/he would be willing to commute. (Please note: clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.)

You do not need to wait for your fall course grades or TEAS results in order to submit your nursing application; however all application materials (including all final official transcripts) must be sent to the Admission Office at the College of First Choice no later than February 1. Late applications and transcripts will not be accepted. All applications that are completed by the February 1 deadline will be reviewed; applicants will be notified prior to May 1 as to their admission status. Notification regarding admission into the program is done through Self Service.

No acceptance letters will be mailed.

All initial communication with students will be done through the applicant’s community college email address. Applicants that have not activated their community college email address should go to http://www.ct.edu/netid for more information.

Colleges that Offer the CT-CCNP

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

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

Northwestern Connecticut Community College
Admissions Office
750 Chase Parkway
Winsted, CT 06098
860-738-6300
www.nwcc.commnet.edu

Norwalk Community College
Admissions Office
188 Richards Avenue
Norwalk, CT 06854-1655
203-857-7060
www.nwcc.commnet.edu

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

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

The Nursing Program will provide the graduate with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team consistent with the CT-CCNP core values.
Late applications and transcripts will not be accepted. All applications that are completed by the February 1st deadline will be reviewed and applicants will be notified by mail prior to May 1st as to their admission status.

**Admission Requirements**

- **High School graduate or equivalent.**
- A score of 40 or higher on the College Level Math portion of the Accuplacer; **OR** SAT I Math score of 550 or higher; **OR** a score of 22 or higher on the ACT Math test. **OR** Connecticut Community College MAT*136 or 137, or equivalent or higher, **with a grade of C or higher**, completed prior to application deadline of February 1st.
- One year of high school Chemistry with a lab or Connecticut Community College CHE*111 or equivalent **with a grade of C or higher**, completed within five years prior+ to application deadline of February 1st.
- A passing score on the computer proficiency test or completion of Connecticut Community College CSA*105, CSA*106 or CSC*101 or equivalent, **with a grade of C or higher**, completed prior to application deadline of February 1st.
- Community College ENG*101: English Composition, or equivalent, **with a grade of C or higher**, completed prior to application deadline of February 1st.
- Connecticut Community College BIO*211: Anatomy and Physiology I, or equivalent, **with a grade of C or higher**, completed within five years prior+ to application deadline of February 1st.
- Connecticut Community College BIO*212: Anatomy and Physiology II, or equivalent, **with a grade of C or higher**, completed within five years prior+ to application deadline of February 1st or completed during, but no later, than the spring semester of application year.
- 2.7 GPA – Based on all college courses that meet the nursing admissions and nursing curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. (Please note: If an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant’s Nursing GPA.)
- **TEAS V score.** Applicants must have an adjusted individual total score of 53.3% or higher. Only scores from TEAS version V will be accepted, and must be submitted by the deadline of February 1st. Test scores will be valid for three years from the testing date (Feb 1, 2013 – Feb 1, 2016).

* Nursing program curriculum and admission requirements are subject to change. Please check [www.ct.edu/nursing](http://www.ct.edu/nursing) for the most up to date information.

+ “Five years prior” is defined as having completed the course between December 2010 and February 1, 2016.

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

**TEAS V**

The TEAS V is a multiple choice test that evaluates essential academic skills: math, science, reading, and English. It is recommended that applicants review biology, chemistry, and math content in preparation for taking the TEAS. The test will take approximately 3 ½ hours to complete. Testing fees are non-refundable. Applicants may not reschedule their test date.

Applicants must obtain an adjusted individual total score of 53.3% or higher on the TEAS V to be considered for admission. Tests taken prior to February 1, 2013 will not be accepted.

Applicants may re-take the TEAS as many times as desired. The CT-CCNP will use the applicant’s highest TEAS V score when determining eligibility.

The TEAS V is administered at Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers. If the TEAS V is taken at a site other than one of the Connecticut Community Colleges, applicants must have official results sent by ATI to the College of First Choice by the application deadline of February 1. Effective July 1, 2014, all community college testing sites will be charging a proctor fee in addition to ATI’s registration fee. More information on the proctor fee will be provided at the time of registration for the TEAS.

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

A study manual for the TEAS V is available through [www.atitesting.com](http://www.atitesting.com). Online practice tests are also available through ATI. For additional information about the TEAS V, please visit [www.atitesting.com](http://www.atitesting.com).

**Transfer nursing student from program outside CT-CCNP**

External transfers will be considered on a space-available basis. An external nursing transfer applicant is defined as a student who has successfully completed one or more nursing courses within the last 18 months at a program other than at one of the Connecticut community colleges, and wishes to transfer these courses for advanced placement.

**External Transfer** applicants need to submit a general college application and $20 application fee with the CT-CCNP application. Students who wish to transfer nursing courses with a clinical component from another college or university will be considered for transfer after the following requirements have been met:

1. The applicant completes the CT-CCNP application, and submits the application to the Admissions Office at the college of first choice. Applicants must meet all nursing program admission requirements. Completed applications are due by July 1 for fall semester requests and January 2 for spring semester requests. Applications can be downloaded from the CT-CCNP website: [http://www.ct.edu/nursing](http://www.ct.edu/nursing).
2. A written request for evaluation of nursing course work and nursing course descriptions must be submitted to the Admissions Office at the college of first choice along with the CT-CCNP application. Requests will be forwarded to the Nursing Director at the college of first choice. Written requests are due by July 1 for fall semester requests and January 2 for spring semester requests.
NURSING PROGRAM ADMISSIONS — continued

3. External transfer candidates must have a 3.0 overall GPA. The GPA is based on all college courses taken within the past five years and any college courses taken prior to five years that meet the nursing admission and/or curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. (Please note: If an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant’s Nursing GPA.)

Transfer Credits
Transfer credit evaluation for nursing applicants is done by the College of First Choice upon the request of the applicant.

Twenty-five percent (25%) of the total credits applicable to the nursing degree must be granted by the college awarding the degree. No more than thirty credit hours of non-traditional credit may count towards the nursing degree. Nontraditional credit includes CLEP, DANTES, Challenge Exams, Military Service Schools, and Assessment of Prior Learning.

Nursing Courses — Nursing credits from another college or university will be considered for transfer after a written request for evaluation of nursing course work has been received by the Nursing Director at the College of First Choice.

Non-Nursing Courses — In accordance with transfer of credit guidelines set forth by the Board of Regents, courses which meet nursing program requirements will be accepted by the CT-CCNP. Once an applicant earns credit at the College of First Choice, transfer credit for the same course from another college will not be granted.

Credits Earned Outside the United States — Transcripts need to be evaluated by the “Course By Course” option through the World Education Services Inc, PO Box 745, Old Chelsea Station, New York, New York 10113 or other approved foreign credential evaluation service provider and submitted to the College of First Choice. Contact the College of First Choice for additional information.

Transfer Grades
Grades from colleges not regionally accredited will not be accepted in transfer. A minimum grade of “C” is required unless otherwise noted by the admission requirements.

A grade of C+ will be determined when the college does not use plus (+) and minus (-) by having the student be responsible for providing the proof that the grade is a C+. A numerical grade of 77-79 will be considered a C+.

Readmission to the Nursing Program and Readmission Transition/Advanced Placement Policy
Readmission to the nursing program is based on a review of, but not limited to, past academic and clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. A student is eligible for readmission to the Nursing Program once. Students who are dismissed from the nursing program because they do not meet the dosage calculation requirement are eligible to apply for readmission. Consideration for readmission to the program can only be granted if there are available openings, clinical resources and faculty. In the event there are more readmission applicants than available openings, a ranking system will be applied. Readmission requests are evaluated on an individual basis by the nursing director or designee. Extenuating circumstances will be evaluated on an individual basis.

Readmission Requirements
- Successful completion of NUR*101.
- Not on Clinical Warning at the time of leaving the Program.
- Minimum GPA of 2.70. (GPA is based on all college courses taken within the past five years and any college courses taken prior to five years that meet the nursing admission and/or curriculum requirements.)
- Schedule an exit interview within 30 days of leaving the Program.
- Application for readmission within 12 months of leaving the Program.
- Submission of documentation of completion of current health requirements upon notification of readmission and prior to the start of the program.

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

Students will be notified of their readmission status by the college within 30 days of the readmission request. Readmission is granted on a space available basis. Additional items may be required by the student to complete the readmission assessment.

A student applying for readmission who also wishes to transfer to another college within the CT-CCNP must first be approved for readmission by the college where the student was enrolled in nursing, before making a transfer request.
Students may apply for admission to the Emergency Medical Technician/Paramedic Certificate and Paramedic Studies programs by contacting the Enrollment Services Office and completing an application. All application criteria must be submitted to the Enrollment Services Office to be eligible for admission. The fall program is the Day program. The spring program is the Evening program.

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

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

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

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

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

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

Applicants are notified of committee decisions by mail.

Readmission is not guaranteed.
To be eligible for admission to the Radiologic Technology Program, applicants will be evaluated based on the following criteria and point system. Points are given based on grades earned in the courses listed below and the applicant’s G.P.A. (grade point average) outlined below. Applicants with the most points will be offered admission to the program.

- Graduation from an approved high school or acceptable equivalent preparation.
- Completion of the following courses:
  1. Intermediate Algebra (MAT 137 or equivalent)
  2. Anatomy and Physiology I with Laboratory (BIO 211 or equivalent)
  3. Anatomy & Physiology II with Laboratory (BIO 212 or equivalent)
  4. English Composition (ENG 101 or equivalent)

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<th>Grade</th>
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<tr>
<td>A+</td>
<td>9</td>
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<tr>
<td>B+</td>
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<tr>
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<td>3</td>
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<td>2</td>
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- **TEAS V score.** Applicants must have an adjusted individual total score of 53.3% or higher. Test scores will be valid for three years from the testing date (i.e., May 30, 2013 - May 30, 2016).
- **Radiologic Technology G.P.A.** based only on the college courses that meet the Radiologic Technology admissions requirements and Radiologic Technology program curriculum requirements. This may differ from your college G.P.A. Your calculated Radiologic Technology G.P.A. will be added directly to your point total. For example, an applicant with a Radiologic Technology G.P.A. of 3.50 will have 3.50 points added to their scores. (please note: if an applicant is using a course from a Fresh Start semester to meet a Radiologic Technology admission program curriculum requirement, that course will count in the calculation of the applicant’s Radiologic Technology G.P.A.).
- Applicants who have previously applied to the Radiologic Technology program (1 point).
- Submit a letter requesting consideration for admission into the Radiologic Technology Program to the Admissions Office no later than June 1. The letter should include your banner ID, email address, and phone number. Please submit the letter to CA-Admissions@Capitalcc.edu or in person to the Enrollment Services Office in Room 207.

Applicants must submit to the Admissions Office all official transcripts (high school and college courses, if any; SAT, if scores are not recorded on other transcripts) by the June 1 application deadline.

Because enrollment is limited, not all qualified applicants will be accepted. Admissions decisions will be based on academic standing and the point system outlined above. Applicants will be notified of their status by email in July. Final acceptance is contingent upon documentation of a physical examination, and required immunizations.

All health information documentation must be on file in the Health Careers Office by August 15 of the admitting year, or the applicant’s place in the program may be relinquished.

**Completed application must be submitted by June 1 each year.** Files must be complete before applicants can be considered. Qualified applicants will be required to attend a mandatory information session in June or July.

**TEAS V**

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

Applicants must obtain an adjusted individual total score of 53.3% or higher on the TEAS V to be considered for admission.

Applicants may retake the TEAS V as many times as desired. The applicant’s highest TEAS V score will be used when determining eligibility.

The TEAS V is administered at Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers. If the TEAS V is taken at a site other than one of the Connecticut Community Colleges, applicants must have official results sent by ATI to Capital Community College by the application deadline of June 1. Effective July 1, 2014, all community college testing sites will be charging a proctor fee in addition to ATI’s registration fee. More information on the proctor fee will be provided at the time of registration for the TEAS.

For testing schedules and registration information, go to www.atitesting.com/ctcteas. Applicants must have an account with ATI. Please use your Banner ID as your “Student/Employee ID.” Applicants must log into their ATI account in order to see available testing dates within the community college system.

A study manual for the TEAS V is available through www.atitesting.com. Online practice tests are also available through ATI. For additional information about the TEAS V, please visit www.atitesting.com.

**Admissions Evaluation:**

1. The applicants with the strongest academic credentials will be offered admission to the program.
2. In the event there is not a sufficient number of applicants to fill the number of seats available in the program, the College retains the right to:
   a. extend the application deadline for admission into the program.
   b. evaluate students who have not met all the prerequisites for entry.
3. Decisions will be made by an admission committee. Exceptions will be made jointly by the Director of Admissions and Radiologic Technology Coordinator.
4. Admission appeals may be made in writing to the Dean of Student Services.

PLEASE NOTE: Admissions requirements for the Radiologic Technology program are subject to change. Please consult with a Capital Counselor before you apply to this program.
The primary function of the Financial Aid Office is to provide financial aid to students who would otherwise be unable to attend college due to economic limitations.

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

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

In Order to Receive Financial Aid Students Must:

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

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

**FALL SEMESTER** — July 1 All Students

**SPRING SEMESTER** — December 1 All Students

Applications are accepted on a continuing basis throughout the year. However, since funds are limited, applicants are urged to file early and plan in advance.

### Satisfactory Academic Progress Policy for Student Financial Aid Recipients

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student’s cumulative academic record at the college.

A student must complete successfully two-thirds (66.6%) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to be making satisfactory academic progress and be eligible to receive financial aid.

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<tr>
<td>≤15.99</td>
<td>1.50</td>
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<tr>
<td>≥16.00</td>
<td>2.00</td>
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A student’s cumulative academic history will be evaluated prior to each term’s financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

Financial aid is granted on a one-year basis; students must apply for assistance each year.

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

1. The Application for Admission to the College. Financial aid applicants must be enrolled in a degree or certificate program. Students should contact the Enrollment Services Office for information and an application.

2. A Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, with Capital Community College designated as the college you plan to attend. (Title IV Code: 007635) A step-by-step guide to help you through this process is available to you on our website at www.capitalcc.edu.

3. Students who adjust their course load or withdraw from the College will be subject to an automatic adjustment in their financial aid award. The adjustment is determined by a federal government formula.

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

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

### Repeated/Audit Coursework

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

### Communication

A student will receive notification prior to the start of a period of enrollment via postal mail or e-mail that will describe any changes to the status of their academic progress. Updates to academic progress standing are also available to students at www.my.commnet.edu.

### Warning Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Warning once. The warning period will be the student’s next semester of enrollment at the college. The college will communicate the Warning status to the student and inform the student that s/he must meet the academic progress standard by the end of the Warning Period in order to maintain eligibility to participate in the financial aid program at the college.

### Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.
**FINANCIAL AID PROGRAMS — continued**

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

**Reinstatement Policy**
A student’s financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

**Appeal Process**
Students may appeal financial aid decisions. The first appeal should be made to the Director of Financial Aid. Appeal forms are available online and at the Financial Aid Office. Any appeal, due to extenuating circumstances (such as injury, illness, death of a relative, or if a student has experienced undue hardship as a result of special circumstances) must be documented with supporting evidence from a third-party source. Students will be notified of the director’s decision within 14 days. If the student is dissatisfied with the decision at that level, an appeal may be made to the Dean of Student Services.

**FEDERAL AID**

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

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

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

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

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

**STATE AND INSTITUTIONAL AID**

**Capitol Scholarship Program**
This scholarship is need-based and is sponsored by the Office of Higher Education. It is not a scholarship offered by Capital Community College. Awards are given to students with outstanding academic achievement who have the greatest financial need. Eligible returning students only.

**Governor’s Scholarship (Need-Based)**
This program provides need-based grants and is sponsored by the Office of Higher Education to Connecticut residents who are enrolled full-time or part-time pursuing their first associate degree and demonstrate financial need.

**Governor’s Scholarship (Need-Merit-Based)**
This program is merit-based grants and is sponsored by the Office of Higher Education to Connecticut residents who are enrolled full-time or part-time pursuing their first associate degree. Awards are given to students with outstanding academic achievement who have the greatest financial need.

**Connecticut Aid to Public College Students Grant Program**
This program provides grants in varying amounts to students demonstrating financial need. Eligibility requires that a student be a Connecticut resident. Eligible returning students only.

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

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

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

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

**Phi Theta Kappa Honor Society Scholarship**
Awarded to one full-time freshman who demonstrates superior academic achievement and involvement in college and/or community service activities. The selection process for recipients is highly competitive.
**FINANCIAL AID PROGRAMS — continued**

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

**FOUNDATION SCHOLARSHIPS**
The College’s nonprofit Foundation (www.capitalcc.edu/capitalfoundation.htm) maintains annual and endowment funds donated by businesses, organizations and individuals in support of students who attend Capital or seek transfer to the baccalaureate level. Information and applications are available in the Office of Financial Aid in the fall semester.

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

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

*Applications and further information are available in the Financial Aid Office*

**GI Bill Programs**

**GI Bill Education Benefits**
Students who receive monthly benefit payments must:

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

**GI Bill Programs**

- **Chapter 33** Post 9/11 GI Bill
- **Chapter 30** Montgomery GI Bill Active Duty (must verify attendance at end of each month)
- **Chapter 1606** Montgomery GI Bill Selected Reserve (must verify attendance at end of each month)
- **Chapter 1607** REAP GI Bill (must verify attendance at end of each month)
- **Chapter 31** Disabled Veterans Vocational Rehabilitation
- **Chapter 35** Survivors & Dependents of Disabled/Deceased Veterans

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

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

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

**How to Contact the VA**

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

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

*For more information, call 860-906-5123*
TUITION

The total tuition, applicable to the general fund courses is payable in full by the payment date specified by the College, which shall be not earlier than six weeks, nor later than three weeks before the first day of classes, unless a Tuition Installment Plan has been approved. Students owing the College money (library books, fines, etc.), will not be allowed to register until all debts are settled. All students registering for School of Workforce & Continuing Education courses must pay in full; at the time of registration. The only exception is for School of Workforce & Continuing Education courses costing at least $850 and meeting for a minimum of six weeks. Students registering for these courses may elect to pay in installments by signing up for the College’s optional Tuition and Fee Installment Plan Agreement.

FEES

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

Tuition Installment Plan

A. Normal operating procedures assume that all payments to the College by students shall be on a pay-as-you-go basis. However, the College recognizes that circumstances may be such that students require other payment options. Therefore, the College has an established optional Tuition Installment Plan Agreement to defer payment for tuition available to all matriculated students enrolled in general fund courses who are taking six or more credits or for a School of Workforce & Continuing Education Course costing a total of at least $850 and meeting for a minimum of six weeks. In addition, if the student is in receipt of a financial aid award letter from the Financial Aid Office, s/he may be able to defer the tuition and fee payment up to the approved amount of financial aid.

B. When payment is deferred, there shall be written assurance of payment as follows on file with the College:

1. By the student if s/he has reached majority or by the parent or legal guardian, or
2. By the College Financial Aid Officer that assistance is forthcoming from an organization or federal or state financial aid program, or
3. By third-party payer. The student may provide written documentation from a responsible third party (e.g., sponsoring organization, government agency, employer) which guarantees payment.

C. No deferment of payment shall be approved or extended until outstanding accounts of the prior session or semester have been settled.

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

To utilize the installment plan students must be registered for six or more credits, or for an School of Workforce & Continuing Education Course costing a total of at least $850. The initial payment will include all fees, a twenty-five dollar ($25) installment plan fee, and one-third of student’s total tuition or School of Workforce & Continuing Education Course Fee.

Students who advance register and pay fees only at that time may opt for the tuition installment plan, if they request so by the final tuition payment date, July 20, 2015. These students will be required to pay one-third tuition at that time and the twenty-five dollar plan charge.

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

Refunds of tuition will be contingent based upon the appropriate College Refund Policy. Fees for General Fund courses are not refundable. The Business Office will try to send payment reminders to students. If students need to be deregistered, the Business Office will provide the Registrar with a list of names and in three days they will either resolve the matter or de-register the student.

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

Non-Payment, Late Registration

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

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

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

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

If the student’s registration is withdrawn effective prior to the start of the semester, the account receivable will be canceled and no hold placed on the student’s academic records. If the student’s registration is withdrawn effective after the start of classes, either because the student has officially dropped the course or has failed to pay, the account receivable will remain on the student’s record, the College shall take reasonable measures to collect the amounts due, shall not issue the student’s official academic records, and shall not allow the student to register for future semesters until such receivable is paid in full.
TUITION, FEES, AND PAYMENT INFORMATION

Costs For Credit-Bearing General Fund Courses
Tuition & fee schedules subject to change
All students are required to pay their fees at the time of registration

CONNECTICUT STATE RESIDENTS

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$150.00</td>
<td>$74.00</td>
<td>$24.00</td>
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<td>FULL-TIME STUDENTS</td>
<td>12+*</td>
<td>$1,800.00</td>
<td>$216.00</td>
<td>$34.00</td>
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OUT-OF-STATE NON-RESIDENTS (sample only)

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
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<td>FULL-TIME STUDENTS</td>
<td>12+*</td>
<td>$5,400.00</td>
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</tbody>
</table>

* An additional flat tuition charge of $100.00 per semester shall apply when total registered credits exceed 17 for the semester.

NOTE: Online Learning Students are exempt from the Activity Fee.

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

CONNECTICUT STATE RESIDENTS

<table>
<thead>
<tr>
<th>SEM. HRS.</th>
<th>TUITION</th>
<th>SERVICE FEE</th>
<th>ACTIVITY FEE</th>
<th>TOTAL</th>
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</table>

OUT-OF-STATE STATE NON-RESIDENTS
Contact Business Office at 860-906-5061

NOTE: The Activity Fee is not charged for Winter Intersession and Off-Campus courses.

Application Fee
New students, full or part-time, must complete an admissions application and pay a one-time, non-refundable, application fee of $20.00.

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

The application fee is transferable to any of the other Connecticut Community Colleges within 60 days after the beginning of the academic term.

Additional Fees
- Laboratory fee per course $88.00
- Studio fee per course $94.00
Laboratory and studio fees are refundable similar to tuition, 100% before the first day of classes, and 50% during the add/drop period.
- Clinical Program Level I per semester $301.00
- Clinical Program Level II per semester $215.00
- Program Enrollment Fee – special student $20.00
- Replacement of lost ID Card $1.00
- Academic Evaluation Fee $15.00
- Portfolio Assessment Fee $100.00
- Installment Payment Plan Fee $25.00
- Late Payment Fee $15.00
- Returned Check Fee $25.00
- Replacement of Parking Pass $15.00
- Proctoring Fee $35.00

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

TUITION AND FEES ARE SUBJECT TO CHANGE

Payment Policy
Make payments at the College on the day you register. Payment may be made by cash, check, MasterCard, Visa or Discover card. Check or money order should be made payable to CCC. Students owing the College money or library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check which is not honored by a banking institution will be obligated to pay a returned check fee of $25. The student will be given ten calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.
TUITION WAIVERS FOR CONNECTICUT RESIDENTS

➤ The Connecticut Veterans’ Tuition Waiver:

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

To be eligible veterans must:

• be honorably discharged or released under honorable conditions from active service in the U.S. Armed Forces. National Guard members, activated under Title 10 of U.S. Code, also are included.
• have served at least 90 or more cumulative days active duty in time of war except if separated from service earlier due to a federal DVA rated service-connected disability.
• be domiciled in Connecticut at time of acceptance to the college, which includes domicile for less than one year.
• complete enrollment and registration procedures and submit a DD-214 form to the Veterans Counselor, Margaret Abraham, in Room 208.

Those who have served in the following manner may qualify:

Active duty for at least 90 days during:

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

Engaged in combat or in a combat support role in:

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

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

➤ MIA/POW:

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

➤ Substantial Financial Need Tuition Waiver:

Tuition and application fees may be waived or remitted by the President, for any in-state student who demonstrates substantial financial need and who is enrolled on a full-time or part-time basis in a degree or certificate program or a pre-college remedial program. College Presidents, with the approval of the Chancellor, are authorized to waive General and Special Fees of students enrolled in special programs when the circumstances justify such action.

➤ The Connecticut Army or Air National Guard Waiver:

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

➤ Off Campus locations:

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

➤ Senior Citizens’ Tuition Waiver:

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

1. Non-Refundable Deposit
   The college services fee and student activity fee paid by all students registering for credit general fund/tuition account courses, or credit extension account courses, is non-refundable, except when course sections canceled by the College would result in a change in fees otherwise due.

2. General Fund/Tuition Account Courses
   a. Refund Schedule - General
      For notice of withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of total tuition will be granted for both full-time and part-time students.

      For notice of withdrawal received on the first day of classes and through the 14th calendar day of that semester, a refund of 50 percent of total tuition applicable to the courses for which registered will be granted for both full-time and part-time students.

      For a reduction in load which occurs on the first day of classes and through the 14th calendar day of that semester, 50 percent of the difference of the tuition applicable to the original and revised course schedule will be refunded.

      No refund of tuition will be granted for either full-time or part-time students beyond the 14th calendar day after the first day of classes.

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

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

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

   e. Special Waivers
      The College President is authorized to modify the tuition refund policy for specific students on a case by case basis under the following extenuating or extraordinary circumstances: severe illness documented by a doctor’s certificate, erroneous advisement by the college; and military transfer.

      Other extenuating or extraordinary circumstances may also be considered upon written request submitted by the College President to the Chancellor. Exceptions which should not normally be considered include change in job, normal illness, and poor decision or change of mind by a student.

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

3. Refund Policy for School of Workforce & Continuing Education
   Extension Fund Credit or Equivalent No Credit Development Courses
   When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course 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. To drop a course contact the Office of the School of Workforce & Continuing Education at 860-906-5130. 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. Refunds are not issued to students who withdraw. To initiate the withdrawal process, or for more information, contact the Counseling Office, at 860-906-5040.

   PLEASE NOTE: 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. See above refund policy.

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

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

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

   \[
   \text{Percent earned} = \frac{\text{Number of days completed up to the withdrawal date}^*}{\text{Total days in the semester}}
   \]

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

   \[
   \text{Aid to be returned} = (100\% - \text{percent earned}) \times \text{amount of aid disbursed toward institutional charges}.
   \]

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

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

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

Inquire – Apply – Succeed

Welcome and Advising Center (WAC) is your first stop upon entering Capital Community College!
CCC’s Welcome and Advising Center prepares students for entering college and helps students to reach their destination: GRADUATION!
The mission of the Welcome and Advising Center (WAC) is to provide a nurturing and safe student-centered environment that will foster an atmosphere conducive to learning; and will help prepare students to realize their academic potential and reach their professional goals.

WAC provides the following services to students:
• Review Welcome Packet/Complete College application
• Campus Tours
• New Student Registration Sessions
• Academic Advising
• Assist students to navigate MyCommNet
• New Student Orientation

Visit us on the 2nd floor of the college!
Monday, Wednesday, Thursday, & Friday: 8:30 a.m. - 5:00 p.m.
Tuesday: 8:30 a.m. - 6:00 p.m. (spring and fall semesters only)
Saturday: 9:00 a.m. - 12:00 p.m. (spring and fall semesters only)
Email: CA-WelcomeCenter@capitalcc.edu
Call Us! 860-906-5077

COUNSELING SERVICES

Counseling services are designed to be an integral part of students’ total educational program. Upon acceptance, students meet with counselors, at which time they plan their first semester’s course work and discuss academic and career goals.

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

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

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities in higher education are protected by The American Disabilities Act and Amendment of 2008 & Section 504 of the Rehabilitation Act.

To request academic adjustments the student should voluntarily disclose a documented disability. The student should contact the Disabilities Services Coordinator to make an appointment. The student should provide appropriate documentation to determine eligibility for academic adjustments at least thirty (30) days prior the beginning of the semester; and once the student is registered for courses at CCC.

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

For additional information contact Helena Carrasquillo, Disabilities Services Coordinator, 860-906-5204, www.capialcc.edu/disability

CAREER DEVELOPMENT AND PLACEMENT CENTER

The Career Development and Placement Center is open year round and is located in Room 209. At the Career Center students receive academic and vocational planning assistance with a trained counselor who specializes in career/life planning. Appointments are highly recommended for first time users and students are welcome to phone 860-906-5108, e-mail ldomenitz@capitalcc.edu or stop by Room 209 in person to arrange for a meeting.

The range of services offered includes career assessment and counseling, career/life planning, employment portfolio preparation, including resume and cover letter, and interview preparation through role-playing and practice.

The Career Center also helps place students into paid and unpaid internships and part-time and full-time temporary and permanent jobs. An active database comprised of students, alumni and employers serves as a network for all of these groups.

It is strongly suggested that students register with the Career Development and Placement Center database early in their academic experience. Doing this guarantees that they will receive the weekly e-mails that transmit opportunities for employment, internships, events and scholarships.

The Career Center also houses career resources and information in software, video and print forms, which students can make use of at any time while they are at Capital.

The Career Center is also the hub for the Capital chapter of the National Society of Leadership and Success. Students can inquire about this organization at the Career Center.
STUDENT LEADERSHIP AND PROGRAMS

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

Membership in student clubs and organizations is open to all enrolled students. Some are created from various disciplines and majors, such as the Early Childhood Club or the Computer Club. Additional co-curricular activities develop out of specific interests and needs and derive their goals and objectives from the consensus of the membership, such as The Black Student Union, The International Club, LASA (Latin American Student Association), The Fashion District, The Martial Arts Club, and Capital Cares (Bible Club).

Other organizations are chapters of national groups and include the following:
- M.A.L.E.S. (Men Achieving Leadership Excellence & Success) — Fosters inclusive professional and personal development opportunities to encourage and support civic engagement, academic achievement and social engagement of young men on campus and in their communities
- National Society of Leadership and Success (NSLS) — One of 243 chapters nationwide, the NSLS is one of the most popular clubs on campus and helps success-oriented students come together to help one another succeed in every area of their lives
- Phi Theta Kappa (PTK) — National honor society for two-year colleges that recognizes high scholastic achievement. PTK students must achieve a Grade Point Average (GPA) of 3.5 and maintain a GPA of 3.2.

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

For more information visit Derrick Curry,
Student Activities Director, in Room 707

VETERANS OASIS CENTER

The Veterans Oasis Center, located in room 424 on the fourth floor is a gathering place for veterans to meet each other and receive peer support while attending Capital, as well as to gather information about VA programs and benefits at the College.

For hours of operation, please call
Margaret Abraham at 860-906-5044

BOOKSTORE

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

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

Normal Bookstore operating hours:
Monday 9am-6pm • Tuesday-Thursday 9am-4pm • Friday 9am-1pm

Contact the Bookstore for
back to school hours at 860-525-5956.
PROGRAMS FOR HIGH SCHOOL STUDENTS

ADVANCED PLACEMENT OF HIGH SCHOOL STUDENTS

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

Students accepted into the program must do the following:

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

Eligible high school students must be enrolled in one of the following high schools: A.I. Prince Technical High School, Bulkeley High School, Conard High School, E.C. Goodwin Technical High School, Hall High School, Newington High School, and Windsor High School.

HIGH SCHOOL PARTNERSHIP PROGRAM

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

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

To apply:

• Complete the college admissions application (the $20 fee is waived). Parent signature required if under 18.
• Include the HSPP Recommendation Form completed by a teacher or counselor.
• Include an official high school transcript of grades; an overall “B” average is required.

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

Applicants will be ranked by GPA points, high school grade level, and counselor ratings. Space is limited to 50 students. Registration for all HSPP courses is on a space-available basis. HSPP courses may not be taken during the summer or winter terms. Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. This is a semester-to-semester program. Students accepted into this program must submit a recommendation and high school transcript for each semester they wish to participate. They do not have to submit a new admissions application or retake the placement test.

HIGH SCHOOL STUDENTS NOW ELIGIBLE FOR CDA (CHILD DEVELOPMENT ASSOCIATE) CREDENTIAL. SEE PAGE 37.

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

COLLEGE CAREER PATHWAYS

College Career Pathways is a federally funded partnership between Capital Community College and area high schools. College Career Pathways prepares students both technically and academically for today’s highly competitive workplace. The Connecticut Board of Regents for High Education has authorized College Career Pathways for all campuses. Currently, eight high schools comprise the Capital Consortium with students participating in college courses in the following career areas: Computer Information and Systems, Communication/Media, Early Childhood Education, Criminal Justice, Accounting, and Business Management. Students are selected on the basis of criteria developed and articulated by a consortium of the eight participating high schools and published in an articulation agreement available in the College Career Pathways office.

A student can earn up to fifteen credits by completing designated courses at her/his local high school. On-site and work based learning are also provided by business and industry partners.


For additional information, contact Karen Binkhorst, the College Career Coordinator at 860-906-5000 ext. 6420
ACADEMIC LOAD

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

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

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

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

Grading System

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

<table>
<thead>
<tr>
<th>QUALITY GRADES</th>
<th>QUALITY POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A -</td>
<td>3.7</td>
</tr>
<tr>
<td>B +</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B -</td>
<td>2.7</td>
</tr>
<tr>
<td>C +</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C -</td>
<td>1.7</td>
</tr>
<tr>
<td>D +</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D -</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

Other Transcript Notations

AU = Audit (not for credit) — Students may change from credit to audit and from audit to credit during the first four weeks of classes
I = Incomplete — Students have ten weeks into the next semester to complete, with permission of the instructor
M = Maintaining Progress — An administrative transcript notation used only for developmental courses to indicate that the student is maintaining progress but not at the usual rate. It may be given to a student for a course only twice.
N = No Grade — An administrative transcript notation used when a student has not attended any classes and/or there is no basis for a grade. The “N” is not used in place of an earned failing grade.
P = Pass — An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Students failing will receive a grade of “F”.
TR = Transfer — An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.
W = Withdrawal — An administrative transcript notation used to indicate that a student has withdrawn from a course in accordance with the procedures prescribed by the College (see page 31). It should be noted that withdrawals from courses must be initiated by the student only and not an instructor.

The use of + or - is at the option of the instructor. Passing grade point averages range from 0.7 to 4.0. A student who receives a grade of D-, D or D+ in a course is discouraged from enrolling in other courses in that discipline. Furthermore, in some courses, disciplines or programs, a student receiving below a certain grade may be prohibited from enrolling in other courses in the given discipline or from remaining in a given program. Please refer to specific program and course descriptions for any special minimum grade requirements.
The grading system for developmental mathematics, English, and ESL uses grades A through F proceed by the # notation. Credit is earned for the successful completion of developmental courses. However, such credit is not applicable towards the requirements of a degree or certificate program.

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

**Grade Point Averages**

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

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

**Example**

<table>
<thead>
<tr>
<th>GRADES</th>
<th>POINT VALUES</th>
<th>CREDIT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2 Times</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1 Times</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>A</td>
<td>4 Times</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>A+</td>
<td>4 Times</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B+</td>
<td>3.3 Times</td>
<td>3</td>
<td>9.9</td>
</tr>
</tbody>
</table>

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

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

**Grade Reports**

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

**Nursing Program – Please Note**

The Grading System for the Nursing Program is different and will be presented to each student at the start of Nursing 101. Please see page 78.

**Statement on Satisfactory Progress**

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

**Incomplete Work**

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

**Repeated Courses: Credit and Grades**

No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student’s academic average. This does not apply to those courses that are designed to be repeated for additional credit.
Student Classification
A full-time student is one who registers for 12 or more credits and/or effective credits per semester. Three-quarter-time students are registered for at least 9 credits but fewer than 12 credits. Half-time students are registered for at least 6 credits but fewer than 9 credits. Part-time students are registered for fewer than 6 credits.

Academic Advising
The purpose of the Academic Advising Program is to provide students with information about courses, programs and careers, to facilitate the fulfillment of their educational and career goals. Students who have enrolled in the College Success Course, or who have indicated a program preference, must meet with their Advisor or counselor in order to complete a Program Planning Worksheet and be eligible to take advantage of early registration. College Counselors will also assist students with personal issues and meet with students who have not been assigned an Advisor.

Participation Requirements
Effective learning is based on participation in every class.

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

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

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

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

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

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

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

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

The Fresh Start option can be used only once.

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

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

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

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

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

The student should first confer with the faculty member concerned, no later than 15 days after the student has become aware of the decision or grade. If the student is not satisfied with the outcome of that conference, or if the faculty member is not available, the student may submit a written appeal within 30 days to the Academic Dean, who will consult with the faculty member and the relevant academic division director or department chair. Further appeal may later be made, if the student wishes, to the President of the college, whose decision shall be final.

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

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

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

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

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

Audits

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

A student wishing to change from credit status to audit or from audit to credit after the add/drop period has ended must first obtain and complete the appropriate form from the Registrar and seek written permission of the faculty member of the course.

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

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

Withdrawals

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

A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor. The completed withdrawal form is turned in to the Registrar’s Office or submitted electronically through myCommNet.

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

Credit Bank

High school students have the opportunity to bank credits for future enrollment in a Connecticut Community College. See the section on the High School Partnership Program, page 29.

GRADUATION REQUIREMENTS

Degrees

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

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

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

(See Transfer – Acceptance of Credit at Community Colleges on page 12)

Certificates

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

Graduation

Capital Community College awards degrees two times a year – at the end of the spring semester in May and at the end of the fall semester in December.

Applications for graduation, whether for a degree or certificate, must be completed with a student’s faculty advisor or counselor. Graduation applications must be completed by April 30 for May graduation and by November 30 for December graduation. Students must have fulfilled all financial obligations to the college to be eligible for graduation.

Students who apply for spring graduation in May can have one remaining course requirement for degree completion. This requirement must be completed by December 31 of the current year. If the course is completed before the start of the next fall semester, the student will be considered a May graduate. If the course is completed after the start of the next fall semester but before December 31, the student will be considered a December graduate and the degree will be dated December 31.

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

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

Commencement Ceremony

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

1. Full-time students who are matriculated in a certificate or degree program and who successfully complete 12 or more credits of work in a semester with a grade point average of 3.4 or higher shall be recognized by having their names placed on a Dean's List.

2. Part-time students who are matriculated in a certificate or degree program are also eligible for such recognition when they have completed 12 or more credits of work with a cumulative grade point average of 3.4 or higher. They may be subsequently recognized at the completion of an additional 12 or more credits of work with a cumulative grade point average of 3.4 or higher, and at successive intervals of 12 credits.

3. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

4. Students who are in a probationary status are not eligible for Dean's List recognition, even if their cumulative grade point average might otherwise make them eligible.

GRADUATION HONORS

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

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

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

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

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

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

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

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

ASSOCIATE DEGREES – MULTIPLE

1. A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to minimum number of credits he/she must take for the second degree. This will require that a student meet all program requirements and earn at least twenty-five percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.

2. A student may earn two degrees simultaneously at a community college by fulfilling all requirements stated above.

3. Requests for additional degrees beyond the second require prior approval from the Academic Dean. Students who receive approval must then complete all program requirements, including earning at least twenty-five percent of the...
minimum requirements for the new curriculum at the college through which the
degree is to be conferred.
4. Completion of the requirements of an additional program option does not
constitute a different degree.

**College Level Examination Program**

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

College Level Examination Program examinations are of two types:
1. The General Examinations cover in a broad and generalized way five academic
areas: humanities, mathematics, natural science, English composition, and social
sciences/history. CCC will grant six credits in each of the five to any matriculated
student who passes any of the general examinations.
2. The Subject Examinations measure the student’s knowledge in specific academic fields.
   There are 40 or more such examinations, some of which carry three credits and some six.
   In both the general and subject examinations, College Level Examination Program
   credits are similar to transfer credits: no grade is concerned; no quality points
   are involved, and, as a result, there is no effect on the student’s Cumulative Point
   Average.

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

For further information about College Level Examination Program,
consult the Registrar’s Office at 860-906-5140

**CREDIT BY EXAMINATION**

The College will grant academic credit for certain of its courses based upon
the successful completion of an examination rather than traditional classroom
experience. This Credit By Examination program is intended to complement College
Level Examination Program and, therefore, Credit By Examination will be offered in
subject areas not included in the College Level Examination Program.

The following rules govern Credit By Examination:

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

**Conditions:**
1. The student must submit a formal application, which must be approved by
   an appropriate faculty member, the Registrar, and the division director or
department chair concerned.
2. The examination will be entirely or in major part written. Exceptions may be
   approved by the Academic Dean in certain cases in which an oral examination
   better demonstrates the student’s proficiency.
3. Credit By Examination is not considered part of the student’s current semester
   academic load when determining that student’s status as a full- or part-time
   student.
4. The course being requested by the student must be part of the College’s regular
course offering.

5. The student may not have completed, nor be currently enrolled in, a more
   advanced sequential course in the same discipline.
6. Credit By Examination may not be undertaken in a course which the student
   previously failed at the College, or in a course for which a student has already
   received credit.
7. Credit By Examination may be undertaken only once for the same course.
8. Examinations shall be scheduled within the first three (3) weeks of any academic
term during the regular academic year.
9. No examination may be given to a student who is in the last semester before
   graduation.
10. A Credit By Examination may not be given if a College Level Examination
    Program is available.

**Procedures:**
1. A student interested in a Credit By Examination must petition the appropriate
   faculty member. The faculty member will interview the student and, if in
   agreement with the petition, the student must then submit a formal application,
   which must be signed and approved by the Registrar to ensure that the student
   has not previously attempted the Credit By Examination. The form is then
   forwarded for approval to the division director or department head.
2. An evaluation fee must be paid at the Business Office before the examination is
   administered.
   All Credit By Examinations will be graded on a pass/fail basis, with a pass being a
   “C” or better. Pass/fail has no numerical value. A pass will be recorded as credits
   earned by Credit By Examination and will not affect the student’s grade point
   average. A failing grade will not be recorded.

**INDEPENDENT STUDY**

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

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

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

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

PLACEMENT TESTING
To assure that students are adequately prepared for college-level courses, basic skills placement tests must be taken prior to registration. The results of these tests are used by the college staff to place students into appropriate courses. Exemptions from testing are detailed in appropriate material prior to each semester. The Testing Center can provide more specific information. Students whose native language is other than English must take an ESL (English-as-a-Second Language) test. Please contact 860-906-5200 for more information. Please submit official SAT scores to the Admissions Office. The SAT is not required for admission but may be used for placement purposes.

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

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

ACADEMIC SUPPORT SERVICES

ACADEMIC SUCCESS CENTER – A Place to Learn, Connect, and Succeed
A wide range of academic support services are available to all students who are currently enrolled at the college, free of charge. Services include tutoring, academic coaching, placement test preparation, and specialized workshops. ASC staff work with students to achieve their learning goals, promote organization, and improve study methods and test-taking skills. Tutors provide support both in the Center and in the classroom.

The Center provides individual and group tutoring in most subject areas, both by appointment and on a drop-in basis, including: Accounting, Anatomy & Physiology, Biology, Business, Chemistry, CNA, Communications Media, Criminal Justice, Computers, Economics, Early Childhood Education, EMT, English, History, Math (all levels including Statistics), Philosophy, Political Science, Psychology, Physics, Sociology, and Spanish.

Three convenient drop-in centers:

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

Writing Center — Room 409: Tutors support students in all stages of writing including helping with brainstorming; developing/revising drafts; and citation and documentation.

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

The Academic Success Center, located in Rooms 409, 412, and 423, is open throughout the academic year, including the summer and winter sessions.

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

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

For more information, contact Marie Basche at 860-906-5095.

HARTFORD HERITAGE PROJECT
PLACE-BASED COURSES
Students will gain meaningful connections with classmates and professors and a learning experience that takes them out of the classroom and into the community in a Hartford Heritage place-based course. Depending on the theme of the Hartford Heritage course, classes might attend plays or concerts and visit historic landmarks, community organizations, museums, state government events, other college campuses, or the homes of famous authors in order to make meaningful connections with the course curriculum. Some Hartford Heritage courses combine two or more courses as a learning community under an interesting theme that students will explore with the same classmates and the same professors.

For more information, visit www.capitalcc.edu/hhp or contact Dr. Jeffrey Partridge at 860-906-5191 or jpartridge@capitalcc.edu.

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

Starting on Monday, March 30, 2015, Capital Community College will begin to offer the ability to obtain official transcripts in an electronic format (e-Transcript). Current and former students will be able to request official e-Transcripts to be sent to other educational institutions, potential employers, or any other appropriate entities.

- Current and Recent Students: Students who have been issued a NetID and password should login to myCommNet, then click on Banner Self-Service, Student Records, Transcripts and click on the Official e-Transcript link.

- Former Students: Students who have not been issued a NetID, please use the following link: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=75LDESLXnimFgZ to submit an official e-Transcript request. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

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

For additional information, contact the Coordinator of Placement Testing in Room 220 on the second floor, 860-906-5089.
ENGLISH-AS-A-SECOND LANGUAGE (ESL) SUPPORT SERVICES

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

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

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

For additional information, call Karlene Ball at 860-906-5203 or 860-906-5144

LABORATORY SCHOOL

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

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

The Lab School is located on the Talcott Street level of the building. Its schedule follows the college calendar during the fall and spring semesters and is open from 8:30 a.m. to 3:30 p.m.

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

ARThUR C. BANKS, JR. LIBRARY

The Arthur C. Banks, Jr. Library, located on the 5th floor, is the hub of the educational process at Capital Community College. In support of CCC’s mission, the library provides a broad range of services and resources in both a digital and a traditional setting. Serving students, faculty, and staff, the library offers access to computers, a photocopier, TV/DVD units, andAdditional Features of the Arthur C. Banks Jr., Library: Group Study Rooms • Coin-operated Copy Machine • WiFi Internet Access for Students, Faculty, and Staff • Reserve Collection of Course-related Materials • Anatomy and Physiology Models • Instructional Sessions

For additional information, 860-906-5020 • www.capitalcc.edu/library
ACADEMIC MEDIA TECHNOLOGY (AMT)

3. Classroom Technology

Every classroom, lab, and learning space at Capital features an audiovisual presentation system. The instructor’s station in each room controls a networked PC, standard VCR or DVD player, digital document camera, sound system, and ceiling-mounted multimedia projector. The PCs have CD/DVD players, internet access, and Microsoft Office software. Users can also connect their own laptops, digital cameras, mp3 audio players, camcorders, or other AV devices. AMT designed and manages the “Classrooms For The Future” and provides other classroom services, such as videotaping student presentations or guest speakers, and supplying “non-standard” portable equipment upon request.

4. Degree & Certificate Programs in Communication Media

AMT offers an academic program designed for students interested in the field of communication who seek employment or eventual transfer to a baccalaureate institution. The department designs and manages courses in video production, photography, mass communication, journalism, and public speaking, among others. Production courses utilize the AMT studios for their laboratory environments. Students declaring Communication as their major are required to complete an internship with a local media organization to gain industry experience prior to graduation.

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

Below are the definitions of hybrid (HYBR), online with an on-campus requirement (OLCR), and fully online (ONLN) courses:

- **HYBR** Online and Classroom (reduces seat time not interactive instructional time): Hybrid courses combine face-to-face classroom instruction with interactive online facilitated instruction. In a Hybrid course, a portion of the course learning is online and as a result, the amount of classroom seat-time is reduced.

- **OLCR** Online with Campus Requirement (such as orientation or assessment not instruction): In an OLCR course, all of the instruction takes place online; however, there may be some “in-person” non-instructional component, such as an initial orientation or final proctored exams.

- **ONLN** Fully Online: Online courses, also known as “Distance Learning Courses” use Blackboard as virtual classrooms. The entire course is conducted electronically and has no scheduled on-campus meetings or assessments.
PRE-ACADEMIC PROGRAMS

DEVELOPMENTAL EDUCATION PROGRAM

Capital offers non-credit courses and other instruction to help students improve their writing, reading, mathematics, study skills, and use of the library and other college resources. Students whose results on the Placement Test and other academic credentials indicate a need for help in writing, reading, or mathematics will be recommended for placement in one or more of these developmental level courses before being permitted to register for credit courses in those fields.

<table>
<thead>
<tr>
<th>CREDIT</th>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* 073</td>
<td>Academic Reading</td>
<td>No Credit</td>
</tr>
<tr>
<td>ENG* 095</td>
<td>Essentials of College Writing</td>
<td>No Credit</td>
</tr>
<tr>
<td>ENG* 097</td>
<td>Basic Writing</td>
<td>No Credit</td>
</tr>
<tr>
<td>IDS* 105</td>
<td>College Success Course</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 085</td>
<td>Elementary Algebra and Pre-Algebra</td>
<td>No Credit</td>
</tr>
<tr>
<td>MAT* 092</td>
<td>Statway I</td>
<td>No Credit</td>
</tr>
<tr>
<td>MAT* 094</td>
<td>Introductory Algebra</td>
<td>No Credit</td>
</tr>
<tr>
<td>MAT* 095</td>
<td>Elementary Algebra Foundations</td>
<td>No Credit</td>
</tr>
<tr>
<td>MAT* 139</td>
<td>Elementary &amp; Intermediate Algebra Combined</td>
<td>3</td>
</tr>
</tbody>
</table>

LEARNING OUTCOMES

Upon successful completion of the Developmental program, the student will:
1. Display evidence of academic values and readiness for collegiate instruction
2. Demonstrate ability to compose coherent paragraphs supporting central ideas with specific details
3. Demonstrate the ability to compose organized essays: thesis statement, introduction, body, conclusion
4. Demonstrate the ability to analyze main idea and significant details in college level texts
5. Apply appropriate strategies for skimming, scanning, questioning, predicting, annotating, and summarizing readings
6. Demonstrate the ability to identify the author's tone, attitude, and purpose in selected readings
7. Demonstrate proficiency in number sense; the variable concept; real number properties and how to apply them; first degree equations in one variable; basic geometric concepts; simple graphs and notations.

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA TRAINING)

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

1. ECE* 106 Music and Movement for Children
2. ECE* 176 Health, Safety and Nutrition
3. ECE* 180 Child Development Associate Credential Preparation I
4. ECE* 181 Child Development Associate Credential Preparation II

LEARNING OUTCOMES

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

In addition, you will be guided through each step to the CDA credential, which includes:
- Development of a professional resource guide
- Distribution and collection of Parent Questionnaires
- Identification of an early childhood professional who is eligible to serve as your Professional Development Specialist
- Preparation for the written CDA Assessment
- Preparation for the Oral Situational Review

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

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

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

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<tr>
<th>CREDIT</th>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
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<tbody>
<tr>
<td>ECE* 176</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 180</td>
<td>Child Development Associate Credential Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 181</td>
<td>Child Development Associate Credential Preparation II</td>
<td>3</td>
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Bilingual Spanish/English CDA Certificate Option

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

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

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

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

CDA candidates should contact the CDA Coordinator at 860-906-5243 or mmercado@capitalcc.edu

ENGLISH-AS-A-SECOND LANGUAGE PROGRAM

The mission of Capital’s English-as-a-Second Language Program is to enable non-native English speaking students to develop and synthesize the core English language proficiency skills necessary for success in diploma and certificate programs at the College.

The integrated five-level ESL curriculum includes courses in speaking, listening, reading and writing. Initial placement is based on computerized and written test results. The first four levels consist of two courses taught by the same instructor. Level 5 consists of a six-credit reading and writing course and a one-credit research course focused on providing the necessary skills for further academic study. Online computer-assisted language learning, which can be accessed anytime and anywhere, has been integrated into each level to facilitate student learning.

The first two levels are non-credit and start at the intermediate to advanced beginner level. The third, fourth and fifth levels are credit-bearing and continue to the intermediate and advanced levels of language proficiency.

In the ESL Program, students must earn a C- or better (70–100) in their current courses before they can proceed to the next level. High Intermediate and Advanced ESL courses can be counted as foreign language/humanities electives toward graduation with the following stipulations: Students may apply no more than 6 ESL credits toward a degree in General Studies or Liberal Arts. This is only true for courses taken as credit, not courses taken as non-credit.

LEARNING OUTCOMES
Upon successful completion of the 5-level ESL course sequence, the student will:

1. Display academic values and readiness for content-area courses in an American post secondary system
INTERNSHIPS

INTERNSHIPS AND WORK-BASED OPPORTUNITIES

Capital offers internship and other work-based learning opportunities for students to gain practical, hands-on learning experience necessary for future careers. Most degree programs offer work-based learning opportunities in one or more of the following:

- Clinical coursework
- Externship
- Internship
- Practicum
- Service Learning
- Supervised Field Placement

Below is a list of the courses within different content areas:

- BBG* 294 Business Internship
- CJS* 290 Supervised Field Placement in Criminal Justice
- COM* 295 Internship I
- ECE* 295 Student Teaching Practicum
- EMT* 115 EMT-Paramedic Internship
- HSE* 287 Practicum in Mental Health
- LIB* 202 Supervised Field Placement
- MED* 280 Medical Assisting Externship
- MUS* 295 Practicum Project/Internship
- PSY* 105 Group Dynamics
- PTA* 262 PTA Internship
- SOC* 123 Community Organization
- SOC* 201 Contemporary Social Issues
- SOC* 235 Introduction to Social Welfare

NOTE: Nursing, Paramedic Studies, and Radiologic Technology degree programs all offer numerous clinical courses throughout the program.

Insurance Industry Internships
Capital Crossroads to Careers (C3)

Capital Crossroads to Careers (C3) is an innovative partnership between Capital Community College, Travelers and UnitedHealthcare designed to expose students to careers in insurance and financial services. As the only community college in the state of Connecticut involved in this partnership, CCC students are in a preeminent position to complete their undergraduate degree and join the professional workforce.

Students work 15–20 hours as part-time paid interns during the Fall and Spring semesters, and 40 hours as full-time paid interns during the Summer. Students are assigned faculty and industry mentors and attend monthly meetings with peers in the program.

For more information call the Capital Crossroads to Careers Program Office at 860-906-5141
What is Online Learning?
Online Learning expands the college campus by creating “virtual classrooms” where faculty and students can meet anytime, anywhere—without leaving the comforts of your home or office. You have access 24/7 to course content, library reserves and messages.

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

Orientation sessions are offered at the beginning of each semester for students who are new to online learning. You are strongly encouraged to attend these sessions to receive basic instruction on the use of Blackboard Learn. Visit http://capitalcc.edu/dl for days and times.

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

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

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

What do I need for an Online Learning course?
We highly recommend to Online Learning students that they have a home computer. However, the college does not require you to buy a computer. If you do not own your own computer, you should have regular access to a PC. Please note that using a computer outside your home, including a computer at the college, may be restricted by internet traffic, usage policies, software availability, and sheer convenience.

Student PCs can be found in the computer labs (6th floor), the Library (5), and the Learning Center (4). You may be required to use certain software in order to complete online class assignments.

If you do choose to buy a new or used computer, we recommend that you own a fairly recent model. PC manufacturers such as Dell, HP, and Apple offer package deals and student discounts. When using your home computer for Online courses, a “broadband” internet service, such as a cable modem or DSL, is required. In addition, the College Bookstore on the seventh floor offers software at discounted prices for students and faculty.

Computer Specifications

**Windows**
- Operating Systems — Windows 7, Windows 8 or newer
  - Firefox 24 or higher
  - Google Chrome 30 or higher
  - Internet Explorer 8 or higher
  - Java 1.7.0_x

**Courses may require some or all of the software listed below (Windows/Mac)**
- Adobe Reader*
- Adobe Flash*
- Adobe Shockwave*
- Real Player*
- *free download available

**Macintosh**
- Operating Systems — OS 10.6.x or newer
  - Firefox 24 or higher
  - Google Chrome 30 or higher
  - Safari 6.x
  - Java 1.6.0_x or higher

Linux Operating System is NOT supported by Blackboard Learn. AOL, Safari 5 and lower, and Firefox 23 and lower, are not supported for use with Blackboard Learn.

**Online Learning Support**

**Technical Support**
- Academic Media Technology, 860-906-5030, Room 1031, ca-media@capitalcc.edu
- ConnSCU Support Center, 860-723-0221, https://websupport.ct.edu

**Academic Support**
- Counseling Services, 860-906-5040

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

**Login to myCommNet / Blackboard Learn**

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

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

CERTIFICATE PROGRAMS
Certificate programs are available in a number of vocational areas, and require 30 or fewer credits. Full and part-time students may enroll in certificate programs; the number of semesters needed for completion depends upon the particular course of study and the availability and sequential nature of course offerings. Curricula are revised in response to current student and community needs.

DEGREE PROGRAMS
The Associate in Arts degree is awarded in the area of liberal arts and sciences for students planning to transfer to four-year institutions or to gain an educational background in the arts, sciences, and humanities. The Associate in Science degree is awarded in a variety of career fields for students planning to enter or prepare for advancement in these fields or to transfer to other institutions.

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

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

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

Business

Fine Arts
Topics for the Fine Arts elective include Art, Music, Photography, Theater, and Film.

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

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

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

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

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

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

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

CORE CURRICULUM *
Most degree programs include the following core curriculum.

Core Curriculum (24-26 credits total):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* 101 (Composition)</td>
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</tr>
<tr>
<td>ENG* 102 (Composition and Literature)</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>3-4</td>
</tr>
<tr>
<td>Science</td>
<td>3-4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
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<tr>
<td>Humanities</td>
<td>3</td>
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<tr>
<td></td>
<td>24-26</td>
</tr>
</tbody>
</table>

* The Core Curriculum for students transferring to a Connecticut State University may differ from this. See page 90 and please consult your counselor.

GENERAL EDUCATION LEARNING OUTCOMES
The General Education learning outcomes specify the set of abilities each Capital graduate should obtain. Upon completion of an associate degree program a student will be able to:

1. Communicate effectively
   1.1 Present ideas and information clearly, citing sources where relevant
   1.2 Display a command of standard English in speaking and writing
   1.3 Apply effective strategies for accessing research information from print, multimedia, and electronic sources
   1.4 Demonstrate versatility in the use of communication technologies for the transmission of ideas
2. Reason scientifically and quantitatively

Continued
CERTIFICATE PROGRAMS

ACCOUNTING: BASIC

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

LEARNING OUTCOMES

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

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

CREDITS

† ACC* 115 Principles of Financial Accounting 4
† ACC* 117 Principles of Managerial Accounting 3
† ACC* 125 Accounting Computerized Applications I 3
† MAT* ___ Mathematics Elective 3
† ___ ___ Business Elective* 3

TOTAL CREDITS: 16

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

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94

ACCOUNTING: ADVANCED

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

LEARNING OUTCOMES

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

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

CREDITS

† ACC* 115 Principles of Financial Accounting 4
† ACC* 117 Principles of Managerial Accounting 3
† ACC* 125 Accounting Computerized Applications I 3
† ACC* 241 Federal Taxes I 3
† CSA* 105 Introduction to Software Applications 3
† CSA* 135 Spreadsheet Applications OR
† BFN* 201 Managerial Finance 3
† MAT* ___ Mathematics Elective 3
† ___ ___ Business Elective* 3

TOTAL CREDITS: 25

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

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94
CERTIFICATES AND DEGREES 45

CERTIFICATE PROGRAMS — continued

COMPUTER AND INFORMATION SYSTEMS: MOBILE APPLICATION DEVELOPER

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

LEARNING OUTCOMES

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

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CSC* 105 Programming Logic</td>
</tr>
<tr>
<td>3</td>
<td>CST* 201 Introduction to MIS</td>
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<td>3</td>
<td>CST* 150 Web Design &amp; Development I</td>
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<tr>
<td>3</td>
<td>CSC* 220 Object Oriented Programming with Java OR</td>
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<tr>
<td>3</td>
<td>CSC* 247 Game Development with C++</td>
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<tr>
<td>3</td>
<td>CSC* 262 Programming Mobile Devices I</td>
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<tr>
<td>3</td>
<td>CST* 250 Web Design &amp; Development II</td>
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<td>3</td>
<td>CSC* 272 Advanced Mobile Apps I</td>
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<tr>
<td>3</td>
<td>CSC* 284 Advanced Mobile Apps II</td>
</tr>
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<td>3</td>
<td>Business*, CSA*, CSC* or CST* Elective</td>
</tr>
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</table>

TOTAL CREDITS: 27

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

COMPUTER AND INFORMATION SYSTEMS: NETWORK ADMINISTRATOR ASSISTANT

—Not accepting new students at present time—

This certificate prepares the student to assist the network administrator with implementation and maintenance of a LAN as well as Internet connections, including installation of computer hardware, topology (wiring), installation of network hardware and software, setting up of user accounts, maintenance of accounts, monitoring network performance and rudimentary trouble shooting. The emphasis is on assisting supervisory network management, with growth potential to Network Administrator as experience builds.

This profession is growing extremely rapidly as small businesses, schools, colleges and corporations install local area networks to realize the benefits of distributed work centers, software savings and Internet access using the World Wide Web.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will:

1. Demonstrate understanding of information technology for entry-level employment and advancement in the field
2. Demonstrate an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society
3. Demonstrate proficiency in utilizing and integrating business-oriented software programs including Microsoft Word, Excel, and PowerPoint
4. Demonstrate a basic understanding of the Internet and e-commerce
5. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
6. Differentiate between client/server and peer-to-peer networks
7. Demonstrate an understanding of the hardware used in local and wide area networks
8. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
9. Identify and describe the functions of the TCP/IP protocol stack and the OSI reference model
10. Demonstrate ability to design efficient networks including, but not limited to, routers, switches, hubs, computers, servers, transmission media, networking protocols and networking security
11. Demonstrate ability to work safely with various network tools and equipment

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>CSA* 105 Introduction to Software Applications</td>
</tr>
<tr>
<td>3</td>
<td>CSC* 101 Introduction to Computers</td>
</tr>
<tr>
<td>3</td>
<td>CST* 120 Introduction to Operating Systems</td>
</tr>
<tr>
<td>3</td>
<td>CST* 231 Data Communications &amp; Networking I</td>
</tr>
<tr>
<td>3</td>
<td>CST* 281 Data Communications &amp; Networking II</td>
</tr>
<tr>
<td>3</td>
<td>CST* 171 LAN System Management</td>
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<tr>
<td>3</td>
<td>MAT* Math Elective</td>
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<td>Business*, CSA*, CSC* or CST* Elective</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 27

Continued
CERTIFICATE PROGRAMS — continued

COMPUTER AND INFORMATION SYSTEMS: WEB PUBLISHING

— ON-CAMPUS AND ONLINE —

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

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

LEARNING OUTCOMES

Upon successful completion the graduate will:

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

COMPUTER NETWORKING

The Computer Networking Certificate is designed to prepare students for entry-level positions as computer network administrators. The certificate prepares the student for the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, manage user accounts, monitor and analyze network performance, and perform basic troubleshooting. All of the credits are directly transferable into the Computer Networking A.S. degree program.

LEARNING OUTCOMES

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Setup, configure, and administer network servers and client workstations in workgroups and domain based networks
6. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
7. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
8. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

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

The Computer Networking Certificate is designed to prepare students the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, monitor and analyze network performance, and perform basic troubleshooting. All of the credits are directly transferable into the Computer Networking A.S. degree program.

LEARNING OUTCOMES

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
6. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
7. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

CST* 231 Data Communication & Networking I 3
CST* 281 Data Communication & Networking II 3
CST* 282 Data Communication & Networking III 3
CST* 283 Data Communication & Networking IV 3

TOTAL CREDITS: 12

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

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.
CERTIFICATE PROGRAMS — continued

COMPUTER HARDWARE SUPPORT SPECIALIST

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

LEARNING OUTCOMES

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

1. Apply a comprehensive understanding of the function of computer hardware and software in a personal computer system, both networked and stand-alone
2. Preemptively solve computer hardware/software problems to provide disaster prevention and recovery of computer systems before problems occur whenever possible
3. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
4. Regarding computer troubleshooting, use diagnostic test equipment, diagnostic software, network documentation, online documentation resources, and troubleshooting strategies and techniques to resolve basic hardware problems
5. Identify resources for resolving peripheral device problems including printers, scanners, CD ROMs, sound cards, external CD RW devices, digital imaging devices and DVDs

Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
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</tr>
<tr>
<td>CSC* 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CST* 231</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CST* 120</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CST* 140</td>
<td>Introduction to Computer Hardware</td>
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<td>CST* 142</td>
<td>Introduction to Computer Hardware Lab</td>
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<td>CST* 240</td>
<td>Advanced Computer Hardware</td>
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<td>CST* 125</td>
<td>Help Desk Concepts</td>
<td>3</td>
</tr>
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<td></td>
<td><em><em>CSA</em>, CSC</em> or CST* Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em><em>CSA</em>, CSC</em> or CST* Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 30

COMPUTER SOFTWARE SUPPORT SPECIALIST

— ON-CAMPUS AND ONLINE —

The Computer Software Support Specialist Certificate is designed for students preparing for the positions of Help Desk Technician, Technical Support Specialist and Customer Service Representative, who provide technical assistance, support, and advice to customers and users. This certificate concentrates on development of skills in the diagnosis and solution of technical and computer-related problems.

LEARNING OUTCOMES

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

1. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
2. Describe the features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, e-mail, browsers, etc.)
3. Demonstrate proficiency in installing and configuring software, and uninstalling operating system software
4. Demonstrate proficiency in configuring software for accessibility by disabled individuals
5. Demonstrate proficiency in installing and configuring applications software upgrades
6. Demonstrate proficiency in modifying an operating system when installing, configuring and upgrading typical applications software

Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
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<td>CSC* 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>CSA* 163</td>
<td>The Internet</td>
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<tr>
<td>CST* 231</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CST* 171</td>
<td>LAN System Management</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 205</td>
<td>Advanced Applications</td>
<td>3</td>
</tr>
<tr>
<td>CST* 120</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CST* 125</td>
<td>Help Desk Concepts</td>
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</tr>
<tr>
<td>CST* 150</td>
<td>Web Design &amp; Development I</td>
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<tr>
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<td><em><em>CSA</em>, CSC</em> or CST* Elective**</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS: 30

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.
CERTIFICATE PROGRAMS — continued

CYBERSECURITY

Students will learn to design, configure, and secure LANs and WANs, install networking security appliances and software, understand and configure firewalls, maintain network intrusion systems, monitor and analyze network performance, identify network vulnerabilities and exploits, develop risk mitigation strategies, detect and prevent threats to information systems, establish and maintain security policies and procedures, design and optimize secure access to network resources. All of the credits are directly transferable into the Computer Networking: Cybersecurity A.S. degree program option.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Demonstrate an understanding of the fundamentals of information security technology and information systems and their importance and impact in business and society
2. Identify and describe basic secured communication technologies, devices, and components used to protect the confidentiality, integrity, and availability of data in Local and Wide Area Networks
3. Identify and describe various types of malicious software detection and removal
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and detect malicious network traffic
5. Setup, configure, and secure network servers and client workstations in workgroups and domain based networks
6. Design, build, and maintain scalable and secured networks using routers, switches, firewalls, network intrusion detection systems, proxies, secured transmission media, patch management, and vulnerability assessment tools
7. Identify and describe information assurance fundamentals and techniques used to protect the confidentiality, integrity, and availability of the data
8. Design and optimize secured local and wide-area networks
9. Detect and prevent threats to information systems
10. Establish and enforce corporate/organizational security policies and procedures
11. Identify appropriate security controls and mitigation strategies
12. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and cybersecurity

Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>CST* 231</td>
<td>Data Communication &amp; Networking I</td>
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<td>CST* 246</td>
<td>Networking Security</td>
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<td>CSC* 247</td>
<td>Information Assurance &amp; Risk Management</td>
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</tr>
<tr>
<td>CSC* 263</td>
<td>Computer Forensics &amp; Network Intrusions</td>
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<td>CSC* 264</td>
<td>Unix/Linux System Administration</td>
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</tr>
<tr>
<td>CST* 267</td>
<td>Ethical Hacking &amp; Network Defense</td>
<td>3</td>
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<tr>
<td>CST* 281</td>
<td>Data Communication &amp; Networking II</td>
<td>3</td>
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</table>

TOTAL CREDITS: 24

- Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.
- Internships and/or jobs in the Cyber Security degree area will likely require a full background check.

EARLY CHILDHOOD EDUCATION

The certificate in Early Childhood Education is designed to prepare students for working with children under the age of eight in a teacher assistant capacity. Students interested in working with infants and toddlers are advised to take ECE* 141, Infants/Toddlers Growth and Development, and ECE 241, Methods and Techniques for Infant/Toddler, in addition to the courses listed below.

LEARNING OUTCOMES

1. Identify a variety of current and historical theoretical approaches to Early Childhood Education
2. Identify and assess the elements that determine quality in early childhood settings
3. Articulate the beginnings of a personal philosophy of Early Childhood Education
4. Identify and evaluate ethical issues that may be encountered in the field of Early Childhood Education
5. Plan, implement, and evaluate age appropriate and individually appropriate activities for typical, atypical and children from culturally diverse backgrounds
6. Create and evaluate a learning environment that supports children’s physical, social, emotional, creative, language and cognitive development
7. Identify and apply positive approaches to discipline that encourage children to develop self-control and a sense of self-esteem
8. Demonstrate competence in integrating theory and practice in early childhood programs serving diverse populations

Credits

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>ENG* 101</td>
<td>Composition</td>
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<td>ECE* 103</td>
<td>Creative Experiences / Children OR</td>
<td>3</td>
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<td>ECE* 106</td>
<td>Music and Movement for Children</td>
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<tr>
<td>PSY* 111</td>
<td>General Psychology I</td>
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<tr>
<td>ECE* 176</td>
<td>Health, Safety and Nutrition</td>
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<tr>
<td>PSY* 204</td>
<td>Child &amp; Adolescent Development</td>
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<td>ECE* 190</td>
<td>Behavior Management</td>
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<tr>
<td>ECE* 210</td>
<td>Observation, Participation and Seminar</td>
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<tr>
<td>ECE* 222</td>
<td>Methods &amp; Techniques</td>
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<tr>
<td>ECE* 231</td>
<td>Early Language and Literacy Literature in Early Childhood Education</td>
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TOTAL CREDITS: 30
CERTIFICATE PROGRAMS — continued

EMERGENCY MEDICAL SERVICES: INSTRUCTOR

The Emergency Medical Services Instructor (EMS-I) Certificate is designed to provide clinically competent participants with the knowledge and skills necessary to deliver an effective training program. The program will cover education theory, program preparation, classroom presentation, administration, and evaluation.

There is a computer-based component to this course as well as a teaching internship component. Students will need access to a computer and e-mail. It is recommended that students have a working knowledge of the graphic presentation package Microsoft PowerPoint. All students must have a valid EMS Certification. Upon successful completion, the graduate will be qualified to apply to the State Department of Public Health, OEMS, for state certification as an EMS-I.

LEARNING OUTCOMES

At the completion of the EMS Instructor certificate the student will be able to:

1. Define the term Learning
2. Apply theories, principles and conditions for learning when discussing the adult response to education
3. Identify factors that affect the learning process
4. Identify Adult Teaching-Learning theories as defined by adult learning theorists such as Malcolm Knowles
5. Identify characteristics of an effective instructor
6. Describe strategies that will create a positive learning environment for students
7. Develop instructional goals for training programs
8. Discuss State of Connecticut OEMS guidelines for program presentation

EMERGENCY MEDICAL TECHNICIAN: EMERGENCY MANAGEMENT RESPONSE (EMR)

This program is intended for emergency medical technicians and teaches the science of planning for, responding to, and recovering from disasters.

LEARNING OUTCOMES

Upon Completion of the EMR certificate the student will be able to:

1. Understand the concepts of emergency management as it relates to an integrated approach to specific disasters
2. Identify hazards specific to their own environment
3. Discuss Federal authority and State authority and rights
4. Identify three branches of government and the integration of such branches at the disaster level

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.

5. Discuss the process of the Incident Command System
6. Understand the concepts of the Emergency Operations Center as it relates to an integrated approach to disasters
7. Discuss the integration of Fire and Federal government responses
8. Discuss the subtleties of the environment as it relates to disaster preparedness
9. Develop a risk analysis outline specific to communities of interest
10. Plan approaches to incidents such as Weapons of Mass Destruction and Terrorism as it relates to communities of interest

EMR* 101 Principles of Emergency Management and Homeland Security
EMR* 102 Local Integrated Emergency Management and Homeland Security Planning
EMR* 103 Selected Topics in Emergency Management and Homeland Security

TOTAL CREDITS: 9

EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC

The Emergency Medical Technician (EMT)-Paramedic Certificate Program is designed for students to acquire knowledge and skills in order to provide pre-hospital emergency medical care to those individuals needing advanced life support (ALS). Graduates of the program are skilled in advanced life support necessary to meet the needs of those agencies or institutions providing emergency medical services to the community.

Graduates will have the opportunity to take advantage of the educational career ladder option in higher education. Classroom, simulated laboratory and clinical experiences in the EMT-P program include content and practice skills related to the emergency medical care of pre-hospital patients.

Included in the curriculum are certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-hospital Trauma Life Support (PHTLS). Upon successful completion the graduate will be qualified to take the National Registry Exam for state license. Additional fees are required for exam and state licensure.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the program, applicants must submit:

1. Documentation of graduation from an approved high school or acceptable equivalent preparation.
2. Documentation of State of CT Emergency Medical Technician certification.
3. Documented verification of Emergency Medical Technician experience is required. Related health care experience may be considered. Applicants must have verification of involvement in 50 to 75 patient care calls as an EMT in an ambulance.
4. Mandatory entrance test(s) as part of the admission process.
5. Emergency Medical Technician-Paramedic entrance exam with a qualifying score of 80 or above.
6. Two letters of reference from professional contacts.

Table:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS* 101</td>
<td>Emergency Medical Services Education I</td>
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<tr>
<td>EMS* 102</td>
<td>Emergency Medical Services Education II</td>
<td>3</td>
</tr>
<tr>
<td>EMS* 103</td>
<td>Emergency Medical Services Education III</td>
<td>3</td>
</tr>
<tr>
<td>EMR* 102</td>
<td>Local Integrated Emergency Management and Homeland Security Planning</td>
<td>3</td>
</tr>
<tr>
<td>EMR* 103</td>
<td>Selected Topics in Emergency Management and Homeland Security</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 9
CERTIFICATE PROGRAMS — continued

7. Documentation of a current Healthcare Provider level cardiopulmonary resuscitation certification (CPR).
8. Successful completion of background check (at student expense).

LEARNING OUTCOMES

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

**FIRST SEMESTER (10 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† EMT* 116</td>
<td>Anatomy &amp; Physiology for Emergency Care I</td>
<td>2</td>
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<tr>
<td>† EMT* 111</td>
<td>EMT-Paramedic I</td>
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**SECOND SEMESTER (10 CREDITS)**

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<tbody>
<tr>
<td>† EMT* 112</td>
<td>EMT-Paramedic II</td>
<td>8</td>
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<tr>
<td>† EMT* 117</td>
<td>Anatomy &amp; Physiology for Emergency Care II</td>
<td>2</td>
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**THIRD SEMESTER (7 CREDITS)**

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<tbody>
<tr>
<td>† EMT* 115</td>
<td>EMT-Paramedic III</td>
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**FOURTH SEMESTER (7 CREDITS)**

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<tbody>
<tr>
<td>EMT* 211</td>
<td>EMT-Paramedic IV</td>
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</table>

**TOTAL CREDITS: 34**

The EMT-Paramedic Certificate Program holds national accreditation through CoAEMSP, the Committee on Accreditation of Education Programs for the EMS Profession, Bedford, Texas

**FIRE SCIENCE & EMS: EMERGENCY MANAGEMENT RESPONSE**

This program is intended for firefighters and teaches the science of planning for, responding to, and recovering from disasters.

LEARNING OUTCOMES (Same as for EMR Certificate)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>Local Integrated Emergency Management and Homeland Security Planning</td>
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<tr>
<td>EMR* 103</td>
<td>Selected Topics in Emergency Management and Homeland Security</td>
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</table>

**TOTAL CREDITS: 9**

**GERONTOLOGY (SOCIAL SERVICES)**

**— ON-CAMPUS AND ONLINE —**

Gerontology is the study of physical, psychological and social aspects of the aging process and the application of methods and techniques to enhance the lives of older persons. This program prepares students for employment in aging or aging-related professions. In addition, there is a commitment to provide students with a general educational experience consisting of skills and knowledge that focus on assisting others, understanding the different dimensions of the aging process, and preparing for the later life cycle.

Students are now able to earn their Gerontology certificate exclusively online, fully on campus, or take advantage of both by choosing to take some courses online and others in the classroom.

LEARNING OUTCOMES

1. Scientific process and methods used in studying aging process
2. Key concepts and empirical principles of gerontology
3. Biological and theoretical models used to understand the aging process
4. Characteristics of the elderly-myths vs. reality
5. Experience of growing old in an industrialized society
6. Relevant issues and programs involving older persons
7. Impact of economic, socio-cultural and political factors on gerontological policy
8. Values and ethics that guide gerontologists in practice and policy
9. Professional codes of ethics
10. Death, dying and the grieving process
11. End of life decisions
12. Multicultural and global views of the aging process

**Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSE* 101</td>
<td>Introduction to Human Services OR</td>
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<tr>
<td>HSE* 243</td>
<td>Human Service Skills and Methods</td>
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</tr>
<tr>
<td>SOC* 217</td>
<td>Introduction to Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HSE* 287</td>
<td>Practicum / Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 210</td>
<td>Dying and Death OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 208</td>
<td>Psychology of Adult Developing and Aging</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 216</td>
<td>Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>BIO* 115</td>
<td>Human Biology OR</td>
<td>4</td>
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<tr>
<td>BIO* 100</td>
<td>Basic Biology</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 111</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 117</td>
<td>Minorities in the U.S. OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 253</td>
<td>Multicultural Issues in Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 27-28**

* BIO*100 Basic Biology is required for students choosing the certificate exclusively online.
HEALTH INFORMATION MANAGEMENT

Health information Management professionals work in a variety of settings such as hospitals, ambulatory care centers, physician offices, rehabilitation centers and health insurance companies and focus on the quality of patient care, the revenue cycle, patient privacy, compliance, information technology and data quality. Successful completion of the certificate program in Health Information Management prepares students for entry level coding credential examinations. All of the credits are transferable into the Associate of Science in Health Information Management program option.

LEARNING OUTCOMES

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

1. Apply principles as they relate to healthcare privacy, confidentiality, legal and ethical issues.
2. Interpret and apply health information policies and procedures to ensure compliance with federal, state and accreditation agency requirements.
3. Utilize computer based health information systems while managing existing paper-based health information systems utilizing EMR software.
4. Compare and contrast reimbursement methodologies and procedure-based payment systems such as Resource Based Relative Value (RBRV) and Evaluation and Management and Ambulatory Payment Classification (APC).
5. Evaluate and audit patient records and assign numeric codes for each diagnosis and procedure.
6. Apply coding knowledge utilizing coding guidelines from ICD-10, CPT-4 and HCPCS.
7. Interpret diagnostic based perspective payment groups such as DRG.
8. Utilize medical coding software and clinical classification systems as they relate to the human body and disease processes.
9. Identify and discuss healthcare delivery fundamentals and the technology used to gather healthcare information in a variety of settings.
10. Utilize appropriate terminology including abbreviations related to pathological conditions, diagnostic procedures, surgical interventions, and therapeutic procedures.

FIRST SEMESTER (13 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CSC* 231</td>
<td>Database Design I</td>
</tr>
<tr>
<td>MED* 125</td>
<td>Medical Terminology (formerly BOT* 180)</td>
</tr>
<tr>
<td>HIM* 102</td>
<td>Introduction to Healthcare Systems Human</td>
</tr>
<tr>
<td>BIO* 115</td>
<td>Biology with Lab</td>
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SECOND SEMESTER (12 credits)

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIM* 201</td>
<td>Health Information Management Principles</td>
</tr>
<tr>
<td>HIM* 155</td>
<td>Fundamentals of Clinical Informatics &amp; Electronic Medical Record</td>
</tr>
<tr>
<td>HIM* 205</td>
<td>Medical Coding</td>
</tr>
<tr>
<td>MED* 112</td>
<td>Medical Insurance and Billing</td>
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</tbody>
</table>

THIRD SEMESTER (7 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIM* 212</td>
<td>Advanced Medical Coding</td>
</tr>
<tr>
<td>HIM* 254</td>
<td>HIM Practicum OR</td>
</tr>
<tr>
<td>BIO* 201</td>
<td>Introduction to Pathophysiology</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 34

HEALTH SCIENCE

This program is designed to assist the student to achieve success in healthcare programs. Students will be provided with an academic foundation that will assist in the preparation for entry into health care programs of study. Credits from this program may be applied towards health care program requirements within Connecticut’s other community colleges. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest. Please check with a counselor about financial aid eligibility.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO* 105 Intro to Biology</td>
<td>3</td>
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<tr>
<td>BIO* 121 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHE* 111 Concepts of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHE* 121 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>BIO* 211 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO* 212 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG* 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 102 Literature &amp; Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 137 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 111 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 105 Introduction to Software Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 34

* Chemistry and/or Biology may be a prerequisite for Anatomy & Physiology I. Please consult the catalog course descriptions for the health care profession of interest.

LIBRARY TECHNICAL ASSISTANT

This certificate is intended to enhance the skills of para-professionals currently working in libraries and to introduce library service to those wishing to enter the field. The certificate provides an overview of library public services, technical services, media, and computer hardware and software. An internship is available for those not currently employed in a library. The mission is to prepare paraprofessionals for all aspects of library work, with particular emphasis on technology related aspects of the field.

LEARNING OUTCOMES

Upon successful completion of the Library Technical Assistant Program, students will be able to:

1. Demonstrate competence in Public Service areas
   1.1 Demonstrate knowledge of library circulation systems and effectively use Capital’s circulation system in particular
   1.2 Demonstrate knowledge and effectively use the OCLC Interlibrary Loan system
   1.3 Display knowledge of the types of public services offered at different types of libraries
   1.4 Demonstrate knowledge and effectively use basic reference sources
   1.5 Demonstrate and effectively use basic reference interview techniques
   1.6 Understand the reference function as it pertains to various types of libraries
2. Demonstrate competence in Technical Services areas

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM* 201 Introduction to Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM* 212 Advanced Medical Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIM* 254 HIM Practicum OR</td>
<td>3</td>
</tr>
<tr>
<td>BIO* 201 Introduction to Pathophysiology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 32
CERTIFICATE PROGRAMS — continued

2.1 Display understanding of cataloging and processing terminology
2.2 Demonstrate knowledge of cataloging tools, such as AACR2, Dewey Decimal Classification, Library of Congress Classification and Subject Headings and online bibliographic utilities, such as OCLC
2.3 Demonstrate knowledge of the MARC record
2.4 Display understanding of the role of serials in libraries
2.5 Display understanding of the acquisitions process
3. Demonstrate competence in utilizing library and information technology
3.1 Effectively use HTML to create materials for the World Wide Web
4. Think critically and demonstrate ability in information competence
4.1. Effectively utilize library and information databases
4.2 Critically evaluate information found in library databases and the Internet
5. Apply knowledge gained throughout the program
5.1 Successfully complete an internship at an academic, public school or public library
5.2 Develop a portfolio of projects encompassing written projects and web pages created

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSA 105 Introduction to Software Applications</td>
</tr>
</tbody>
</table>
† ENG 101 Composition | 3 |
‡ LIB* 101 Introduction to Library Public Services | 3 |
LIB* 102 Introduction to Cataloging and Technical Services | 3 |
CST* 150 Web Design and Development I | 3 |
COM* 105 Introduction to Visual Communication | 3 |
‡ LIB* 202 Supervised Field Placement ‡ | 3 |

TOTAL CREDITS: 24

† Pre-requisite required. Refer to Course Description section on page 94.
‡ Students currently working in libraries can substitute another appropriate course for LIB* 202.

MANAGEMENT

Designed for students who want a concentration in the area of management and management-related subjects. This may be used to further their present careers or to augment a degree already held in a different subject area. Credits earned can be used for transfer into the Associate in Science Degree Management Program or as transfer credits to other institutions.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will:
1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today’s local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the “new” workplace and the “new” manager, now known as a “coach”.
16. Apply critical thinking and creativity in solving business problems.
17. Create effective business plans.
18. Train employees in proper customer service techniques.

<table>
<thead>
<tr>
<th>Credits</th>
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</table>
† ACC* 115 Principles of Financial Accounting | 4 |
† ACC* 117 Principles of Managerial Accounting | 3 |
CSA* 105 Introduction to Software Applications | 3 |
BMG* 202 Principles of Management | 3 |
† BMG* 210 Organizational Behavior | 3 |
† BMG* 220 Human Resource Management | 3 |
BMK* 201 Principles of Marketing | 3 |
† MAT* Mathematics Elective | 3 |

TOTAL CREDITS: 25
MANAGEMENT: ENTREPRENEURSHIP

Upon completion of the certificate, graduates will have skills and knowledge that will position them for success in a small business and will have begun study towards an associate degree. The degree will prepare students for entry level positions in management, advancement or transfer to a four-year institution.

LEARNING OUTCOMES

(See Learning Outcomes under Entrepreneurship Option, page 75)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
<td>OR</td>
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<tr>
<td>† BBG* 210</td>
<td>Business Communication</td>
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<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>OR</td>
</tr>
<tr>
<td>CSC* 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>† BBG* 234</td>
<td>Legal Environment of Business</td>
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<td>BMG* 202</td>
<td>Principles of Management</td>
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<td>BMK* 201</td>
<td>Principles of Marketing</td>
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<tr>
<td>† BE* 118</td>
<td>Small Business Management</td>
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<tr>
<td>BMK* 123</td>
<td>Principles of Customer Service</td>
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</tr>
<tr>
<td>† BBG* 294</td>
<td>Business Internship</td>
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TOTAL CREDITS: 28

MEDICAL ASSISTING

—Not accepting new students at present time—

This program provides education and training in administrative and clinical duties required for a Medical Assisting career. Course requirements for this program are sequenced to begin with essential skills before moving on to more complex skill mastery. Upon successful completion of course study, the student completes the program through a hands-on experience in the medical field (externship). Graduates of the program will possess entry-level competency in administrative and clinical areas and will qualify for career opportunities in physicians’ offices, ambulatory care centers, laboratories, and hospitals. Program objectives are met through simulated clinical laboratory sessions, lecture courses and the externship.

It should be noted that individuals currently employed by medical facilities may qualify to register for the more advanced course offerings.

Graduates will have the opportunity to continue their education in the Medical Assisting Associate in Science Degree Program.

LEARNING OUTCOMES

1. Clear and effective communication skills
2. Entry-level competency in the performance of administrative duties
3. Entry-level competency in the performance of clinical duties
4. Application of legal concepts to health care practice
5. Provision of patient instruction
6. Participation in operational functions

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>4</td>
<td>BIO* 115</td>
<td>Human Biology</td>
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<tr>
<td>3</td>
<td>MED* 125</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>3</td>
<td>MED* 170</td>
<td>Law &amp; Ethics for Health Professionals</td>
</tr>
<tr>
<td>3</td>
<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
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SECOND SEMESTER

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<tr>
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<td>MED* 114</td>
<td>Administrative Medical Office Assisting</td>
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<tr>
<td>3</td>
<td>MED* 131</td>
<td>Clinical Medical Assisting</td>
</tr>
<tr>
<td>3</td>
<td>MED* 141</td>
<td>Lab Principles for Medical Assisting</td>
</tr>
<tr>
<td>3</td>
<td>MED* 250</td>
<td>Principles of Pharmacology</td>
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UPON COMPLETION OF THE ABOVE COURSES

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<tbody>
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<td>4</td>
<td>MED* 280</td>
<td>Medical Assisting Externship</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 30

† These courses must be taken in the 1st semester of the certificate program.
† Prior to beginning the externship, student must submit documentation of Adult/Child/Infant CPR and First Aid Certification, and a minimum grade of C in the following courses: MED* 141, MED* 131, MED* 250 and MED* 114. Students in the Medical Assisting program are financially responsible for books, uniforms, transportation, and CPR/First Aid fees, in addition to college tuition and fees.

NOTE: Graduates of the Medical Assisting Certificate Program are not eligible to sit for National Certification Exams through AAMA and AMT organizations.

MENTAL HEALTH ASSISTANT

The Mental Health certificate will prepare students for entry level positions as mental health aids, work in rehabilitation agencies, or at other mental health agencies. Mental health aids may be assigned to work under the supervision of a case social worker or trained psychologist to handle a wide range of case management responsibilities.

LEARNING OUTCOMES

1. Knowledge of the history and foundation of the human service profession
2. Entry-level skills in the area of strategies and intervention
3. Ability to work collaboratively in groups
4. Application of skills and methods with different populations in need
5. Entry-level competency in the performance of case management needs assessment, group work, interviewing process and client engagement

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ENG* 101</td>
<td>Composition</td>
</tr>
<tr>
<td>3</td>
<td>HSE* 134</td>
<td>Introduction to the Mental Health System</td>
</tr>
<tr>
<td>3</td>
<td>HSE* 202</td>
<td>Introduction to Counseling / Interviewing</td>
</tr>
<tr>
<td>3</td>
<td>HSE* 243</td>
<td>Human Services Skills and Methods</td>
</tr>
<tr>
<td>3</td>
<td>HSE* 287</td>
<td>Practicum in Mental Health</td>
</tr>
<tr>
<td>3</td>
<td>PSY* 105</td>
<td>Group Dynamics (SL)</td>
</tr>
<tr>
<td>3</td>
<td>PSY* 245</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>3</td>
<td>SOC* 235</td>
<td>Introduction to Social Welfare (SL)</td>
</tr>
<tr>
<td>3</td>
<td>SOC* 117</td>
<td>Minorities in the U.S. (OR)</td>
</tr>
<tr>
<td>3</td>
<td>PSY* 253</td>
<td>Multicultural Issues in Psychology</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 27

SL: This course requires students to conduct 25 hours of service learning. Please consult with an academic counselor or contact the program coordinator for more details.

† Pre-requisite required. Refer to Course Description section on page 94.
SOCIAL SERVICES AIDE

The Social Service Aide certificate prepares students for employment as group residence workers, neighborhood outreach workers, social casework assistants and other similar positions. In many instances, social service workers are employed under the supervision of a social worker, or in some cases a psychologist. Employment opportunities exist in such areas as day care, nursery school education, mental health, group and community work at the public and private levels.

LEARNING OUTCOMES

1. Entry level skills for employment in social services agencies
2. Entry level competencies in skills to work with organizations, communities, groups, families and individuals
3. Ability to work collaboratively in groups
4. Clear and effective communication skills
5. Appreciation for adhering to the ethics and integrity of the social services profession

CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO* 115</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 210</td>
<td>Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 235</td>
<td>Introduction to Social Welfare (SL)</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 285</td>
<td>Community Organization</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 105</td>
<td>Group Dynamics (SL)</td>
<td>3</td>
</tr>
<tr>
<td>POL*</td>
<td>Political Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

(AND ONE OF THE FOLLOWING THREE COURSES)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC* 117</td>
<td>Minorities in the U.S. OR</td>
<td>3</td>
</tr>
<tr>
<td>† SOC* 201</td>
<td>Contemporary Social Issues (SL) OR</td>
<td></td>
</tr>
<tr>
<td>† PSY* 253</td>
<td>Multicultural Issues in Psychology</td>
<td></td>
</tr>
</tbody>
</table>

SL: This course requires students to conduct 25 hours of service learning. Please consult with an academic counselor or contact the program coordinator for more details.

TOTAL CREDITS: 24

VISUAL COMMUNICATION

The Visual Communication Certificate prepares students interested in the technical aspects of visual media and communication technology for job opportunities in training programs, elementary and secondary education, libraries, or similar social service settings.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM* 105</td>
<td>Intro to Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM* 158</td>
<td>Intro to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>† COM* 173</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>† COM* 241</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>† COM* 295</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>† — — — One elective from COM*, CSA*, CSC*, CST*, or LIB*</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 24

SL: This course requires students to conduct 25 hours of service learning. Please consult with an academic counselor or contact the program coordinator for more details.
ASSOCIATE IN ARTS DEGREE PROGRAMS

LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences Associate in Arts Degree Program is designed especially for students who wish to transfer to a four-year college or university to pursue a major in such fields as English, science, mathematics, history, philosophy, languages, geography, political science, journalism, or social science. The program provides a comprehensive two-year undergraduate foundation that is tailored to meet the requirements of the University of Connecticut (UConn), Connecticut State Universities (CSU), and others. Students may also choose the Ethnic Studies course sequence or the Mathematics and Natural Science course sequence.

A unique feature of Capital's Liberal Arts and Sciences degree program is the required capstone course (IDS 250), which brings together a team of teachers from a variety of disciplines to lead students in an investigation of a provocative topic.

Students selecting Liberal Arts and Sciences as a major and have 30 or fewer credits may be eligible to enroll in the Guaranteed Admissions Program with UConn. Students with 15 or fewer credits may enroll in the Dual Admissions Program at Central, Eastern, Southern or Western Connecticut State University.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will:

1. Communicate effectively in writing, and orally
2. Utilize current communication technology
3. Reason scientifically and/or quantitatively and apply mathematical and/or scientific principles to the inquiry process
4. Think critically, analyze and understand complex ideas, draw inferences from facts/texts, evaluate and present well-reasoned arguments
5. Demonstrate the ability to conduct and document meaningful research
6. Develop a global perspective on today's world
   a. Understand the major artistic, literary and philosophical aspects of US and third world cultures
   b. Recognize the major historical and political events of western and non-western societies
   c. Understand the concept of culture
   d. Recognize differences and relationships among cultures
   e. Recognize the role of ethnic diversity in US social life
   f. Demonstrate some proficiency in a foreign language

Prerequisites: demonstrated eligibility for ENG* 101.

FIRST SEMESTER (15–16 credits)  
IDS 105 College Success Course OR Free Elective plus IDS 100 † 3-4
† ENG* 101 Composition (must be successfully completed within first 15 credits) 3
HIS* 101, 102, 201, 202, 121, 122 (Choose one) 3
Fine Arts Elective 3
Liberal Arts Elective 3
† Requirement may also be fulfilled with IDS* 101 or IDS* 102

SECOND SEMESTER (15-16 credits)
† ENG* 102 Composition and Literature 3
PHL* ___ Philosophy Elective 3
† MAT* 167 Statistics with Technology OR Higher 3-4
Social Science Elective 3
Liberal Arts Elective 3

THIRD SEMESTER (16 credits)
† ENG* 2___ 200-Level Literature Course 3
HIS* ___ History Elective 3
Science Elective 4
Foreign Language Elective I ** 3
Liberal Arts Elective 3

FOURTH SEMESTER (15-16 credits)
Social Science Elective 3
Science Elective 3-4
Fine Arts Elective 3
Foreign Language Elective II ** 3
† IDS* 250 Liberal Arts Capstone Course 3

TOTAL CREDITS: 61–64

** If student has three (3) years of a single foreign language in high school, Liberal Arts electives may be substituted.

The Ethnic Studies Course Sequence (a variation on the Liberal Arts and Sciences Degree), prepares students to explore and understand the central issues of U.S. society today: race, ethnicity, class, gender, sexuality, nationality and religion in the experiences of the many groups that make up “America.” It offers suitable undergraduate background for transfer into many majors, and is particularly appropriate for careers in education, social services, public or government service, diversity training, and for later coursework at four-year institutions in American studies, international or global studies or the social sciences and the humanities.

NOTE: Successful completion of this sequence earns a degree in Liberal Arts; there is no Ethnic Studies degree.

LEARNING OUTCOMES

(For the Ethnic Studies Course Sequence, a variation on the Liberal Arts and Sciences Degree)

Upon successful completion of all program requirements, graduates will:

1. Communicate effectively in writing, and orally
2. Utilize current communication technology
3. Reason scientifically and/or quantitatively and apply mathematical and/or scientific principles to the inquiry process
4. Think critically, analyze and understand complex ideas, draw inferences from facts/texts, evaluate and present well-reasoned arguments
5. Demonstrate the ability to conduct and document meaningful research
6. Develop a global perspective on today’s world
   a. Understand the major artistic, literary and philosophical aspects of US and third world cultures
ASSOCIATE IN ARTS DEGREE PROGRAMS — continued

LIBERAL ARTS AND SCIENCES —
(The Ethnic Studies Course Sequence) continued

b. Recognize the major historical and political events of western and non-western societies
c. Understand the concept of culture
d. Recognize differences and relationships among cultures
e. Recognize the role of ethnic diversity in US social life
f. Demonstrate some proficiency in a foreign language

Fill electives in each section below from the list of elective courses that follows semester requirements.

Prerequisites: Demonstrated eligibility for ENG* 101.

If student has three (3) years of a single foreign language in high school, Liberal Arts electives may be substituted.

**FIRST SEMESTER** (15-16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 105</td>
<td>College Success Course OR Free Elective plus IDS 100 †</td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition (must be successfully completed within first 15 credits)</td>
</tr>
<tr>
<td>HIS* 101, 102, 201, 202, 121, 122 (Choose one)</td>
<td></td>
</tr>
<tr>
<td>† Fine Arts Elective</td>
<td></td>
</tr>
<tr>
<td>† Liberal Arts Elective</td>
<td></td>
</tr>
<tr>
<td>† Requirement may also be fulfilled with IDS 101 or IDS 102</td>
<td></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER** (15-16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
</tr>
<tr>
<td>PHL*</td>
<td>Philosophy Elective</td>
</tr>
<tr>
<td>† MAT* 167</td>
<td>Statistics with Technology OR Higher</td>
</tr>
<tr>
<td>† Social Science Elective</td>
<td></td>
</tr>
<tr>
<td>† Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER** (16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† ENG* 2</td>
<td>200-Level Literature Course</td>
</tr>
<tr>
<td>HIS*</td>
<td>History Elective</td>
</tr>
<tr>
<td>† Science Elective</td>
<td></td>
</tr>
<tr>
<td>† Foreign Language Elective I</td>
<td></td>
</tr>
<tr>
<td>† Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER** (15–16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>† IDS* 250</td>
<td>Liberal Arts Capstone Course</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS:** 61-64

Ethnic Studies Courses to be used as Electives:

**ETHNIC 200-LEVEL LITERATURE ELECTIVES**
- ENG* 251 African-American Literature
- ENG* 253 Hispanic-American Literature
- ENG* 259 Topics in Ethnic Literature
- ENG* 247 Latin American Literature
- ENG* 248 Literature of the Caribbean

**Foreign Language Electives**
- FRE* 101 Elementary French I & II
- ITA* 101 Elementary Italian I & II
- SPA* 101 Elementary Spanish I & II

**Introductory Level Social Science Electives**
- ANT* 101 Introduction to Anthropology
- ECN* 101 Principles of Macroeconomics
- GEO* 102 Introduction to Human Geography
- GEO* 111 World Regional Geography
- POL* 101 Introduction to Political Science
- PSY* 111 General Psychology I
- SOC* 101 Principles of Sociology

**Social Science Electives**
- ANT* 299 Cultural Anthropology
- PSY* 253 Multicultural Issues in Psychology
- SOC* 201 Contemporary Social Issues
- SOC* 117 Minorities in the U.S.

**Philosophy Elective**
- PHL* 150 Philosophy of Religion

**Fine Arts Electives**
- ART* 202 Ethnic Art in the U.S.
- ART* 208 Caribbean Art and Culture
- MUS* 103 History of American Music

**History Electives**
- HIS* 216 African American History I
- HIS* 217 African American History I
- HIS* 107 History of Puerto Rico
- HIS* 299 History of the Caribbean through Decolonization
- HIS* 299 Slavery in the Americas
- HIS* 110 20th Century Latin American/Caribbean Political Movements
- HIS* 256 The Islamic World

C A P I T A L  C O M M U N I T Y  C O L L E G E  •  P h o n e : 8 6 0 - 9 0 6 - 5 0 7 7
ASSOCIATE IN ARTS DEGREE PROGRAMS — continued

LIBERAL ARTS AND SCIENCES — continued

The Mathematics and Natural Science Course Sequence is a variation on the Liberal Arts and Sciences Degree and prepares students to succeed in a baccalaureate program in mathematics and natural science. This course sequence includes several mathematics and science courses traditionally completed by undergraduates in their freshman and sophomore years.

NOTE: Successful completion of this sequence earns a degree in Liberal Arts; there is no Mathematics and Natural Science degree.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will be able to:
1. Communicate effectively in writing, and orally
2. Utilize current communication technology
3. Reason scientifically and/or quantitatively and apply mathematical and/or scientific principles to the inquiry process
   3.1 Demonstrate an understanding of good laboratory practice
4. Think critically, analyze and understand complex ideas, draw inferences from facts/texts, evaluate and present well-reasoned arguments
   4.1 Demonstrate an understanding of the relationship between theoretical concepts and practical problems in mathematics and the natural sciences
   4.2 Demonstrate an understanding of problem solving using mathematics
5. Demonstrate the ability to conduct and document meaningful research
6. Develop a global perspective on today's world
   6.1 Understand the major artistic, literary, scientific, and philosophical aspects of western and non-western societies
   6.2 Recognize the major historical and political events of western and non-western societies
   6.3 Understand the concept of culture
   6.4 Recognize differences and relationships among cultures
   6.5 Recognize the role of ethnic diversity in U.S. social life
   6.6 Demonstrate some proficiency in a foreign language
   6.7 Recognize the role mathematics and science play in shaping contemporary society

Prerequisites: Student must demonstrate eligibility for ENG* 101, be enrolled in, completed, or placed out of MAT* 137.

**FIRST SEMESTER (17-18 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 105</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG* 101</td>
<td>3</td>
</tr>
<tr>
<td>HIS* 101, 102, 201, 202, 121, 122 (Choose one)</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 186</td>
<td>4</td>
</tr>
<tr>
<td>CHE* 121</td>
<td>4</td>
</tr>
</tbody>
</table>

† Requirement can also be fulfilled with IDS* 101 or IDS* 102

**SECOND SEMESTER (17 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* 102</td>
<td>3</td>
</tr>
<tr>
<td>PHL*</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 254</td>
<td>4</td>
</tr>
<tr>
<td>HIS* 102, 101, 201, 202, 121, 122 (Choose one)</td>
<td>3</td>
</tr>
<tr>
<td>CHE* 122</td>
<td>4</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER (16 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* 200-Level Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>HIS* History Elective</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 256</td>
<td>4</td>
</tr>
<tr>
<td>MAT* Science Elective I**</td>
<td>3</td>
</tr>
<tr>
<td>CHE* Fine Arts Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER (16 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG* 200-Level Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>HIS* 102, 101, 201, 202, 121, 122 (Choose one)</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 256</td>
<td>4</td>
</tr>
<tr>
<td>MAT* Science Elective I**</td>
<td>3</td>
</tr>
<tr>
<td>IDS* Liberal Arts Capstone Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 66-67**

**If student has three (3) years of a single foreign language in high school, the following courses are recommended.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO* 212</td>
<td>4</td>
</tr>
<tr>
<td>CHE* Principles of Organic Chemistry &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHY* 122</td>
<td>4</td>
</tr>
</tbody>
</table>

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.
ACCOUNTING

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

LEARNING OUTCOMES

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

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

FIRST SEMESTER (16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* 115</td>
<td>4</td>
</tr>
<tr>
<td>CSA* 105</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 101</td>
<td>3</td>
</tr>
<tr>
<td>HIS* 101, 102, 201, 202, 121, or 122</td>
<td>3</td>
</tr>
<tr>
<td>MAT* ___</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER (16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* 117</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 102</td>
<td>3</td>
</tr>
<tr>
<td>HIS* ___</td>
<td>3</td>
</tr>
<tr>
<td>BFN* 107</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 135</td>
<td>3</td>
</tr>
<tr>
<td>BMK* 201</td>
<td>3</td>
</tr>
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</table>

THIRD SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC* 271</td>
<td>3</td>
</tr>
<tr>
<td>ACC* 241</td>
<td>3</td>
</tr>
<tr>
<td>BBG* 234</td>
<td>3</td>
</tr>
<tr>
<td>ECN* 101</td>
<td>3</td>
</tr>
<tr>
<td>BMG* 202</td>
<td>3</td>
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</tbody>
</table>

FOURTH SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ___</td>
<td>3</td>
</tr>
<tr>
<td>ACC* 125</td>
<td>3</td>
</tr>
<tr>
<td>BBG* 236</td>
<td>3</td>
</tr>
<tr>
<td>COM* 173</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 111</td>
<td>3</td>
</tr>
</tbody>
</table>

ARCHITECTURAL ENGINEERING TECHNOLOGY

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

LEARNING OUTCOMES

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

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

FIRST SEMESTER (19 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC* 108</td>
<td>3</td>
</tr>
<tr>
<td>ARC* 116</td>
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<tr>
<td>ARC* 116L</td>
<td>2</td>
</tr>
<tr>
<td>CSA* 105</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 172</td>
<td>3</td>
</tr>
<tr>
<td>ARC* 102</td>
<td>3</td>
</tr>
</tbody>
</table>

SECOND SEMESTER (18 credits)

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<tr>
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<td>ARC* 203</td>
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<tr>
<td>ARC* 203L</td>
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<tr>
<td>ARC* 103</td>
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<tr>
<td>COM* 173</td>
<td>3</td>
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<tr>
<td>MAT* 186</td>
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<tr>
<td>Fine Arts/SSC Elective</td>
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THIRD SEMESTER (14 credits)

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<tr>
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<tr>
<td>CAD* 112</td>
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<td>CAD* 113</td>
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<td>PHY* 121</td>
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TOTAL CREDITS: 61

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

Continued
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

FOURTH SEMESTER (14 credits)

<table>
<thead>
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<tr>
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<td>Codes &amp; Ordinances</td>
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<td>† ARC 207</td>
<td>Architecture Design II - Detailing</td>
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<td>† ARC 240</td>
<td>Environmental Systems</td>
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<tr>
<td>† BBG 210</td>
<td>Business Communications OR **</td>
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<tr>
<td>† BBG 294</td>
<td>Business Internship</td>
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</tbody>
</table>

TOTAL CREDITS: 65

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

BIOTECHNOLOGY

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

The primary program objectives are achieved through lecture courses, laboratory sessions, seminars, and culminate with an internship.

LEARNING OUTCOMES

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

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

COLLEGE OF TECHNOLOGY

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

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

For more information, contact Karen Wosczyna-Birch at 860-244-7608

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.
The College of Technology offers benefits that include an affordable and accessible start to higher education; a clear pathway from CCC to a four-year college or university, without losing credits or having to repeat coursework; and the opportunity to begin college studies part or full-time, using the broad support services available, and lower four-year costs. In some cases, students choosing a technology pathway can also receive credits toward a bachelor’s degree from independent study, work experience, or other college courses.

**COLLEGE OF TECHNOLOGY: TECHNOLOGY STUDIES**

and Pathway to Industrial Technology at CCSU

**Core Curriculum**

**General Education Core**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG* 101</td>
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<td>ENG* 202</td>
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<td>PHL*</td>
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**Science and Math Core**

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<td>MAT* 167</td>
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**Technology/Management Core**

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**Courses in Option**

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<tr>
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</table>

**TOTAL CREDITS 66-67***

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

**COllEgE OF TEChnOl Ogy:**

TEChnOl Ogy sTUDiEs

Engineering Technology Option

**General Education Core**

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**Science and Math Core**

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<td>MAT* 165</td>
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**Technology**

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**Courses in Option**

<table>
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<tr>
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<td>15</td>
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</tbody>
</table>

**TOTAL CREDITS 66-67***

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***This course is not taught at CCC but is offered at Middlesex and Manchester community colleges.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

COMMUNICATION MEDIA

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

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

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

LEARNING OUTCOMES

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

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

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

FIRST SEMESTER

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<td>COM* 101</td>
<td>Introduction to Mass Communication</td>
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<td>CSA* __</td>
<td>Computer Science Elective (CSA*105, 163, or 205)</td>
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<td>ENG* 101</td>
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<td>PSY* 111</td>
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SECOND SEMESTER

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<td>COM* 173</td>
<td>Public Speaking</td>
<td>3</td>
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<td>COM* 241</td>
<td>Television Production</td>
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<td>ENG* 102</td>
<td>Literature and Composition</td>
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<td>Math Elective</td>
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THIRD SEMESTER

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<td>OR</td>
<td>PSY* 247 Industrial &amp; Organizational Psychology</td>
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<td>OR</td>
<td>PSY* 253 Multicultural Issues in Psychology</td>
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<td>SOC* 101 Principles of Sociology</td>
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FOURTH SEMESTER

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<td>Film Study &amp; Appreciation</td>
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<tr>
<td>COM* 295</td>
<td>Internship I</td>
<td>3</td>
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<td>COM* __</td>
<td>Communication Elective 2 of 3</td>
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<td>OR</td>
<td>Humanities Elective</td>
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<td>TOTAL CREDITS</td>
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</table>

COMPUTER AND INFORMATION SYSTEMS

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

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

LEARNING OUTCOMES

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

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

FIRST SEMESTER (15 Credits)

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<td>3</td>
<td>† CST* 201</td>
<td>Introduction to MIS</td>
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<td>† ENG* 101</td>
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<td>† MAT* 137</td>
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<td>CST* 150</td>
<td>Web Design and Development I</td>
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SECOND SEMESTER (15 Credits)

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<td>† COM* 173</td>
<td>Public Speaking OR</td>
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<td>† BBG* 210</td>
<td>Business Communication</td>
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<td>3</td>
<td>† CSC* 220</td>
<td>Object Oriented Programming with Java OR</td>
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<td>3</td>
<td>† CSC* 247</td>
<td>Game Development with C++</td>
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<td>3</td>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
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<tr>
<td>3</td>
<td>† CST* 262</td>
<td>Programming Mobile Devices I</td>
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THIRD SEMESTER (15/16 Credits)

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<td>3</td>
<td>† BMK* 201</td>
<td>Principles of Marketing</td>
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<td>3</td>
<td>† CSC* 231</td>
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<td>† CSC* 205</td>
<td>Visual Basic I</td>
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<td>† CSC* 272</td>
<td>Advanced Mobile Apps I</td>
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<td>† CSC* 284</td>
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<td>ACC* 115</td>
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<td>ACC* 206</td>
<td>Visual Basic II</td>
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<td>ACC* 262</td>
<td>Programming Mobile Devices I</td>
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FOURTH SEMESTER (15/16 Credits)

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<th>Credits</th>
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<td>Programming Logic</td>
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<td>† CST* 201</td>
<td>Introduction to MIS</td>
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<td>† CST* 150</td>
<td>Web Design and Development I</td>
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<td>† ENG* 101</td>
<td>Composition</td>
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<td>3</td>
<td>† MAT* 137</td>
<td>Intermediate Algebra OR Equivalent</td>
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<td>BBG* 294</td>
<td>Business Internship</td>
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</tbody>
</table>

TOTAL CREDITS: 60-62

† Pre-requisite required
* ECN 101 or ECN 102 strongly recommended

Recommended Computer Electives

Computer Programming
CSC* 206 – Visual Basic II
CSC* 262 – Programming Mobile Devices I

COMPUTER AND INFORMATION SYSTEMS:
Mobile Application Developer Option

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

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

LEARNING OUTCOMES

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

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

CST* 250 Web Design and Development II  3
  _____ Fine Arts Elective  3
  _____ Humanities Elective  3
TOTAL CREDITS: 60-62

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

COMPUTER AND INFORMATION SYSTEMS:
Network Administrator Assistant Option
— Not accepting new students at present time —

This program option prepares the student to assist the Network Administrator with implementation and maintenance of a LAN as well as Internet connections, including installation of computer hardware, topology (wiring), installation of network hardware and software, setting up of user accounts, maintenance of accounts, monitoring network performance and rudimentary trouble shooting. The emphasis is on assisting supervisory network management, with growth potential to Network Administrator as experience builds.

This profession is growing extremely rapidly as small businesses, schools, colleges and corporations install local area networks to realize the benefits of distributed work centers, software savings and Internet access.

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

1. Demonstrate an understanding of the fundamentals of computers and computer nomenclature and why they are essential components in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Differentiate between client/server and peer-to-peer networks
4. Describe the various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
5. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
6. Identify and describe the functions of the TCP/IP protocol stack and the OSI reference model
7. Demonstrate an ability to design efficient networks including, but not limited to, routers, switches, hubs, computers, servers, transmission media, networking protocols, and networking security
8. Demonstrate an ability to work safely with various network tools and equipment

FIRST SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST* 105 Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CSC* 101 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 201 Fundamentals of Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 167 Principles of Statistics</td>
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SECOND SEMESTER (16 Credits)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ACC* 115 Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>COM* 201 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CST* 231 Data Communications and Networking I</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 102 Composition and Literature</td>
<td>3</td>
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</table>

THIRD SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BMG* 202 Principles of Management OR BMK* 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CST* 234 Legal Environment of Business OR CST* 281 Data Communications and Networking II</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 171 LAN System Management</td>
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</table>

FOURTH SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST* 250 Data Communications and Networking III</td>
<td>3</td>
</tr>
<tr>
<td>CST* 264 Unix/Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CST* 265 Networking with Linux</td>
<td>3</td>
</tr>
<tr>
<td>CST* 282 Data Communications and Networking III</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 61

** History, Political Science, Anthropology, or Geography strongly recommended
°° Business Internship (BBG 294) is strongly recommended
† Pre-requisite required. Please refer to the Course Descriptions section, p. 94.

Recommended Computer Electives

Computer Networking Industry

- CSA* 205 Advanced Software Applications
- CSC* 250 Systems Analysis and Design
- CST* 264 Unix/Linux System Administration
- CST* 265 Networking with Linux
- CST* 282 Data Communications and Networking III

COMPUTER AND INFORMATION SYSTEMS: Web Publishing Option

— ON-CAMPUS AND ONLINE —

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

Throughout the program, students will develop a portfolio showcasing their work and projects. They will have the opportunity to complete an internship in which they apply the skills learned throughout the program.

LEARNING OUTCOMES

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

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

** COM 101 or COM 105 recommended

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**COMPUTER NETWORKING**

The Computer Networking Degree Program is designed to take a student with little or no information technology experience and prepare them for entry-level work in computer networking. The degree prepares the student for the foundational CCNA certification and provides the student with skills needed to implement, maintain, and administer multi-layer switched and scalable internetworks. Students will learn to design and configure LANs and WANs, install network hardware and software, understand and configure network topologies, construct and install cabling solutions, manage user accounts, monitor and analyze network performance, and perform basic troubleshooting. Students will also be introduced to information assurance fundamentals and technologies.

The computer networking profession is growing extremely rapidly as global dependence on interconnectedness increases. This program fills the critical gap between the skills that are needed by today’s new students and workers that need to be retrained for careers in this field. Upon completion, students will be prepared for an entry-level networking administration position, advancement in their current position, or transfer to a four-year IT program.

**LEARNING OUTCOMES**

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

1. Demonstrate an understanding of the fundamentals of information technology and information systems and their importance and impact in business and society
2. Identify and describe basic communication technologies, devices, and components used in Local and Wide Area Networks
3. Identify and describe various types of analog and digital communication transmission media including coax, twisted pair, fiber, and wireless media
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and devices on a network
5. Setup, configure, and administer network servers and client workstations in workgroups and domain based networks
6. Identify and describe the layers and functions of the TCP/IP stack and the OSI reference model
7. Design, build, and manage multilayer-switched networks and scalable internetworks using routers, switches, hubs, computers, servers, transmission media, network protocols, and network security
8. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and information technology

**FIRST SEMESTER (15 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CST* 105 Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CST* 201 Introduction to MIS</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 137 Intermediate Algebra OR Equivalent</td>
<td>3</td>
</tr>
<tr>
<td>CST* 150 Web Design and Development I</td>
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**SECOND SEMESTER (15 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM* 173 Public Speaking OR</td>
<td>3</td>
</tr>
<tr>
<td>BBG* 210 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CST* 200 Scripting Language with JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 102 Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 220 Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Business, CSA*, CSC* or CST* Elective</td>
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**THIRD SEMESTER (16-17 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BBG* 202 Principles of Management OR</td>
<td>3</td>
</tr>
<tr>
<td>BMK* 201 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CSC* 231 Database Design I</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Social Science Elective **</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ Science Elective</td>
<td>3/4</td>
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<tr>
<td>CST* 258 Fundamentals of Internet Programming</td>
<td>4</td>
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</table>

**FOURTH SEMESTER (15-16 Credits)**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CST* 250 Web Design and Development II</td>
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<tr>
<td>ACC* 215 Principles of Financial Accounting OR</td>
<td>3/4</td>
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<tr>
<td>BBG* 294 Business Internship</td>
<td></td>
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<tr>
<td>___ ___ Fine Arts Elective</td>
<td>3</td>
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<tr>
<td>___ ___ Humanities Elective</td>
<td>3</td>
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<tr>
<td>___ ___ Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 61-63**

**Continued**
### COMPUTER NETWORKING:

**Cybersecurity Option**

The Computer Networking: Cybersecurity Degree Program Option is designed to take a student with little or no information technology experience and prepare them for entry-level work in Cybersecurity. The degree prepares the student to take a student with little or no information technology experience and prepare them for entry-level networking/cybersecurity position, advancement in their current position, or transfer to a four-year IT program.

The computer networking profession is growing extremely rapidly as the need for global interconnectedness increases, especially in the cybersecurity area. This program fills the critical gap between the skills that are needed by today’s new students and workers that need to be retrained for careers in this field. Upon completion, students will be prepared for an entry-level networking/cybersecurity position, advancement in their current position, or transfer to a four-year IT program.

#### LEARNING OUTCOMES

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

1. Demonstrate an understanding of the fundamentals of information security technology and information systems and their importance and impact in business and society
2. Identify and describe basic secured communication technologies, devices, and components used to protect the confidentiality, integrity, and availability of data in Local and Wide Area Networks
3. Identify and describe various types of malicious software detection and removal
4. Demonstrate the use of appropriate tools to assist with administering and troubleshooting computers, media, and detect malicious network traffic
5. Design, build, and maintain scalable and secured networks using routers, switches, firewalls, network intrusion detection systems, proxies, secured transmission media, patch management, and vulnerability assessment tools
6. Design and optimize secured local and wide-area networks
7. Detect and prevent threats to information systems
8. Establish and enforce corporate/organizational security policies and procedures
9. Identify appropriate security controls and mitigation strategies
10. Apply comprehensive theoretical knowledge, problem-solving skills, and ethical principles to address case studies and practical applications in networking and cybersecurity

#### FIRST SEMESTER (15-16 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST* 201</td>
<td>Introduction to MIS</td>
<td>3</td>
</tr>
<tr>
<td>CST* 231</td>
<td>Data Communication &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT* 137</td>
<td>Intermediate Algebra OR</td>
<td>3/4</td>
</tr>
<tr>
<td>MAT* 184</td>
<td>Trigonometry with Embedded Algebra OR</td>
<td></td>
</tr>
<tr>
<td>MAT* 167</td>
<td>Principles of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Social Science Elective °°°</td>
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</tr>
<tr>
<td>___ ___</td>
<td>Humanities Elective °°</td>
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<tr>
<td>___ ___</td>
<td>Fine Arts Elective °°°°°°°</td>
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<tr>
<td>** TOTAL CREDITS: 61-63 **</td>
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#### SECOND SEMESTER (15 Credits)

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<th>Course Title</th>
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<tbody>
<tr>
<td>CST* 171</td>
<td>LAN System Management</td>
<td>3</td>
</tr>
<tr>
<td>CST* 281</td>
<td>Data Communication &amp; Networking II</td>
<td>3</td>
</tr>
<tr>
<td>CST* 246</td>
<td>Networking Security</td>
<td>3</td>
</tr>
<tr>
<td>COM* 173</td>
<td>Public Speaking OR</td>
<td>3</td>
</tr>
<tr>
<td>BBG* 210</td>
<td>Business Communications OR</td>
<td></td>
</tr>
<tr>
<td>ECN* 102</td>
<td>Principles of Microeconomics*</td>
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</tr>
<tr>
<td>ENG* 102</td>
<td>Composition and Literature</td>
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#### THIRD SEMESTER (15-16 Credits)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST* 264</td>
<td>Unix/Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CST* 267</td>
<td>Ethical Hacking &amp; Network Defense</td>
<td>3</td>
</tr>
<tr>
<td>BBG* 202</td>
<td>Principles of Management OR</td>
<td>3</td>
</tr>
<tr>
<td>BMK* 201</td>
<td>Principles of Marketing</td>
<td></td>
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<tr>
<td>___ ___</td>
<td>Social Science Elective °°°</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Science Elective °°°°°°°</td>
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</tbody>
</table>

#### OPPORTUNITIES THROUGH PRIOR LEARNING ASSESSMENTS (PLAs)

Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.
FOURTH SEMESTER (15-16 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 247</td>
<td>Information Assurance &amp; Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>CST 263</td>
<td>Computer Forensics &amp; Network Intrusions</td>
<td>3</td>
</tr>
<tr>
<td>ACC 115</td>
<td>Principles of Financial Accounting OR</td>
<td>3/4</td>
</tr>
<tr>
<td>BBG 294</td>
<td>Business Internship</td>
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<tr>
<td></td>
<td>Humanities Elective**</td>
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</tr>
<tr>
<td></td>
<td>Fine Arts Elective***</td>
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</tbody>
</table>

TOTAL CREDITS: 60-63

- Strongly recommended
- ENG 200-level Literature strongly recommended
- ART 101 strongly recommended
- PSY 111 or SOC 101 strongly recommended
- BBG 202 or BMK 201 strongly recommended
- ECN 101 strongly recommended
- PHY 111 or CHE 111 or CHE 121 strongly recommended

- Opportunities to earn credits through Prior Learning Assessments (PLAs) may be available for some courses in this program. Please consult your counselor or faculty advisor for more information.
- Internships and/or jobs in the Cyber Security degree area will likely require a full background check.

COMPUTER SUPPORT SPECIALIST

— ON-CAMPUS AND ONLINE —

The Computer Support Specialist degree is designed for full-time or part-time students who wish to prepare for the positions of Help Desk Technician, Technical Support Specialist and Customer Service Representative. This occupational group provides technical assistance, support, and advice to customers and users. The degree prepares graduates by developing in them skills ranging from the technical and computer-related to the "people" skills of verbal and written communications, telephone skills, tact, good manners, and logical problem diagnosis and solution. The degree incorporates preparation for the certification examinations for either CompTIA (Computer Technical Industry Association) A+ or MOUS (Microsoft Office User Specialist). A range of general education courses in the program enrich professional skills.

LEARNING OUTCOMES

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

1. Understand the psychology of the workplace, including attendance, punctuality, initiative, teamwork, privacy, discrimination issues, due process, safety, employee/employer conflict, job descriptions and techniques for working productively with people of diverse cultures and backgrounds
2. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background
3. Understand career paths in the computer support field
4. Demonstrate a working knowledge of the Internet that includes effective strategies for online research and correct citation of internet based resources
5. Describe the features and functions of the major categories of applications software (word packaging, database, spreadsheet, presentation, e-mail, browsers, etc.)

6. Demonstrate proficiency in installing and configuring software, uninstalling operating system software, configuring software for accessibility by disabled individuals, installing and configuring applications software upgrades, and modifying an operating system
7. Communicate effectively with clients, verbally and in writing
8. Understand and apply mathematical and scientific reasoning in solving problems and think critically

FIRST SEMESTER (15 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA 105</td>
<td>Introduction to Software Applications</td>
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<td>CSC 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition</td>
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</tr>
<tr>
<td>CST 120</td>
<td>Introduction to Operating Systems</td>
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<tr>
<td>COM 104</td>
<td>Quantvay OR Higher</td>
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<tr>
<td>CSA 163</td>
<td>The Internet</td>
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SECOND SEMESTER (15 Credits)

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CST 231</td>
<td>Data Communications &amp; Networking I OR</td>
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</tr>
<tr>
<td>CST 171</td>
<td>LAN System Management</td>
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<tr>
<td>CST 120</td>
<td>Introduction to Operating Systems</td>
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</tr>
<tr>
<td>COM 105</td>
<td>Intro to Mass Communication OR</td>
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<tr>
<td>COM 173</td>
<td>Public Speaking</td>
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<td>ENG 102</td>
<td>Literature and Composition</td>
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<tr>
<td>PSY 111</td>
<td>General Psychology I OR</td>
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<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
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THIRD SEMESTER (15 Credits)

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<tbody>
<tr>
<td>CSA 205</td>
<td>Advanced Applications</td>
<td>3</td>
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<td>CST 150</td>
<td>Web Design &amp; Development I</td>
<td>3</td>
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<td>Fine Arts Elective</td>
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<td></td>
<td>CSA*, CSC*, or CST* Elective</td>
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<td>Humanities Elective</td>
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FOURTH SEMESTER (15 Credits)

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CST 125</td>
<td>Help Desk Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BBG 294</td>
<td>Business Internship oo OR</td>
<td>3</td>
</tr>
<tr>
<td>BMG 202</td>
<td>Principles of Management OR</td>
<td>3</td>
</tr>
<tr>
<td>BMK 123</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSA*, CSC*, or CST* Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Sciences Electiveoo</td>
<td>3</td>
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<tr>
<td></td>
<td>Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 60

- History, Political Science, Anthropology, or Geography strongly recommended
- Business Internship (BBG 294) is strongly recommended
- Pre-requisite required. Please refer to the Course Descriptions section.

Recommended Computer Electives

Software Support Industry

- CSA 135 – Spreadsheet Applications
- CSA 140 – Database Applications
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

COMPUTER SUPPORT SPECIALIST:
Hardware Support Option

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

1. Understand the psychology of the workplace, including attendance, punctuality, initiative, teamwork, privacy, discrimination issues, due process, safety, employee/employer conflict, job descriptions, and techniques for working productively with people of diverse cultures and backgrounds.
2. Apply customer service and end-user support principles, including communication skills, telephone etiquette, and courtesy when dealing with customers and individuals lacking a technical background.
3. Understand career paths in the computer support field.
4. Demonstrate a working knowledge of the Internet that includes effective strategies for online research and correct citation of internet based resources.
5. Preemptively solve computer hardware/software problems to provide disaster prevention and recovery of computer systems before problems occur whenever possible.
6. Apply a comprehensive understanding of the function of computer hardware and software in a personal computer system, both networked and stand-alone.
7. Perform computer troubleshooting using diagnostic test equipment, diagnostic software, network documentation, online documentation resources, and troubleshooting strategies and techniques to resolve basic hardware, software, and network problems.
8. Identify resources for resolving peripheral device problems including printers, scanners, CD ROMs, sound cards, external CD RW devices, digital imaging devices and DVDs.
9. Select appropriate hardware and software, trouble-shoot on the board level, and understand software licensing agreements and privacy issues.
10. Communicate effectively with clients, verbally and in writing.
11. Understand and apply mathematical and scientific reasoning in solving problems, and think critically.

Hardware Support Option (A+)

FIRST SEMESTER (15 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† CST* 105</td>
<td>Introduction to Software Applications</td>
</tr>
<tr>
<td>CSC* 101</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CST* 231</td>
<td>Data Communications and Networking</td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
</tr>
<tr>
<td>† MAT* 104</td>
<td>Quantway OR Higher</td>
</tr>
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</table>

SECOND SEMESTER (15-16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>† CST* 120</td>
<td>Introduction to Operating Systems</td>
</tr>
<tr>
<td>† COM* 105</td>
<td>Intro. to Visual Communication OR</td>
</tr>
<tr>
<td>† COM* 173</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>† ENG* 102</td>
<td>Literature and Composition</td>
</tr>
<tr>
<td>† PSY* 111</td>
<td>General Psychology OR</td>
</tr>
<tr>
<td>† SOC* 101</td>
<td>Principles of Sociology</td>
</tr>
<tr>
<td>† ____ ____</td>
<td>Science Elective</td>
</tr>
</tbody>
</table>

THIRD SEMESTER (15 Credits)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>† CST* 140</td>
<td>Introduction to Computer Hardware</td>
</tr>
</tbody>
</table>

FOURTH SEMESTER (15 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>† CST* 125</td>
<td>Help Desk Concepts</td>
</tr>
<tr>
<td>† CST* 240</td>
<td>Advanced Computer Hardware</td>
</tr>
<tr>
<td>____ ____</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>____ ____</td>
<td>CSA*, CSC*, or CST* Elective</td>
</tr>
<tr>
<td>† BBG* 294</td>
<td>Business Internship OR</td>
</tr>
<tr>
<td>† BMG* 202</td>
<td>Principles of Management OR</td>
</tr>
<tr>
<td>† BMK* 123</td>
<td>Principles of Customer Service</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 60/61

† Pre-requisite required. Please refer to the Course Descriptions section.
°° Business Internship (BBG 294) is strongly recommended.

Recommended for Computer Electives — Hardware Support Industry

- CSA* 163 – Internet
- CST* 171 – LAN System Management
- CST* 281 – Data Communications and Networking II

CONSTRUCTION MANAGEMENT
Associate in Science Degree (AS)

The degree will prepare students for transfer to baccalaureate degree programs in the field. Upon completion of a baccalaureate degree, they will have the necessary skills and knowledge to enter careers in construction, operation and/or maintenance of the built environment and global infrastructure. Graduates of this program will have technical and analysis skills from consideration of complex projects and systems that will position them for success in many fields.

LEARNING OUTCOMES
In addition to acquiring the general education competencies, upon completion of the program, the graduate will be able to:

1. Interpret and effectively utilize construction and construction-related documents including reference materials, contracts and specifications.
2. Understand and conduct quantity take-off processes using manual mathematical models/techniques and takeoff software.
3. Estimate construction costs for bidding and other purposes and assess the appropriateness of various construction methods, materials and environmental systems in specific situations.
4. Understand the theory and use of construction tools and/or equipment, including those related to surveying, testing and measurement.
5. Demonstrate manual and computer drafting skills.
6. Display the knowledge and skills required in the planning and management of a construction project including use of project software.
7. Identify and resolve problems related to aspects of construction management.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

### FIRST SEMESTER (16 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CSA* 105</td>
<td>Intro to Software Applications</td>
<td></td>
</tr>
<tr>
<td>† CAD* 112/113</td>
<td>Computer-aided Drafting/Lab</td>
<td></td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
<td></td>
</tr>
<tr>
<td>† MAT* 184</td>
<td>Trigonometry with Embedded Algebra</td>
<td></td>
</tr>
<tr>
<td>† CTC* 140^</td>
<td>Construction Graphics/Quantity Takeoff</td>
<td></td>
</tr>
</tbody>
</table>

### SECOND SEMESTER (15 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
<td></td>
</tr>
<tr>
<td>† CTC* 222^</td>
<td>Building Construction Systems</td>
<td></td>
</tr>
<tr>
<td>† ___ ___</td>
<td>History Elective</td>
<td></td>
</tr>
<tr>
<td>___ ___</td>
<td>Humanities Elective</td>
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</tr>
<tr>
<td>PSY* 111</td>
<td>General Psychology I</td>
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### THIRD SEMESTER (14 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ___</td>
<td>Fine Arts Elective</td>
<td></td>
</tr>
<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>† CTC* 229^</td>
<td>Construction Estimating</td>
<td></td>
</tr>
<tr>
<td>† CTC* 160^</td>
<td>Surveying</td>
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### FOURTH SEMESTER (16 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CHE* 121</td>
<td>Concepts of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>† CTC* 220^</td>
<td>Construction Project Management</td>
<td></td>
</tr>
<tr>
<td>† ARC* 240</td>
<td>Environmental Systems</td>
<td></td>
</tr>
<tr>
<td>† ECN* 102</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>† BMG* 202</td>
<td>Principles of Management</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS:** 61

The symbol (†) indicates a prerequisite needs to be met.

^ All CTC courses are only offered once a year in the term (Fall or Spring) marked.

CONSTRUCTION MANAGEMENT

Associate in Applied Science Degree (AAS)

The degree will prepare students for immediate employment in entry level jobs in the industry. Graduates of the program will acquire basic knowledge and skills in administrative procedures, resource management and construction processes for building and heavy construction as well as the ability to utilize construction documents for quantity take-offs, to participate in construction job-site office meetings and to provide related documentation and correspondence.

**LEARNING OUTCOMES**

In addition to acquiring general education competencies, upon completion of the program, the graduate will be able to:

1. Interpret and effectively utilize construction and construction-related documents including reference materials, contracts, specifications, codes and ordinances.
2. Understand and conduct quantity take-off processes using manual mathematical models/techniques and takeoff software.
3. Estimate construction costs for bidding and other purposes and assess the appropriateness of various construction methods, materials and environmental systems in specific situations.
4. Understand the theory and use of construction tools and/or equipment, including those related to surveying, testing and measurement.
5. Demonstrate manual and computer drafting skills.
6. Display the knowledge and skills required in the planning and management of a construction project including use of project software.
7. Identify and resolve problems related to aspects of construction management.

### FIRST SEMESTER (16 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† CSA* 105</td>
<td>Intro to Software Applications</td>
<td></td>
</tr>
<tr>
<td>† CAD* 112/113</td>
<td>Computer-aided Drafting/Lab</td>
<td></td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
<td></td>
</tr>
<tr>
<td>† MAT* 184</td>
<td>Trigonometry with Embedded Algebra</td>
<td></td>
</tr>
<tr>
<td>† CTC* 140^</td>
<td>Construction Graphics/Quantity Takeoff</td>
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### SECOND SEMESTER (13 CREDITS)

<table>
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<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
<td></td>
</tr>
<tr>
<td>† CTC* 222^</td>
<td>Building Construction Systems</td>
<td></td>
</tr>
<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>___ ___</td>
<td>Technical Elective</td>
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### THIRD SEMESTER (16 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTC* 160^</td>
<td>Surveying</td>
<td></td>
</tr>
<tr>
<td>___ ___</td>
<td>Humansities/Fine Arts Elective</td>
<td></td>
</tr>
<tr>
<td>CTC* 229^</td>
<td>Construction Estimating</td>
<td></td>
</tr>
<tr>
<td>† ECN* 102</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>___ ___</td>
<td>Technical Elective</td>
<td></td>
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</table>

### FOURTH SEMESTER (15/16 CREDITS)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>† ARC*221</td>
<td>Contracts and Specifications</td>
<td></td>
</tr>
<tr>
<td>† CTC*220^</td>
<td>Construction Project Management</td>
<td></td>
</tr>
<tr>
<td>† ARC*240</td>
<td>Environmental Systems</td>
<td></td>
</tr>
<tr>
<td>† BBG*294</td>
<td>Business Internship</td>
<td></td>
</tr>
<tr>
<td>___ ___</td>
<td>Science Elective</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS:** 60/61

The symbol (†) indicates a prerequisite needs to be met.

^ All CTC courses are only offered once a year in the term (Fall or Spring) marked.

Technical Electives:

ARC*229 Structures
ARC*205 Advanced CAD
ARC*108 Building Materials
ARC*223 Blueprint Reading
ARC*227 Codes and Ordinances

Members of Carpenter's Union may be able to receive credit for previously completed union training programs.
CRIMINAL JUSTICE

The Criminal Justice Associate in Science degree program focuses on individuals who may elect to enter the criminal justice profession, professionals already employed in the field that wish to advance their careers, and students who want to continue their education at the baccalaureate level.

The program provides an interdisciplinary field of study that examines all facets of the criminal justice system, from law enforcement with an emphasis on community policing, to the courts and correctional theories. Career choices may include the fields of law enforcement, court support services, probation, corrections, parole, victim and other human related services.

LEARNING OUTCOMES

Upon completion of the program, the student should be able to:

1. Explain the roles and functions of the criminal-justice system and its subordinate agencies in a democratic society
2. Summarize theories of the nature of crime, the causes of criminal behavior and the methods of treating and preventing crime
3. Apply constitutional principles that protect the rights of citizens and regulate criminal-justice agencies
4. Research current criminal justice topics and issues and apply them to operational activities
5. Demonstrate an understanding of and a commitment to the moral, ethical, and legal obligations of criminal justice professionals
6. Explain the basic principles of human dignity, human rights, and multiculturalism; and demonstrate a personal commitment to the advancement of these principles
7. Demonstrate an understanding of the different agencies in the criminal justice system and their relationships with community-based services

Further, program graduates will possess the following skills to facilitate the fair and effective operation of the criminal justice system:

1. Express ideas effectively, ethically and responsibly through written and oral communication
2. Comprehend information presented in written or spoken form
3. Utilize critical thinking and problem solving skills to formulate, present, and defend logical arguments
4. Understand and apply mathematical and scientific reasoning in solving problems
5. Work effectively as a team member to achieve a common goal while exhibiting integrity and character
6. Utilize criminal statutes, their application and enforcement in conjunction with investigative procedures and techniques
7. Demonstrate civic responsibility, appreciate the value of diversity, commit to life-long learning and be willing to support positive change to solve current social problems
8. Have the knowledge and skills to obtain entry-level employment in the criminal justice field, and/or gain admission to a criminal justice program at a four-year institution

FIRST SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS* 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>† ENG* 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>† MAT* 137 Intermediate Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>† MAT* 167 Statistics with Technology</td>
<td>3</td>
</tr>
<tr>
<td>† PSY* 111 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PHL* 111 Ethics</td>
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</table>

SECOND SEMESTER (15 credits)

<table>
<thead>
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<th>Course</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ENG* 102 Composition and Literature</td>
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</tr>
<tr>
<td>POL* 111 American Government OR</td>
<td>3</td>
</tr>
<tr>
<td>POL* 112 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>† SOC* 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CJS* 102 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS* 120 Police and the Community</td>
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THIRD SEMESTER (16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>† COM* 173 Public Speaking</td>
<td>3</td>
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<tr>
<td>PSY* 105 Group Dynamics OR</td>
<td>3</td>
</tr>
<tr>
<td>† PSY* 245 Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>† BIO* 115 Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>† CJS* 211 Criminal Law</td>
<td>3</td>
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<td>Free Elective (CJS Elective preferred)</td>
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FOURTH SEMESTER (15 credits)

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<tbody>
<tr>
<td>SOC* 117 Minorities in the U.S. OR</td>
<td>3</td>
</tr>
<tr>
<td>† PSY* 253 Multicultural Issues in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>† CJS* 210 Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>† CJS* 201 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS: 61

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

Criminal Justice Electives (may be used for free electives above)

<table>
<thead>
<tr>
<th>Course</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS* 202 Juvenile Delinquency</td>
<td></td>
</tr>
<tr>
<td>† CJS* 220 Criminal Investigation</td>
<td></td>
</tr>
<tr>
<td>† CJS* 225 Forensic Science</td>
<td></td>
</tr>
<tr>
<td>† CJS* 290 Supervised Field Placement in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>CJS* 280 Victimology</td>
<td></td>
</tr>
<tr>
<td>† CJS* 294 Contemporary Issues in Policing</td>
<td></td>
</tr>
<tr>
<td>CJS* 298 Special Topics in Criminal Justice</td>
<td></td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program includes a liberal arts core in addition to specialized courses in teacher education. This two-year program is designed to equip the student with the theoretical knowledge, practical experience and skills needed to work with children under the age of eight. The education courses require field placement and observation hours to be completed outside of class meetings. In addition, a student teaching practicum is required for all pre-service teachers (see additional details below).

A graduate of the early childhood education program is awarded an Associate in Science degree and is eligible for the State of Connecticut Early Childhood Education Credential (see additional details below). Graduates can apply for the credential through the Connecticut Department of Education.

The ECE program at Capital Community College is accredited by the National Association for the Education of Young Children (NAEYC).

Teaching is a dynamic profession that incorporates evidence-based theory, practical experiences and skills. A graduate is prepared to function as an entry-level professional in educational settings.

Continued…
## LEARNING OUTCOMES

Students completing the requirements for the Associate Degree in Early Childhood will be able to:

1. Identify a variety of current and historical theoretical approaches to Early Childhood Education
2. Identify and assess the elements that determine quality in early childhood settings
3. Articulate the beginnings of a personal philosophy of Early Childhood Education
4. Identify and evaluate ethical issues that may be encountered in the field of Early Childhood Education
5. Plan, implement and evaluate age appropriate and individually appropriate activities. Also, plan curriculum that is based on child development knowledge, observations and assessments of typical and atypical children from culturally diverse backgrounds
6. Create and evaluate a learning environment that supports children's physical, social, emotional, creative, language and cognitive development
7. Identify and apply positive approaches to discipline that encourage children to develop self-control and self-esteem
8. Create strategies that will support and maintain positive, collaborative relationships with families
9. Recognize current issues and policies that affect young children and their families
10. Identify and communicate effectively with other professionals concerned with supporting children's development and well-being
11. Identify sources and participate in opportunities available for professional growth
12. Demonstrate competence in integrating theory and practice in early childhood programs serving diverse populations of children and their families
13. Reflect, analyze and evaluate their teaching practices in order to strengthen their work with young children

### FIRST SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE* 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 176</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 111</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT* ___</td>
<td>Math Elective</td>
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### SECOND SEMESTER (15 credits)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ECE* 103</td>
<td>Creative Experiences/ Children OR</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 106</td>
<td>Music and Movement for Children</td>
<td>3</td>
</tr>
<tr>
<td>ENG* 102</td>
<td>Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 204</td>
<td>Child &amp; Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 210</td>
<td>Observation, Participation and Seminar</td>
<td>3</td>
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### THIRD SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE* 222</td>
<td>Methods &amp; Techniques in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 231</td>
<td>Early Language &amp; Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE* ___</td>
<td>Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 190</td>
<td>Early Childhood Education Behavior Management</td>
<td>3</td>
</tr>
<tr>
<td>HIS* ___</td>
<td>History Elective</td>
<td>3</td>
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### FOURTH SEMESTER (15-16 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE* 295</td>
<td>Student Teaching Practicum</td>
<td>6</td>
</tr>
<tr>
<td>ECE* 215</td>
<td>The Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>SCI* ___</td>
<td>Science Elective *</td>
<td>3-4</td>
</tr>
<tr>
<td>___ ___</td>
<td>Art, English, Humanities or Music Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 60-61**

† A prerequisite needs to be met.
ENG 043 or higher is a co-requisite for ECE 101.
ECE 101 is a prerequisite for all ECE courses except ECE 176.
ECE 131/ENG 114 meets the Art, English, Humanities or Music Elective.
ECE 181 CDA Credential Preparation II may be substituted for ECE 210†.
ECE 109 Science & Math for Children may not be substituted for a Science Elective or a Math Elective.
* Lab Science recommended if planning to transfer to a four-year college/university.
* Additional student costs include criminal background checks, fingerprinting and TB test.

## Early Childhood Teacher Credential (ECTC)

Graduates of the Capital Community College Early Childhood Education Program from 2008 on, are eligible to apply for the State of Connecticut ECTC. The Capital Community College ECE Program is an approved degree program for both the Infant/Toddler and Preschool credential.

The ECTC is a competency-based credential awarded by the Connecticut State Department of Education (SDE).
With the ECTC a teacher will meet the current educational requirements to work in a state-funded program.
The ECTC is portable across state-funded programs.
Individuals can apply for an Infant/Toddler ECTC, a Preschool ECTC, or both.

### Student Teaching Practicum

All ECE course requirements must be completed prior to student teaching, other than those courses requiring concurrent enrollment with student teaching. A grade of “C” or higher is required in all ECE required courses. The requirement for the student teaching practicum is that all enrolled students must complete 200 hours of student teaching and the grading option for this course is pass/fail. This course also requires a background check and a TB test. Fees are associated with the background check and may be associated with the TB test by your physician. Authorization of the program coordinator is required for admission into ECE 295.

**Early Childhood Education Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE* 109</td>
<td>Science &amp; Math for Children</td>
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<tr>
<td>ECE* 131</td>
<td>Children's Literature (also listed as ENG*114)</td>
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<tr>
<td>ECE* 141</td>
<td>Infant/Toddler Growth &amp; Development</td>
<td>3</td>
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<tr>
<td>ECE* 180</td>
<td>CDA Credential Preparation I</td>
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</tr>
<tr>
<td>ECE* 181</td>
<td>CDA Credential Preparation II</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 206</td>
<td>Administration &amp; Supervision of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 225</td>
<td>Anti-Bias Issues in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 241</td>
<td>Methods &amp; Techniques for Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 275</td>
<td>Child, Family and School Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE* 276</td>
<td>Introduction to School Age Care</td>
<td>3</td>
</tr>
</tbody>
</table>

† Pre-requisite or corequisite required.
FIRE SCIENCE AND EMS

The Fire Technology and Administration Program provides advanced training and education that develops competent technicians who are, or will become, leaders in fire protection, prevention and administration. The program provides training and education for personnel of fire insurance companies and of industries involved in fire protection and protection practices.

This program has been developed in cooperation with the Connecticut Fire Chiefs’ Association, Connecticut Fire Marshals’ Association, Connecticut Fire Department Instructors’ Association, Connecticut State Firemen’s Association, Public Safety Division of the Connecticut State Police Department, Factory Inspection Division of the Connecticut State Department of Labor, and Fire Insurance Companies.

LEARNING OUTCOMES

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

1. Demonstrate the ability to conduct research on specific topics related to the Fire Service
2. Demonstrate the ability to analyze various theories, techniques, and research related to the Fire Service
3. Demonstrate a working knowledge of the various aspects of the Fire Service
4. Demonstrate the ability to use technology to process information to identify and address problems
5. Demonstrate good oral and written communication skills
6. Demonstrate the ability to address problems as part of a team

FIRST SEMESTER

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>ENG* 101 Composition</th>
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<tbody>
<tr>
<td>MAT* 137 Intermediate Algebra or higher</td>
<td>3</td>
<td></td>
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<tr>
<td>FTA* 112 Introduction to Fire Technology</td>
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<td></td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>Fine Arts Elective</td>
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SECOND SEMESTER

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>ENG* 102 Literature and Composition</th>
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<tbody>
<tr>
<td>FTA* 116 Building Construction</td>
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<tr>
<td>FTA* 118 Fire Prevention and Inspection</td>
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<tr>
<td>CHE* 111 Concepts of Chemistry</td>
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<tr>
<td>COM* 173 Public Speaking (Humanities Elective)</td>
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THIRD SEMESTER

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>FTA* 210 Water Supply and Hydraulics</th>
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<tbody>
<tr>
<td>EMT* 100 Emergency Medical Technician - Basic</td>
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<tr>
<td>PHY* 110 Introduction to Physics OR</td>
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<td>PHY* 121 General Physics I</td>
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FOURTH SEMESTER

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<thead>
<tr>
<th>CREDITS</th>
<th>FTA* 216 Municipal Fire Administration</th>
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<tr>
<td>FTA* 218 Sprinklers &amp; Fixed Extinguishing Systems</td>
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<tr>
<td>FTA* 230 Strategy &amp; Tactics</td>
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<tr>
<td>Free Elective*</td>
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</tbody>
</table>

TOTAL CREDITS: 62-63

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

FIRE SCIENCE AND EMS: Emergency Management Response Option

This option of the Fire Technology and Administration degree program will familiarize firefighters with the science of planning for, responding to, and recovering from disasters.

LEARNING OUTCOMES

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

1. Demonstrate the ability to conduct research on specific topics related to Emergency Management Response
2. Demonstrate the ability to analyze various theories, techniques, and research related to Emergency Management Response
3. Demonstrate a working knowledge of the various aspects of Emergency Management Response
4. Demonstrate the ability to use technology to process information to identify and address problems
5. Demonstrate good oral and written communication skills
6. Demonstrate the ability to address problems while working as part of a team

FIRST SEMESTER

<table>
<thead>
<tr>
<th>CREDITS</th>
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<td>Social Science Elective</td>
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SECOND SEMESTER

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THIRD SEMESTER

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<thead>
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<tbody>
<tr>
<td>PHY* 110 Introduction to Physics OR</td>
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<tr>
<td>PHY* 121 General Physics I</td>
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<tr>
<td>EMR* 101 Principles of Emergency Mgt. &amp; Homeland Security</td>
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FOURTH SEMESTER

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<tr>
<th>CREDITS</th>
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<tbody>
<tr>
<td>FTA* 218 Sprinklers &amp; Fixed Extinguishing Systems</td>
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<tr>
<td>FTA* 230 Strategy &amp; Tactics</td>
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<td>EMR* 102 Local Integrated Emg. Mgt. &amp; Homeland Security</td>
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<td>EMR* 103 Special Topics in Emg. Mgt. &amp; Homeland Security</td>
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</tbody>
</table>

TOTAL CREDITS: 62

† Throughout this catalog, this symbol means that a pre-requisite is required. Please refer to the Course Descriptions section, which begins on page 94.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

GENERAL STUDIES
The General Studies degree program offers students the opportunity to explore their own educational and professional pathways and discover the benefits of life-long learning. The program offers students the widest range of electives available and allows students to tailor a program and explore a broad range of career or intellectual interests to suit their individual needs. In order to ensure program coherence, students will meet each semester with program advisors who will assist in course selection.

LEARNING OUTCOMES:
Upon completion of the program the student should be able to:
1. Communicate effectively
   1.1 Display a command of the English language
   1.2 Utilize current communication technology
   1.3 Present ideas and information orally and in writing in accordance with standard usage
   1.4 Organize and present ideas and information (including those gained from research) effectively
2. Reason scientifically and or quantitatively
   2.1 Demonstrate understanding of mathematical and or scientific principles
   2.2 Apply these principles to the solution of problems in academic work and everyday life
   2.3 Interpret numeric information presented in graphic forms
   2.4 Apply scientific methods to the inquiry process
3. Think critically
   3.1 Read, analyze and understand complex ideas
   3.2 Use information technology appropriately
   3.3 Locate, evaluate and apply research information
   3.4 Draw inferences from facts
   3.5 Evaluate and present well-reasoned arguments
4. Develop a global perspective
   4.1 Recognize differences and relationships among cultures
   4.2 Recognize the role diversity plays in the development of the United States and in everyday social life
   4.3 Recognize the relationships among events and values in different eras
5. Demonstrate a clear connection among their elective choices and their personal, occupational, or academic ambitions

Courses may not fulfill more than one requirement.

FIRST SEMESTER (15-16 credits)

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<tbody>
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<td>ENG* 101</td>
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SECOND SEMESTER (15-16 credits)

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<tbody>
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<td>HIS*</td>
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THIRD SEMESTER (15 credits)

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<td>Math Elective</td>
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<td>Humanities Elective</td>
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FOURTH SEMESTER (15 credits)

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<td>Fine Arts Elective</td>
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<td>Free Elective</td>
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<td>Free Elective</td>
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</table>

TOTAL CREDITS 60-62

HEALTH INFORMATION MANAGEMENT
Health Information Management professionals work in a variety of settings such as hospitals, ambulatory care, physician offices, rehabilitation centers and health insurance companies and focus on the quality of patient care, the revenue cycle, patient privacy, compliance, information technology and data quality. Successful completion of the Associate of Science degree in Health Information Management prepares students for an entry level position in health information management or for transfer to the Bachelor of Science in Health Information Management program at Charter Oak State College. The courses are sequenced to build upon one another, and culminate in a practicum which allows the student hands-on experience in the health information field.

LEARNING OUTCOMES:
 Upon successful completion of all program requirements, graduates will be able to:
1. Apply principles as they relate to healthcare privacy, confidentiality, legal and ethical issues.
2. Interpret and apply health information policies and procedures to ensure compliance with federal, state and accreditation agency requirements.
3. Employ computer-based health information systems while managing existing paper-based health information systems utilizing EMR software.
4. Compare and contrast reimbursement methodologies and procedure-based payment systems such as Resource based Relative Value (RBRV) and Evaluation and Management and Ambulatory Payment Classification (APC).
5. Evaluate and audit patient records and assign numeric codes for each diagnosis and procedure.
6. Apply coding knowledge utilizing coding guidelines from ICD-10, CPT-4 and HCPCS.
7. Interpret diagnostic based perspective payment groups such as DRG.
8. Utilize medical coding software and clinical classification systems as they relate to the human body and disease processes.
9. Identify and discuss healthcare delivery fundamentals and the technology used to gather healthcare information in a variety of settings.
10. Utilize appropriate terminology including abbreviations related to pathological conditions, diagnostic procedures, surgical interventions, and therapeutic procedures.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

FIRST SEMESTER (16 credits)  
CSA* 105 Introduction to Software Applications 3  
ENG* 101 Composition 3  
MED* 125 Medical Terminology 3  
HIM* 102 Introduction to Healthcare Systems 3  
BIO* 115 Human Biology with Lab 4  

SECOND SEMESTER (15 credits)  
HIM* 201 Health Information Management Principles 3  
BIO* 201 Introduction to Pathophysiology 3  
HIM* 155 Fundamentals of Clinical Informatics & Electronic Medical Record 3  
MAT* 167 Principles of Statistics 3  
PSY* 111 General Psychology 3  

THIRD SEMESTER (15 credits)  
HIM* 205 Medical Coding 3  
MED* 112 Medical Insurance and Billing 3  
COM* 173 Public Speaking 3  
ENG* 102 Literature and Composition 3  
MED* 170 Law and Ethics for Health Professionals 3  

FOURTH SEMESTER (16 credits)  
MED* 250 Principles of Pharmacology 3  
HIM* 212 Advanced Medical Coding 4  
HIM* 254 HIM Practicum 3  
CSC* 231 Database Design I 3  
_______  Arts/Humanities Elective or MAT 137 Intermediate Algebra 3  

TOTAL CREDITS: 62

INSURANCE AND FINANCIAL SERVICES  
— NOT ACCEPTING NEW STUDENTS AT PRESENT TIME —

The Insurance and Financial Services (IFS) degree was developed in conjunction with more than 27 financial institutions in Connecticut. This degree provides students with the opportunity to prepare for a rewarding career in the insurance and financial services industry. Courses introduce students to insurance, banking and investments and teach them the fundamentals of management. With the successful completion of the A.S. degree in Insurance and Financial Services, students can easily transfer to CCSU and UCONN-Regional campuses and will be equipped for a variety of entry-level jobs in the growing fields of insurance and financial services.

Students in this program may participate in a credit-bearing internship as their “free elective.” IFS majors are given preferred status for paid internships in the insurance industry. (See Capital Crossroads to Careers Program, page 41.)

LEARNING OUTCOMES:

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

1. Understand the goals and objectives of insurance and financial services management.
2. Possess a firm understanding of the critical impact of the finance and risk management functions on all aspects of the performance of the organization.
3. Demonstrate mastery of market dynamics of the securities business and how macroeconomics affects those markets and the valuation process.
4. Have a strong understanding of banking and fiscal systems and the regulatory environment which affects and is affected by monetary or world events.
5. Understand fundamental and necessary financial concepts such as value of money, cost of capital, and risk as they relate to long term investment evaluation or risk management.
6. Be equipped to apply basic analytical techniques for financial problem solving and decision-making.
7. Appreciate (a) the purpose of ratio analysis of financial data in assessing business performance, (b) the importance and techniques of financial forecasting, and (c) the effects of management’s use of leverage on the firm’s results.
8. Learn the function of working capital policy and how it is formulated for efficient allocation of business resources in the short term.
9. Study (a) the attributes of the major, long term investment financing vehicles such as equities, debt, and lease financing and the processes used to access them in the capital markets, and (b) dividend policy and shareholder value maximization considerations.
10. Evaluate strategies for external growth through mergers and the ever-increasing importance of worldwide forces that impact the financial manager and decision-making.
11. Demonstrate a basic understanding of life, health, property, and casualty insurance in business and personal financial planning.
12. Use technology to access, use and present credible information from various sources such as financial statements, annual reports, publications and Internet sites.
13. Use critical thinking and quantitative skills to diagnose and solve business problems.
14. Identify legal, ethical and financial consequences of decisions to an organization.

Continued...
15. Organize ideas and communicate using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.

16. Understand and value the differences in people in order to interact with culturally diverse individuals in a team setting domestically and globally.

FIRST SEMESTER (16 credits)

<table>
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<th>Course</th>
<th>Title</th>
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<td>BMG* 202</td>
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<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>† ECN* 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
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<tr>
<td>† MAT* 137</td>
<td>Intermediate Algebra</td>
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SECOND SEMESTER (16 credits)

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<tbody>
<tr>
<td>† ACC* 117</td>
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<td>† ENG* 102</td>
<td>Literature and Composition</td>
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<tr>
<td>† MAT* 167</td>
<td>Statistics with Technology</td>
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<tr>
<td>† CSA* 205</td>
<td>Advanced Applications¹</td>
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<tr>
<td>† BFN* 201</td>
<td>Managerial Finance²</td>
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THIRD SEMESTER (15 credits)

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<td>† ECN* 250</td>
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<td>† BFN* 126</td>
<td>Principles of Insurance⁴</td>
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<td>† BMK* 201</td>
<td>Principles of Marketing</td>
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<td>† BOT* 201/BBG* 210</td>
<td>Business Communications</td>
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<tr>
<td>† BFN* 203</td>
<td>Principles of Investments</td>
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FOURTH SEMESTER (15-16 credits)

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<td>† BBG* 234</td>
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<tr>
<td>BBG* 294</td>
<td>Business Internship OR</td>
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<tr>
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<td>Social Science Elective⁶ (recommend History, Microeconomics, Psychology, Political Science, Geography, Anthropology)</td>
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<td>Fine Arts Elective (recommend Art or Music)</td>
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<td></td>
<td>Humanities Elective (recommend any ENG*200 literature course)</td>
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<tr>
<td></td>
<td>Science Elective⁷</td>
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TOTAL CREDITS: 62-63

—  continued

### MANAGEMENT

The Management Program is designed to provide the student with the knowledge, theory and techniques of management in both private and public organizations. Upon completion, students will be prepared for an entry-level management position, advancement in their current position, or transfer to a four-year program. Students who successfully complete their A.S. in Management at Capital Community College can take advantage of guaranteed admissions to the University of Connecticut Tri-Campus, Central Connecticut State University’s School of Business or University of Saint Joseph. The requirements for each program can be found under the “Transfer Opportunities at Capital” section of this catalog (pages 92–93).

### LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership.

2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.

3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.

4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.

5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.

6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.

7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.

8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.

9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.

10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.

11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.

12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.

13. Understand the importance of proper customer service techniques in order to be competitive in today’s local and global marketplaces.

14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the workplace.

15. Understand the historical foundations of management and the evolution of the “new” workplace and the “new” manager, now known as a “coach”.

16. Apply critical thinking and creativity in solving business problems.

17. Understand the necessity of effective business plans.

18. Train employees in proper customer service techniques.

19. Apply what they have learned during their internships to “real” job situations.

---

¹ Pre-REQ: CSA 105 or satisfied proficiency exam
² Pre-REQ: ACC 115, MAT 137, ENG 101
³ Pre-REQ: ACC 115, MAT 137, ENG 101
⁴ Pre-REQ: BFN 107 or BFN 201, and ENG 101
⁵ Pre-REQ: BFN 107 or BFN 201, and ENG 101
⁶ Students interested in transferring will be advised to enroll in ENG 102 (Microeconomics)
⁷ Please note a 3-credit, non-lab science may not transfer.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

FIRST SEMESTER (16 credits)

<table>
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<tr>
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<td>CSC* 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
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<tr>
<td>† BMG* 202</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
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<tr>
<td>† MAT* ____</td>
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SECOND SEMESTER (15 credits)

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<tbody>
<tr>
<td>† ACC* 117</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
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<tr>
<td>† BBG* 234</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>† BMK* 201</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>† ENG* 102</td>
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THIRD SEMESTER (15 credits)

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<tr>
<td>† ECN* 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>† BOT* 201/BBG* 210</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>† HIS* 118</td>
<td>History Elective</td>
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<tr>
<td>† ENG* 111</td>
<td>General Psychology I</td>
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FOURTH SEMESTER (15 credits)

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<tbody>
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<td>† BFN* 201</td>
<td>Managerial Finance OR</td>
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</tr>
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<td>† BBG* 236</td>
<td>Commercial Law OR</td>
<td>3</td>
</tr>
<tr>
<td>† BBG* 232</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>† ECN* 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>† BMG* ____</td>
<td>Management Elective OR</td>
<td>3</td>
</tr>
<tr>
<td>† BMK* 123</td>
<td>Principles of Customer Service OR</td>
<td>3</td>
</tr>
<tr>
<td>† BES* 118</td>
<td>Small Business Management</td>
<td>3</td>
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<tr>
<td>HIS* ____</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSC* 101</td>
<td>Introduction to Computers</td>
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TOTAL CREDITS: 61

† BBG* 294 Business Internship is strongly recommended.
† Pre-requisite required. Please refer to the Course Descriptions section, p. 94.

MANAGEMENT: Entrepreneurship Option

The Entrepreneurship Option is designed to provide the student with the knowledge, theory and practical skills needed for entry-level management positions, advancement in a current position or starting a small business.

LEARNING OUTCOMES

Upon successful completion of all program requirements, graduates will:

1. Demonstrate basic knowledge of management, human resources, marketing, accounting, business law and CIS in a management position or business ownership.
2. Organize thoughts and ideas and communicate, using proper business writing techniques as well as verbal presentation skills, in a manner that can be easily understood in the business environment.
3. Demonstrate a responsible attitude in relationships with employers, fellow employees, teams and the internal and external organizational influences.
4. Solve mathematical problems related to various aspects of management including accounting and other phases of business ownership.
5. Understand and practice the four managerial functions of planning, organizing, leading and controlling, as well as the nature and responsibilities of the changing roles of managers.
6. Develop an understanding of the decision-making process and demonstrate effective, ethical and legal decision-making.
7. Have a working knowledge of marketing plans, including target markets, segmentation, sales, advertising, promotions and public relations.
8. Demonstrate an ability to define management problems, examine alternatives and decide on the best course of action.
9. Develop a personal philosophy of management, in order to perform as a manager, coach, leader, or business owner.
10. Develop an understanding of the nature of change, how to manage change and how to adapt to the accelerating global environment.
11. Demonstrate an understanding of the competitive pressures brought by effectiveness, efficiency and innovation issues on organizations.
12. Have the ability to interpret and choose the appropriate follow-up on management information from various sources such as financial statements, annual reports and publications.
13. Understand the importance of proper customer service techniques in order to be competitive in today’s local and global marketplaces.
14. Demonstrate interpersonal skills, such as teamwork, problem-solving, conflict resolution, leadership, motivation, cultural diversity and communication that are required in the work place.
15. Understand the historical foundations of management and the evolution of the “new” workplace and the “new” manager, now known as a “coach”.
16. Apply critical thinking and creativity in solving business problems.
17. Understand the necessity of effective business plans.
18. Train employees in proper customer service techniques.
19. Apply what they have learned during their internships to “real” job situations.

FIRST SEMESTER (16 credits)

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>† ACC* 115</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>CSA* 105</td>
<td>Introduction to Software applications OR</td>
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<td>CSC* 101</td>
<td>Introduction to Computers</td>
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<td>† BMG* 202</td>
<td>Principles of Management</td>
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<td>† ENG* 101</td>
<td>Composition</td>
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<td>† MAT* ____</td>
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SECOND SEMESTER (16 credits)

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<tbody>
<tr>
<td>† ACC* 117</td>
<td>Principles of Managerial Accounting</td>
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<td>† BBG* 234</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>† BMK* 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
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<tr>
<td>† BMK* 123</td>
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THIRD SEMESTER (15 credits)

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<th>Course Title</th>
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<tr>
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<td>Human Resources Management</td>
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<tr>
<td>† PSY* 111</td>
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Continued…
### ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

**FORTH SEMESTER (15 credits)**

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</tr>
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<td>† BFN* 201</td>
<td>Managerial Finance</td>
<td>3</td>
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<td>† BBG* 236</td>
<td>Commercial Law</td>
<td>3</td>
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<td>† BBG* 232</td>
<td>Business Law II</td>
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<tr>
<td>† BBG* 294</td>
<td>Business Internship</td>
<td>3</td>
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<tr>
<td>BES* 118</td>
<td>Small Business Management</td>
<td>3</td>
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<tr>
<td>___</td>
<td></td>
<td>Fine Arts Elective</td>
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</table>

**TOTAL CREDITS:** 61

## MEDICAL ASSISTING

The career positions available in this fast-growing, in-demand field include physicians’ offices, hospitals, hospice care, laboratories, ambulatory care centers, health insurance companies, etc. The Associate in Science Degree in Medical Assisting may be earned by successfully completing the degree programs offered. The program offers students the opportunity to acquire the knowledge and skills necessary for a fulfilling career in this field.

Course requirements are sequenced to begin with essential skills before moving on to the complex skill mastery demanded of medical assistants found in the laboratory, clinical, and administrative areas. Upon successful completion of course study, the student completes the program through a hands-on experience in the medical field (externship). It should be noted that individuals currently employed by medical facilities may qualify to register for the more advanced course offerings.

The Medical Assisting Associate’s Degree Program (excluding the Administrative Medical Insurance Option) is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Medical Assisting Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; (727) 210-2350. Upon satisfactory completion of the program, students are eligible to sit for National Certification Examinations through AAMA and AMT organizations. Successful exam candidates will be awarded the CMA or RMA credentials.

Graduates of this program may also sit for another National Certification Examination through the AMT organization. A CAMS (Certified Medical Administrative Specialist) credential will be awarded to successful exam candidates.

### LEARNING OUTCOMES

1. Clear and effective communication skills
2. Entry-level competency in the performance of administrative duties
3. Entry-level competency in the performance of clinical duties
4. Application of legal concepts to health care practice
5. Provision of patient instruction
6. Participation in operational functions
7. Participation in a national certification examination and activities associated with active membership

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† BIO* 115</td>
<td>Human Biology</td>
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<tr>
<td>† MED* 125</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>† CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
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<tr>
<td>† ENG* 101</td>
<td>Composition</td>
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</tr>
<tr>
<td>† MED* 170</td>
<td>Law &amp; Ethics for Health Centers</td>
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### SECOND SEMESTER

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<tbody>
<tr>
<td>† ENG* 102</td>
<td>Literature and Composition</td>
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<tr>
<td>† MED* 141</td>
<td>Lab Principles for Medical Assisting</td>
<td>3</td>
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<tr>
<td>___</td>
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<td>Arts Elective</td>
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<tr>
<td>PSY* 111</td>
<td>General Psychology I</td>
<td>3</td>
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<td>Humanities Electives (SPA* 101 recommended)</td>
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### THIRD SEMESTER

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<td>† MAT* 137</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>† MED* 112</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>† MED* 241</td>
<td>Lab Principles for Medical Assisting II</td>
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<td>Social/Behavioral Science Elective</td>
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### FOURTH SEMESTER

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<th>Credits</th>
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<tbody>
<tr>
<td>† MED* 114</td>
<td>Administrative Medical Office Assisting</td>
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<td>† MED* 131</td>
<td>Clinical Medical Assisting</td>
<td>3</td>
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<td>† MED* 219</td>
<td>Computerized Medical Practice Management</td>
<td>3</td>
</tr>
<tr>
<td>† MED* 250</td>
<td>Principles of Pharmacology</td>
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### UPON COMPLETION OF THE ABOVE COURSES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>† MED* 222</td>
<td>Phlebotomy</td>
<td>4</td>
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<tr>
<td>† MED* 280</td>
<td>Medical Assisting Externship ‡</td>
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**TOTAL CREDITS:** 64

### MEDICAL ASSISTING:

**Administrative Medical Insurance Option**

—Not accepting students at the present time—

### FIRST SEMESTER

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<tr>
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<td>† CSA* 105</td>
<td>Introduction to Software Applications</td>
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<td>† ENG* 101</td>
<td>Composition</td>
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<tr>
<td>† MED* 170</td>
<td>Law &amp; Ethics for Health Centers</td>
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### SECOND SEMESTER

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<tbody>
<tr>
<td>† ENG* 102</td>
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<td>Social/Behavioral Science Elective</td>
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</table>

1 These courses must be taken in the 1st semester of the degree program.

† Pre-requisite required. Please refer to the Course Descriptions section, p. 94.

‡ Prior to beginning the externship, student must submit documentation of Adult/Child/Infant CPR and First Aid Certification, and a minimum grade of C in the following courses: MED* 125, MED* 141, MED* 131, MED* 250, MED* 112, and MED* 114. Students in the Medical Assisting program are financially responsible for books, uniforms, transportation, and CPR/First Aid fees, in addition to college tuition and fees.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

THIRD SEMESTER
† MED* 114  Administrative Medical Office Assisting  3
† MED* 131  Clinical Medical Assisting  3
† MED* 141  Lab Principles for Medical Assisting  3
† MED* 250  Principles of Pharmacology  3
† MED* 218  Principles of Health Insurance  3

FOURTH SEMESTER
† MED* 214  Administrative Medical Assisting II  3
† MED* 217  Medical Coding  3
† MED* 219  Computerized Medical Practice Management  3
       ___ ___  Arts Elective  3

UPON COMPLETION OF ABOVE COURSES
† MED* 280  Medical Assisting Externship ‡  4

TOTAL CREDITS:  63

1 These courses must be taken in the 1st semester of the degree program.
‡ Prior to beginning the externship, student must submit documentation of Adult/Child/Infant CPR and First Aid Certification, and a minimum grade of C in the following courses: MED* 125, MED* 141, MED* 131, MED* 250, MED* 112, and MED* 114. Students in the Medical Assisting program are financially responsible for books, uniforms, transportation, and CPR/First Aid fees, in addition to college tuition and fees.

MUSIC INDUSTRY

The Music Industry Associate in Science Degree will provide students with a comprehensive experience and knowledge of the music industry for the purpose of successful matriculation to a four-year music industry program, and/or immediate entry into the professional world.

LEARNING OUTCOMES

Upon successful completion of all requirements, graduates will be able to:
1. Apply a comprehensive knowledge of the principles and practices of managing musical artists and music institutions in an administrative/managerial function.
2. Apply a comprehensive knowledge of the principles and practices of managing and administrating commercial music/media institutions in sales, advertising, and publicity.
3. Operate and manage a complete recording studio.
4. Operate and execute all functions and processes involved in a recording project, from recording the artist, mixing and editing the music, to packaging compact disks for commercial distribution.
5. Produce professional quality studio music through the use of music technologies and music software.
6. Demonstrate proficiency in acoustic music theory.
7. Demonstrate proficiency in piano/keyboard skills.
8. Proficiently perform in vocal and/or instrumental ensembles.
9. Demonstrate a general knowledge of Western art, folk, and popular music.
10. Communicate effectively, think critically, reason scientifically and quantitatively, and employ a global perspective.

FIRST SEMESTER (14-15 CREDITS)

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<td>SOC*</td>
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SECOND SEMESTER (14-15 CREDITS)

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<td>MUS* 237</td>
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<td>MUS* 102</td>
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<td>MUS* 205</td>
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THIRD SEMESTER (18 CREDITS)

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<td>BMK* 201</td>
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FOURTH SEMESTER (15-16 CREDITS)

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<td>COM* 101</td>
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<td>BMG* 202</td>
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TOTAL CREDITS:  61-64

1 Options are: MUS 158 Chamber Music/Jazz Ensemble I, MUS 159 Chamber Music/Jazz Ensemble II, MUS 171 Chorus I, MUS 172 Chorus II, MUS 258 Chamber Music/Jazz Ensemble III, MUS 259 Chamber Music/Jazz Ensemble IV, OR MUS 299 Special Topics In Music
The Connecticut Community College Nursing Program at Capital Community College

http://www.ct.edu/academics/nursing

Capital Community College is one of six colleges offering The Connecticut Community College Nursing Program (CT-CCNP), an innovative associate degree nursing program. A four-semester program designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice, the curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing. These courses provide the foundation for the practice of nursing. Six core values – critical thinking, safe and competent practice, caring, professionalism, communication, and holistic care – provide the framework for organizing the nursing curriculum.

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health. The graduate is prepared to function as an entry-level practitioner in health care settings, such as general or specialty hospitals, extended care facilities, doctors’ offices, and clinics.

The CT-CCNP at Capital has full approval by the Connecticut Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). ACEN, Inc. can be contacted by mail (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326) or by phone (404-975-5000).

Nursing is a dynamic profession that incorporates evidenced-based theory and skills required for safe practice. Nursing practice integrates the art and science of nursing with theoretical principles from the natural, social, behavioral, biological and physical sciences. Six core values provide the framework for organizing the curriculum. The core values are:

Critical Thinking – Critical thinking skills are essential in today's rapidly changing health care environment. Critical thinking is a complex process that is purposeful, goal-directed and based on factual evidence. Critical thinking requires the skills of collecting, identifying, examining, interpreting and evaluating data. Critical thinking in nursing utilizes the nursing process to identify problems, determine goals and interventions and evaluate outcomes in client care situations. Critical thinking skills encourages nursing students to think for themselves and initiate appropriate interventions after defining the health care needs.

Safe and Competent Practice – Safe and competent practice embraces standards of professional nursing. These standards are implemented through clinical, cultural, and technological proficiency in a variety of health care settings. Nurses continuously strive to provide high level nursing care and to improve client outcomes based upon scientifically supported evidence.

Caring – Caring is fundamental to nursing practice. Caring encompasses comfort, empathy, compassion, concern and advocacy within a culturally diverse client population. Caring nurses enhance the dignity and integrity of individuals, families and groups within the health care delivery system.

Professionalism – Professionalism is acquired through a complex process by which the nursing student internalizes values inherent to the practice of nursing. These values include integrity, legal-ethical standards, confidentiality, political awareness, and collegiality. Professional role development includes the acquisition of knowledge and skills through life-long learning.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

Communication — Communication is essential to the practice of professional nursing and includes both verbal and non-verbal skills, and information technologies to enhance client care. The nursing student develops skills in presentation, documentation, teaching, conflict resolution, assertiveness, negotiation, and therapeutic communications with individuals, families, groups, health care team, and community agencies.

Holistic Care — Nursing utilizes a multidisciplinary approach to managing care that recognizes the uniqueness of the individual. Holistic nursing has as its goal the enhancement of illness prevention, health promotion, wellness maintenance, and health restoration across the life span. Holistic care involves the identification of the bio-psycho-social and cultural dimensions of the client across the life span on the wellness-illness continuum. Clients, families, and groups are respected according to their physical, emotional, social, economic, cultural, and spiritual needs.

The Nursing Program is a two-year, four-semester program which, upon successful completion, awards an Associate in Science Degree. Sixty-eight credits are required for graduation. These include general education courses and nursing courses sequenced to build from fundamental skills to complex critical thinking skills. The program is challenging in nature, demanding mathematics, science, social science and English skills as building blocks to all that encompasses nursing practice.

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

The Nursing program will provide the student with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team consistent with the CT-CCNP core values. The Associate Degree Nurse is responsible for his/her continued professional growth and development through continuing education programs and educational advancement to a higher degree level.

The course of study prepares graduates for employment in a variety of settings, extended-care facilities, acute-care hospitals, clinics, doctor’s offices, etc.

Clinical practice is offered in hospitals, extended care facilities, and community health centers during both day and evening hours. Weekend clinical practice may be required. Faculty cannot address individual student requests for clinical placements. Students are responsible for their own transportation and must be prepared to travel to facilities a distance from their homes.

Flexibility is required to meet changing course needs.

An orientation session scheduled in June is mandatory for all admitted students

Admitted students must be prepared to submit the following required health information to the Department by June 13 of the admitting year or their place in the program will be relinquished. Instructions for submission on-line will be given at the June Nursing Orientation:

1. Physical examination done within the last year
2. Documentation of required immunizations as described in the Nursing Admission Letter
3. Documentation of current certification in Professional level CPR certification must remain current throughout the program
4. Background check must be received by September 1 of freshmen year.

Capital Community College is required to process criminal background checks on nursing students who affiliate at clinical sites. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly populations at risk: children, the elderly, and the disabled.

Students must follow the instructions for securing a background check from the Connecticut League for Nursing https://www.ctleaguefornursing.org/register.php and sign a release to allow this information to be sent to the Nursing Department. Students choosing not to consent to this procedure will be ineligible to participate in the required clinical portion of the course and will not progress in the program.

Students who are found guilty of committing a felony/misdemeanor may be prevented by a facility from participating in clinical experiences. If you cannot participate in a clinical rotation at an assigned facility, you may not be able to complete the objectives of the course and of the program. Here is the procedure:

Should a background check reveal a student is guilty of committing a felony/misdemeanor, the Connecticut League for Nursing agrees to make two phone calls to clinical agencies where the student will be placed. The clinical site is asked if they will accept the student given the background check found the student guilty of committing a felony/misdemeanor. The CLN does not give the college, student name or actual crime, just the category of offense. If two of the CT-CCNP at Capital Community College’s clinical sites say they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Director notifies the student and the student is terminated from the Program.

RN Licensure: Legal Requirements

Eligibility for the National Council of State Boards of Examiners Registered Nurse Licensure Exam (NCLEX-RN) to become Registered Nurses in Connecticut is dependent on completion of an approved Registered Nurse program and graduate compliance with Chapter 368a Dept. of Public Health Sec. 19a-14.6

The Department of Public Health is authorized to perform the following functions:

- Determine the eligibility of any applicant for licensure, registration, certification or a permit; and
- Deny any applicant's eligibility for a permit or licensure by examination, endorsement, reciprocity or for the restatement of a voided license if the Department determines that such applicant has committed or has been found guilty of committing acts which are contrary to public health and safety.

- The Department of Public Health makes the decisions on a case by case basis.

PROGRAM OBJECTIVES/LEARNING OUTCOMES:

The graduate will:

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

Continued…
The following program of study reflects a full-time curriculum plan that students enrolled in the nursing program are required to complete for graduation. Many students make the decision to enroll in the nursing program on a part-time basis, taking the general education courses prior to the nursing courses. Non-nursing courses must be taken in the semester indicated in the plan of study below or may be taken earlier; nursing courses must be taken in the stated sequence.

The admission requirements are:
- A minimum grade of C is required in all nursing courses, a C+ in all Anatomy & Physiology courses, and a C in all other science courses in order to progress from semester to semester and to complete the program.

The admission and pre-requisite requirements of BIO*211: Anatomy & Physiology I, BIO*212: Anatomy & Physiology II, and ENG*101: English Composition are credits (11 credits) that are part of the total 68 credits required for graduation. BIO*211 and ENG*101 must be completed prior to submitting an application; BIO*212 may be in progress and the applicant may be accepted pending successful completion with a grade of C+ or higher.

Please see page 14 under NURSING PROGRAM ADMISSIONS for a complete list of nursing admissions requirements.

### Required Competencies for Admitted Students to Deliver Safe and Competent Nursing Care

Students must be capable of performing the skills of a nursing student. The standards reflect reasonable expectations of the RN student for the performance of common functions of the registered nurse. In adopting these standards the CT-CCNP is mindful of the patient's right to safe and quality health care provided both by our students and graduates. The RN student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations.

Each student in the Associate in Science degree program must have the ability to learn and perform the following competencies and skills:

**Motor:** The student must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

1. Coordination, speed and agility to assist and safely guard (protect), with safe and proper body mechanics, patients who are ambulating, transferring, or performing other activities.
2. Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
3. Ability to move or position patients and equipment, which involves lifting, carrying, pulling, up to and including 30 pounds.
4. Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
5. Ability and dexterity to manipulate the devices used in giving nursing care.
6. Ability to administer CPR without assistance.

**Sensory:** The student must possess the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, including but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on various equipment, to discriminate color changes, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
3. Tactile ability to palpate a pulse and to detect changes or abnormalities of surface measures, including but not limited to:
4. Sufficient position, movement and balance sensations to assist and safely guard (protect) patients who are ambulating, transferring or performing other activities.

**Communication:** The student must be able to utilize effective communication with peers, faculty, patients and their families, and other health care providers. This includes, but is not limited to:

1. Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples: handwritten chart data, printed policy and procedure manuals).
2. Ability to effectively interpret and process information.
3. Ability to effectively communicate (verbally and in writing) with patients/families, health care professionals, and others within the community.
4. Ability to access information and to communicate and document effectively via computer.
5. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

Behavior: The student must be capable of exercising good judgment, developing empathic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. This also includes, but is not limited to:

1. Ability to work with multiple patients/families and colleagues at the same time.
2. Ability to work with classmates, instructors, health care providers, patients, families and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.
3. Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other health care providers, patients and their families.

Critical Thinking: The student must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

1. Ability to collect, interpret and analyze written, verbal and observed data about patients.
2. Ability to prioritize multiple tasks, integrate information and make decisions.
3. Ability to apply knowledge of the principles, indications, and contraindications for nursing interventions.
4. Ability to act safely and ethically in the college clinical lab and in clinical placements within the community.

The Connecticut Community College Nursing Program supports advancement of nursing through education. Graduates of the CT-CCNP have the opportunity to continue their education at a number of baccalaureate and master's degree programs throughout the state and beyond. To go to http://www.ct.edu/academics/nursing/agreements to learn more about the different agreements that are in place for CT-CCNP graduates. These agreements include State Universities within our Connecticut State Colleges and Universities System: CCSU, SCSU and WCSU.

Students admitted to the Nursing Program may be asked to undergo Background Checks. Legal clearance is required to practice at certain clinical sites. Nursing students must be prepared to pursue this cost (approximately $30.00) in order to effectively meet hospital mandates for student clinical practice.

A minimum grade of C/74% is required in order to progress from semester to semester and to complete the nursing program.

A Humanities elective is any course in Art, Music, Philosophy or Modern Language, and any 200-level course in Literature, Humanities or English which is defined as a literature course in the Catalog description.

LPN Advanced Placement

The Connecticut Community College Nursing Program participates in the Connecticut League for Nursing Articulation Model for LPNs. Applicants are encouraged to seek advisement from the contact person listed below prior to the application process.

<table>
<thead>
<tr>
<th>College</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Capital Community College</td>
<td>Michael Kriscenski, Counseling Office</td>
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<tr>
<td></td>
<td>860-906-5045</td>
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<tr>
<td></td>
<td><a href="mailto:mkrisvenski@capitalcc.edu">mkrisvenski@capitalcc.edu</a></td>
</tr>
</tbody>
</table>

To be eligible for articulation the LPN must:

- Hold a current Connecticut Licensed Practical Nurse license.
- Satisfy all the CT-CCNP admission requirements.
- Submit a CT-CCNP application and be admitted to the program (please note, the application process does not vary for LPN candidates).

Once admitted, LPN candidates will be advised as to their placement within the CT-CCNP. For an LPN to be advance placed into the third semester, the following requirements will need to be met:

- Complete the required general education courses of the first year of the CT-CCNP with a grade of C or higher.
- Successfully complete the Connecticut LPN Transition Bridge Course at Charter Oak State College (COSC 190) and the college based CT-CCNP LPN transition course (NUR*130).

Selective Admissions Criteria

Students seeking admission to the Nursing, Associate in Science Degree Program must fulfill selective nursing admission criteria to qualify for this program. These criteria are in addition to the general admission policies of the College and can be found in this Catalog under Selective Admissions - Nursing.

Miscellaneous Information for accepted Nursing Students

Basic Life Support (BLS) Certification: Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are: The American Heart Association Basic Life Support (BLS) for Healthcare Providers OR The American Red Cross CPR/AED for the Professional Rescuer. A copy of the current certification card will be kept on file at the college which the student is attending. Failure to comply will result in exclusion from the clinical learning experience.

Clinical Sites: Clinical learning experiences are planned as an integral part of the nursing courses and are held at a variety of healthcare settings, such as hospitals, extended care facilities, and selected community health centers. Students are responsible for arranging their own transportation to and from assigned clinical sites. Clinical experiences may be assigned during daytime, evening, or weekend hours. Assignment of clinical sites is at the discretion of the nursing faculty. Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.

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

Health Requirements: Immunizations Requirements — Students will receive a packet of information describing current college policies. CT-CCNP Health Assessment Form — Completed forms (which document specific requirements for the nursing program) must be on file in accordance with college policy.

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

The Associate in Science Degree in Paramedic Studies is designed as an extension to the EMT-Paramedic Certificate program. Graduates of this program will be prepared to assume management-level careers in pre-hospital health administration. They will have learned the skills necessary to plan, implement and manage pre-hospital care.

Career opportunities available for graduates of this program include employment as supervisors or managers of emergency medical services and as educational coordinators.

Students requesting that CCC accept credits from other colleges for science courses are advised that a time limitation may apply.

Admitted students must submit documentation of physical examination and required immunizations.

In order to be admitted into the Paramedic classes, applicants must submit:

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

LEARNING OUTCOMES

Upon successful completion of the Paramedic program, the graduate will demonstrate the ability to comprehend, apply, and evaluate theoretical information relevant to his/her role of a patient care provider in the field of out-of-hospital emergency care as a Paramedic. The graduate will:

1. Provide advanced emergency medical care for critical and emergent patients who access the emergency medical services system
2. Integrate the complex knowledge and skills necessary to provide advanced level patient care and transportation
3. Function as a member of the comprehensive EMS response system, under medical oversight
4. Perform patient care interventions including invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies

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TOTAL CREDITS: 68

PARAMEDIC STUDIES: Emergency Medical Services Instructor Option

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FOURTH SEMESTER (12 CREDITS)

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<td>SOC* 101</td>
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TOTAL CREDITS: 68
The goals of the Radiologic Technology Program in training and preparing students:

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will demonstrate critical thinking and problem solving skills.
4. Students will demonstrate the importance of professional growth and development.
5. The program will graduate entry-level technologists.

The Degree Program

The Radiologic Technology Associate Degree Program addresses the competencies specified by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and prepares students for employment. Through knowledge gained from the Radiologic Technology curriculum and from the liberal arts and sciences, students develop problem solving abilities and critical thinking skills and acquire the educational background to practice as competent radiologic technologists.

The Radiologic Technology Associate Degree Program is designed for students to develop the knowledge and skills necessary to perform radiologic studies. Graduates will be eligible to take the A.R.R.T. national certifying examination. Radiologic technology courses must be taken in sequence. The program is fully accredited by the JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300. General education courses planned in each semester are to be taken prior to or concurrently with the radiologic technology courses. Clinical time during the winter break between Fall and Spring semesters is required.

Students requesting that CCC accept credits from other colleges for the courses marked with an asterisk (*) are advised that a time limitation may apply. The College reserves the right to request withdrawal of any student who fails to achieve the objectives of the curriculum or the requirements of the program. Students must achieve a minimum grade of C in all courses in order to progress from semester to semester and to complete the program.

The Radiologic Technology Program offers a limited number of evening clinical opportunities for students who are unable to attend the full-time day requirements of the 2-year program. The limited evening clinical students will be provided an equitable clinical education and will be required to attend regularly scheduled Radiologic Technology classes during the day time hours. The evening clinical cohort of students will be required to attend day clinical shifts during the winter breaks and during the summer sessions. Regularly admitted day clinical students will be required to perform a limited number of evening clinical rotations. Hospital clinical sites and/or clinical hours cannot be guaranteed upon admission to the program.

PROGRAM PRE-REQUISITES

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ASSOCIATE IN SCIENCE DEGREE PROGRAM — continued

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FOURTH SEMESTER

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</table>

MINIMUM CREDITS REQUIRED FOR THE DEGREE: 68

1 A Humanities elective is any course in Art, Music, Philosophy, Modern Language, or any 200-level course in Literature, Humanities or English which is defined as a literature course in the Catalog description.

2 A Social/Behavioral Science elective is any course in Anthropology, Economics, Geography, Political Science, Psychology, History or Sociology.

It is the responsibility of the student to know and meet all requirements for graduation.

ASSOCIATE IN SCIENCE DEGREE PROGRAM FOR CERTIFIED RADIOGRAPHERS

The College is pleased to offer a prior learning assessment (PLA) for radiologic technologists who trained in a two-year hospital-program. After being admitted into the program, the student will be required to complete the ten general education courses required for the Associate in Science Degree (Composition, Composition and Literature, Intermediate Algebra, etc.). Transferable courses from other colleges are accepted upon approval of the Director of Enrollment Services.

For information, contact the Program Coordinator, at 860-906-5155

SOCIAL SERVICES DEGREE PROGRAM

The curriculum prepares students for employment as mental health aides, group residence workers, neighborhood outreach workers, social casework assistants and other similar positions. In many instances, social service workers are employed under the supervision of a social worker, or in some cases a psychologist. Employment opportunities exist in such areas as day care, nursery school education, mental health, group and community work at the public and private levels.

The Capital Community College A.S. degree in Social Services articulates with the Central Connecticut State University Bachelor of Social Work, the University of Saint Joseph B.A. Social Work program, and the University of Connecticut Urban and Communities Studies.

Students have the option of declaring a major in Social Services, Social Services with a Community Change Studies Option, Social Services with a Gerontology Option, Social Services with a Library Technical Assistant Option, or Social Services with a Mental Health Option.

Graduates are prepared to pursue further education at colleges leading to a baccalaureate degree in several professional areas including social work, criminal justice, psychology, sociology, education and counseling.

Please read the following information regarding service learning. Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience of our students. Students enrolled in courses that are designated SL (service learning courses) are required to conduct 25 hours of community service (per course). Details of the actual service learning experience will be provided by the course instructors. Students are expected to conduct service learning hours inside and outside the institution. Note that the service learning assignment is required of all students registered in the course.

At Capital Community College, service learning is incorporated in four courses (they have been designated with SL) by offering students individual service opportunities or by creating project-based service activities for a group of students or for the entire class. Service learning hours can be done at the college or in the community.

LEARNING OUTCOMES

Upon successful completion of all Social Services degree program requirements, graduates will:

1. Explain the history and development of human services in the United States
2. Demonstrate knowledge of the social welfare as a system designed to serve people, groups, community and society
3. Use appropriate human service practice skills within the context of providing social services
4. Demonstrate knowledge of the language, terms, and concepts used in the social work profession
5. Design a community needs assessment and community asset research project
6. Use appropriate social work practice skills within the context of providing human services
7. Analyze the social planning, community planning, social action, community development, and advocacy activities in human service agencies
8. Explain interventions and strategies for assisting individuals, families, groups, organizations and communities
9. Demonstrate an understanding of the impact of human diversity, discrimination, and oppression on individuals and society

FIRST SEMESTER (15 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† ENG* 101</td>
<td>Composition</td>
<td>3</td>
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<tr>
<td>† SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>† MAT* 137</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>† PSY* 111</td>
<td>General Psychology I</td>
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SECOND SEMESTER (16 credits)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>† ENG* 102</td>
<td>Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>POL* 111</td>
<td>American Government OR</td>
<td>3</td>
</tr>
<tr>
<td>POL* 112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>† BIO* 115</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>SOC* 235</td>
<td>Introduction to Social Welfare (SL)</td>
<td>3</td>
</tr>
<tr>
<td>PSY* 105</td>
<td>Group Dynamics (SL)</td>
<td>3</td>
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</tbody>
</table>

Continued...
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

THIRD SEMESTER (15 credits)
† SOC* 201 Contemporary Social Issues (SL) 3
SOC* 117 Minorities in the U.S. OR 3
† PSY* 253 Multicultural Issues in Psychology 3
† ECN* 101 Principles of Macroeconomics OR 3
___ ___ Fine Arts Elective 3
___ ___ Language Elective Level I 3

FOURTH SEMESTER (15 credits)
† PSY* 201 Lifespan Development OR 3
† PSY* 245 Abnormal Psychology 3
† SOC* 210 Sociology of the Family 3
SOC* 285 Community Organization (SL) 3
___ ___ Humanities Elective 3
___ ___ Language Elective Level II 3

TOTAL CREDITS: 61

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

SOCIAL SERVICES:
Community Change Studies Option
The degree option in Community Change Studies will prepare students for careers in community and youth organizing, community development, community-based service delivery, and community partnership development, as well as for careers with nonprofit organizations and public agencies for which community outreach and involvement are critical strategies.

LEARNING OUTCOMES
Upon successful completion of the Community Change Studies Option, students will demonstrate knowledge and understanding of:
1. Community organizing as it applies to macro-social work, social policy and community politics
2. Theories of communities and different types of communities that exist in the United States
3. Local and state government, the local economy, demographic and social trends as they relate to issues of race, income, and community-building
4. How to conduct action research, participatory and other research methods utilized by community organizing agencies
5. How to motivate and organize people, involve them in positive efforts to improve the community, and increase opportunities for young people, families, and other social groups
6. Community problem solving skills and other skills (political and interpersonal)

Please read the following information regarding service learning. Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience of our students. Students enrolled in courses that are designated SL (service learning courses) are required to conduct 25 hours of community service (per course). Details of the actual service learning experience will be provided by the course instructors. Students are expected to conduct service learning hours inside and outside the institution. Note that the service learning assignment is required of all students registered in the course.

At Capital Community College, service learning is incorporated in four courses (they have been designated with SL) by offering students individual service opportunities or by creating project-based service activities for a group of students or for the entire class. Service learning hours can be done at the college or in the community.

FIRST SEMESTER (15 credits)
‡ ENG* 101 Composition 3
IDS* 105 Introduction to Community Activism (SL) 3
CSA* 105 Introduction to Software Applications 3
† PSY* 111 General Psychology I 3
† MAT* 137 Intermediate Algebra 3

SECOND SEMESTER (16 credits)
† SOC* 101 Principles of Sociology 3
† ENG* 102 Composition and Literature 3
POL* 101 Introduction to Political Science 3
‡ BIO* 115 Human Biology 4
PSY* 105 Group Dynamics (SL) 3

THIRD SEMESTER (15 credits)
SOC* 285 Community Organization (SL) 3
SOC* 117 Minorities in the U.S. OR 3
† PSY* 253 Multicultural Issues in Psychology 3
† ECN* 101 Principles of Macroeconomics OR 3
___ ___ Free Elective ‡ 3
___ ___ Fine Arts Elective 3
___ ___ Language Elective Level I 3

TOTAL CREDITS: 61

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

The symbol (†) indicates a prerequisite needs to be met.
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

SOCIAL SERVICES:

Gerontology Option

Gerontology is the study of physical, psychological and social aspects of the aging process and the application of methods and techniques to enhance the lives of older persons. This program prepares students for employment in aging or aging-related professions. In addition, there is a commitment to provide students with a general educational experience consisting of skills and knowledge that focus on assisting others, understanding the different dimensions of the aging process, and preparing for the later life cycle.

LEARNING OUTCOMES

Upon successful completion of all Social Services: Gerontology Option degree program requirements, graduates will demonstrate knowledge and understanding of:

1. Scientific process and methods used in studying aging process
2. Key concepts and empirical principles of gerontology
3. Biological and theoretical models used to understand the aging process
4. Characteristics of the elderly—myths vs. reality
5. Experience of growing old in an industrialized society
6. Relevant issues and programs involving older persons
7. Impact of economic, socio-cultural and political factors on gerontological policy
8. Values and ethics that guide gerontologists in practice and policy
9. Professional codes of ethics
10. Death, dying and the grieving process
11. End of life decisions
12. Multicultural and global views of the aging process

FIRST SEMESTER (15 credits)

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<th>Course</th>
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<tbody>
<tr>
<td>† ENG* 101 Composition</td>
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<tr>
<td>SOC* 101 Principles of Sociology</td>
<td>3</td>
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<tr>
<td>† MAT* 137 Intermediate Algebra OR</td>
<td>3</td>
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<tr>
<td>† MAT* 167 Statistics with Technology</td>
<td>3</td>
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<tr>
<td>CSA* 105 Introduction to Software Applications</td>
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<tr>
<td>† PSY* 111 General Psychology I</td>
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SECOND SEMESTER (15-16 credits)

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<th>Course</th>
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<tbody>
<tr>
<td>† ENG* 102 Composition and Literature</td>
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<td>† BIO* 115 Human Biology OR</td>
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<td>† BIO* 100 Basic Biology</td>
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<tr>
<td>† SOC* 217 Introduction to Gerontology</td>
<td>3</td>
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<tr>
<td>HSE* 101 Introduction to Human Services OR</td>
<td>3</td>
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<tr>
<td>HSE* 243 Human Service Skills and Methods</td>
<td>3</td>
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<tr>
<td>PSY* 105 Group Dynamics (SL)</td>
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THIRD SEMESTER (15 credits)

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<tr>
<th>Course</th>
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<tr>
<td>SOC* 216 Health and Aging</td>
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<tr>
<td>SOC* 117 Minorities in the U.S. OR</td>
<td>3</td>
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<tr>
<td>† PSY* 253 Multicultural Issues in Psychology</td>
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<tr>
<td>† ECON* 101 Principles of Macroeconomics OR</td>
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<td>† ECON* 101 Principles of Macroeconomics OR</td>
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<td>† ECON* 101 Principles of Macroeconomics OR</td>
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FOURTH SEMESTER (15 credits)

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<th>Course</th>
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<tr>
<td>† PSY* 210 Dying and Death OR</td>
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<tr>
<td>† PSY* 208 Psychology of Adult Developing and Aging</td>
<td>3</td>
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<tr>
<td>† SOC* 210 Sociology of the Family</td>
<td>3</td>
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<td>HSE* 287 Practicum in Mental Health</td>
<td>3</td>
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<tr>
<td>___ ___ Humanities Elective</td>
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<tr>
<td>___ ___ Language Elective Level II</td>
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TOTAL CREDITS: 60-61

† Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

SOCIAL SERVICES:

Library Technical Assistant Option

LEARNING OUTCOMES

Upon successful completion of the Library Technical Assistant Program, students will be able to:

1. Demonstrate competence in Public Service areas
2. Demonstrate competence in Technical Services areas
3. Demonstrate competence in utilizing library and information technology
4. Think critically and demonstrate ability in information competence
5. Apply knowledge gained throughout the program

FIRST SEMESTER (15 credits)

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† ENG* 101 Composition</td>
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<tr>
<td>SOC* 101 Principles of Sociology</td>
<td>3</td>
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<tr>
<td>LIB* 101 Introduction to Library Public Services</td>
<td>3</td>
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<tr>
<td>CSC* 105 Introduction to Software Applications</td>
<td>3</td>
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<tr>
<td>† PSY* 111 General Psychology I</td>
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SECOND SEMESTER (16 credits)

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>† ENG* 102 Composition and Literature</td>
<td>3</td>
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<tr>
<td>LIB* 102 Introduction to Cataloging &amp; Technical Services</td>
<td>3</td>
</tr>
<tr>
<td>† BIO* 115 Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>† MAT* 137 Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>COM* 105 Introduction to Visual Communications</td>
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THIRD SEMESTER (15 credits)

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<th>Course</th>
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<tr>
<td>CST* 150 Web Design and Development I</td>
<td>3</td>
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<tr>
<td>PSY* 105 Group Dynamics (SL)</td>
<td>3</td>
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<tr>
<td>___ ___ Language Elective Level I</td>
<td>3</td>
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<tr>
<td>___ ___ Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>† ECN* 101 Principles of Macroeconomics OR</td>
<td>3</td>
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</tbody>
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Continued...
ASSOCIATE IN SCIENCE DEGREE PROGRAMS — continued

FOURTH SEMESTER (15 credits)

† LIB* 202 Supervised Field Placement 1 OR 3
   ___ ___ Course Substitution 1
   SOC* 117 Minorities in the U.S. OR 3
† PSY* 253 Multicultural Issues in Psychology
† SOC* 210 Sociology of the Family 3
   ___ ___ Humanities Elective 3
   ___ ___ Language Elective Level II 3

TOTAL CREDITS: 61

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.

1 Students currently working in libraries can substitute another course for LIB* 202, with permission of Library Technical Assistant Program Coordinator.

SOCIAL SERVICES:
Mental Health Option

LEARNING OUTCOMES

1. Knowledge of the history and foundation of the human service profession
2. Entry-level skills in the area of strategies and intervention
3. Ability to work collaboratively in groups
4. Application of skills and methods with different populations in need
5. Entry-level competency in the performance of case management needs assessment, group work, interviewing process and client engagement

FIRST SEMESTER (15 credits)

† ENG* 101 Composition 3
† SOC* 101 Principles of Sociology 3
HSE* 124 Introduction to Human Services 3
CSA* 105 Introduction to Software Applications 3
† PSY* 111 General Psychology I 3

SECOND SEMESTER (16 credits)

† ENG* 102 Composition and Literature 3
HSE* 134 Introduction to the Mental Health System 3
† BIO* 115 Human Biology OR
† MAT* 137 Intermediate Algebra 3
PSY* 105 Group Dynamics (SL) 3

THIRD SEMESTER (15 credits)

HSE* 243 Human Services Skills and Methods 3
SOC* 117 Minorities in the U.S. OR 3
† PSY* 253 Multicultural Issues in Psychology
† ECN* 101 Principles of Macroeconomics OR 3
   Free Elective ‡
   ___ ___ Fine Arts Elective 3
   ___ ___ Language Elective Level I 3

FOURTH SEMESTER (15 credits)

† PSY* 245 Abnormal Psychology 3
† SOC* 210 Sociology of the Family 3
HSE* 287 Practicum in Mental Health 3
   Humanities Elective 3
   ___ ___ Language Elective Level II 3

TOTAL CREDITS: 61

‡ Students wishing to transfer should consult a counselor regarding whether the free elective chosen will transfer to a specific institution.
The School of Workforce & Continuing Education at Capital Community College delivers high-quality in-demand training and professional development courses and programs. We provide classroom and online training in a variety of topics including allied health, information technology, supervisory/management, business analytics, customer service, insurance, financial services, real estate, and more. Our team of dedicated professionals will assist you in identifying affordable learning options to meet personal and career goals. In addition, the School of Workforce & Continuing Education is a resource to meet the training needs of business, government and community organizations by delivering high-quality consulting and customized training programs and services.

**SHORT-TERM JOB TRAINING CERTIFICATES**

Explore a new direction or new career

A mix of cutting-edge, industry-driven course offerings and its sheer ease of use — including free parking, bus line access, affordable rates and a convenient location — have established Capital Community College as the region’s workforce training leader. Our facilities are state-of-the-art and our experienced instructors place students first. Short-Term Job Training Certificates range from the fields of General Insurance to Customer Service Associate, Nurse Aide Certification, Medical Billing and Coding, Emergency Medical Technician, Pharmacy Technician, Administrative Medical Assistant, Culinary Arts, Cyber Security, Entrepreneurship and more.

For more information, please contact the School of Workforce & Continuing Education Customer Service Center at 860-906-5130.

View the School of Workforce & Continuing Education online course catalog at CapitalCC.edu.

Receive instant notification on new courses, special offerings and more, by becoming a “Fan” of the School of Workforce & Continuing Education on Facebook at https://www.facebook.com/CapitalCCCE.

**CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY**

*Increase Your Company’s Bottom Line*

Capital’s Corporate and Professional Education Center has more than 300 programs in business, information technology, and health that can sharpen your employees’ professional skills. From computer instruction and professional development to training needs assessment and evaluation, our expert staff will deliver quality programs on your time table and at your choice of locations: either right at your workplace or at Capital’s state-of-the-art facility in downtown Hartford.

Join the hundreds of successful companies who are using the School of Workforce and Continuing Education to meet their training needs!

Call 860-906-5141 to arrange for a free consultation.

**PROFESSIONAL DEVELOPMENT**

The Corporate and Professional Education Center provides training opportunities designed to give participants a competitive edge. These highly engaging programs offer participants a variety of training mediums to meet all types of learning styles. All classes are taught by instructors with real-world experience. Professional Development courses include interactive exercises and skills that can be immediately applied on the job and range in topic from Supervisory/Leadership Certificates to Communications, Negotiations, Budgeting, Language Skills and more.

**TECHNOLOGY**

Enhance your value at your present place of employment or obtain targeted, high-level training needed to land your next job courtesy of a Capital Community College Technology course. Whether you are seeking to brush up or learn the latest version of a program you are familiar with or take your skill set to the next level, the School of Workforce & Continuing Education — and its innovative array of Certificates, Workshops and High Level Technology offerings — can get you there. Sample topics include MS Office, Adobe Acrobat, Cloud computing, Website design, Word Press, Web analytics and more.

**ONLINE NON-CREDIT INSTRUCTOR-FACILITATED COURSES**

Update your skills, advance your career, or take a course just for the fun of it — all from the convenience of your own home or office! Obtain the knowledge you need with a mere click of the mouse, courtesy of Capital Community College’s “Education-To-Go” offerings. Courses run for 6 weeks, consist of 12 lessons and start every month so you can choose from various start dates. All you need to get started is Internet access and email.

**ACCELERATED CREDIT COURSES**

Geared for the adult on-the-go, Capital Community College’s accelerated course and certificate offerings work around your work schedule. Obtain valuable credits with our convenient evening classes in as little as three month’s time in most cases.

**SUMMER & WINTER CREDIT COURSES**

To meet the educational needs of students, the School of Workforce & Continuing Education schedules a wide variety of credit courses during Summer and Winter Intersessions. These offerings are available both on campus and online.

**CAPITAL CROSSROADS TO CAREERS (C3)**

Capital Crossroads to Careers is an innovative program at Capital Community College designed to expose students to careers in business. Students pursue completion of their Associate Degree while receiving on-the-job training through paid internships in various area businesses.

Students interested in participating in this program should call 860-906-5038. Businesses interested in partnering with us should call 860-906-5143.

**GENERAL INFORMATION**

Capital Community College’s School of Workforce & Continuing Education, also features a vast array of Personal Enrichment, Kids @ Capital, and Lifetime Learner courses on and off-campus.

For more information on current School of Workforce & Continuing Education courses or updates on future offerings, please call the Customer Service Center at 860-906-5130.
Capital Community College has a number of transfer articulation agreements with public and private colleges and universities including the University of Connecticut and the Connecticut State University system (Central, Eastern, Southern and Western). It is important that students seek the advice of a counselor or academic advisor early in their academic career to ensure proper course selection. Credits that are transferable and applicable vary from college to college, so it is critical that students learn about the college of their choice, and the transfer process for that college. A brief summary of major transfer agreements is provided here.

**Transfer to the Connecticut State University System (CSU)**
The Community Colleges of Connecticut and the Connecticut State University System have established a transfer agreement in order to facilitate successful transfer between the two systems. Capital graduates who complete an associates degree with a grade point average of 2.0 or higher are guaranteed admission to the university of their choice in the CSU system (Central, Eastern, Western, or Southern). Students who plan to transfer should consult a counselor or academic advisor early in their academic career to make the best possible transition to the Connecticut State University System.

Students transferring to Connecticut State Universities will complete the following General Education Core:
- Two (2) courses in Written Communication
- Two (2) courses in Scientific Knowledge, including one (1) Laboratory Science
- One (1) course in Quantitative Reasoning
- One (1) course in Historical Knowledge
- Two (2) courses in Social Phenomena Knowledge
- Two (2) courses in Appreciation of Aesthetic Dimensions

For information contact the Counseling Office at 860-906-5040

**Connecticut Community Colleges & Connecticut State University System – Transfer Compact**

**A Dual Admissions Program**
This program is for students who identify early in their college career that they wish to earn a bachelors degree at one of the four state universities (Central, Eastern, Southern and Western) after completing an associates degree at Capital. Application to the Transfer Compact must be submitted prior to earning fifteen (15) transferable college-level credits.

For information contact the Counseling Office at 860-906-5040

**Bridge to Business at CCSU**
Automatic admission to the Central Connecticut State University School of Business is guaranteed for Capital students who:
1. Complete their Associates Degree in Management or Insurance and Financial Services degree according to the CCSU School of Business transfer process with an overall GPA of 2.5 out of 4.0.
2. Achieve a 2.5 or higher in all business courses.
3. Receive a C- or higher in courses eligible for transfer credit.

For more information contact: Professor Nancy LaGuardia 860-906-5174 or Sharon Braverman, Assistant Dean, CCSU, 860-832-3276

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

**Charter Oak State College**
Charter Oak’s public online college, offers Bachelor's degree completion programs in 15 specific disciplines including Health Care Administration, Business Administration, Public Safety Administration and Information Systems. Specific transfer agreements have been established for Criminal Justice and Fire Technology leading to a concentration in Public Safety Administration. All classes are offered online in 5, 8 and 15-week terms. Charter Oak accepts 90 credits from the community college and offers transfer scholarships to community college graduates.

For more information, visit www.charteroak.edu/community-college/ or contact Lori Gagne Pendleton, Director of Admissions, at lpendleton@charteroak.edu
TRANSFER OPPORTUNITIES BETWEEN THE CAPITAL COMMUNITY COLLEGE AND UNIVERSITY OF SAINT JOSEPH PROGRAM FOR ADULT LEARNERS

Students must:

1. Achieve a minimum GPA of 2.5.
2. Meet program specific admission requirements.
3. Complete an application, prior to earning 15 transfer credits.

For additional information please contact Counselor Sabrina Adams-Roberts at sadams-roberts@capitalcc.edu or an USJ transfer admissions counselor at 860-906-5308. (Students may also transfer to the Women’s College if they have up to 60 transfer credits.)

CAMBRIDGE COLLEGE

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

Transfer students must:

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

TRINITY COLLEGE IDP (INDIVIDUALIZED DEGREE PROGRAM)

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

For more information, contact Roberta Rogers: roberta.rogers@trincoll.edu

UNIVERSITY OF HARTFORD WELCOMES TRANSFER STUDENTS AND ACCEPTS APPLICATIONS ON A ROLLING BASIS

Transfer students must:

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

For more information, contact Summer Amorosino: amorosino@hartford.edu

TRANSFER PATHWAYS FOR OTHER SPECIFIC CAREER-DEGREE PROGRAMS AT CAPITAL

Architectural Engineering Technology (B.S.)
University of Hartford College of Engineering, Technology and Architecture – Department of Architecture

Social Services Degree
University of Connecticut-West Hartford Campus – Urban and Community Studies and Bachelor of General Studies
Central Connecticut State University – School of Social Work
Eastern CT State University – Human Service Administration
University of Saint Joseph – School of Social Work
Springfield College – School of Human Services

Early Childhood Education Degree
Eastern CT State University – Early Childhood Education
University of Saint Joseph – Early Childhood Education
University of Hartford – Early Childhood Education

College of Technology: Engineering Science Degree
University of Connecticut – School of Engineering

College of Technology: Technology Studies
Central CT State University – School of Technology
Pathway to Industrial Technology
Engineering Technology Option
Technology and Engineering Education Option
CIS: Network Administrator Assistant Option

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

Radiological Technology Degree
University of Hartford – Department of Health Sciences
St. Vincent’s College – Radiology

Pharmacy
University of Saint Joseph – Pharmacy

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

CAPITAL COMMUNITY COLLEGE HOSTS A TRANSFER FAIR IN OCTOBER THAT INCLUDES IN-STATE AND OUT-OF-STATE COLLEGE/UNIVERSITY REPRESENTATIVES. INDIVIDUAL COLLEGE VISITS ARE ARRANGED THROUGHOUT THE ACADEMIC YEAR.

For ALL transfer information, call or stop by Capital’s Counseling Center: 860-906-5040; Room 208.
CROSS REGISTRATION AT CONNECTICUT PUBLIC COLLEGES AND UNIVERSITIES

Guidelines for Exchange of Students Among Institutions of Public Higher Education

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

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

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

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

PREREQUISITES AND COREQUISITES

If a course lists a prerequisite, that course must be successfully completed before a student can enroll in the next course.

For example: The course description for BBG* 232 lists BBG* 231 as a prerequisite. Thus, BBG* 231 must be completed successfully before the student may register for BBG* 232.

Certain courses in the Nursing program require a specified minimum grade in order to progress in the program.

If a course lists a corequisite, that course must be taken EITHER before this course OR during the same semester.

For example: CHE* 121 lists MAT* 137 as a corequisite. Thus, MAT* 137 must either have been successfully completed prior to registration in CHE* 121, or the student should be registered for both courses in the same semester.

COURSE NUMBERING

The Community Colleges have moved to common course numbers and titles at all campuses. Because of this conversion, many courses have new titles and numbers. It is important for students to note any “Formerly listed as ...” information in the course descriptions to ensure that they have not previously enrolled in a course for which the title has changed.

NOTE: The number in the upper right corner of each course description indicates the number of credits the college grants for that course. NC indicates a course which does not earn college credit.

While every effort has been made to ensure the accuracy of the information provided in this catalog, the College reserves the right to make changes at any time without prior notice.
ACCOUNTING

ACC* 115  PRINCIPLES OF FINANCIAL ACCOUNTING  4

Theory and practice of accounting for sole proprietorships, partnerships and corporations. Original entry and general ledger, accounting equation, classification of accounts, preparation of working papers, adjusting and closing entries and financial statements; accounting for monetary assets and inventories; introduction to plant assets, depreciation; intangible assets and amortization; common and preferred stock; bonds and other long-term liabilities; and financial statement ratio analysis for decision making. As an important part of this course, the student will use microcomputers to solve accounting problems. Not open to students who have successfully completed ACC 111. Prerequisite: MAT 085 or MAT 094 or MAT 095.

ACC* 117  PRINCIPLES OF MANAGERIAL ACCOUNTING  3

This course involves accounting procedures leading to the production of internal reports for use by management of a business. Techniques that allow management to quantify the outcomes of various alternative business decisions are discussed. Also covered are different cost accounting systems used to track the cost of a manufactured product. Formerly listed as ACT 205, not open to students who have successfully completed ACT 205. Prerequisite: ACC* 111 or ACC* 115.

ACC* 125  ACCOUNTING COMPUTER APPLICATIONS I  3

This course involves the entire “Accounting Cycle,” as well as individual topics such as billing, purchasing, and payroll procedures. One of the top-selling software packages, such as Quickbooks or Peacthree Complete Accounting, will be used. The software package being taught may vary from semester to semester, as deemed appropriate. Emphasis is placed on understanding the steps required by the particular software package. Formerly listed as ACT 206, not open to students who have successfully completed ACT 206. Prerequisite: ACC* 112 or ACC* 115 or equivalent; Corequisite: CSC* 101 or CSA 105.

ACC* 241  FEDERAL TAXES I  3

This course centers on taxation of the individual and federal regulations governing this taxation. Students will receive practice in determining taxable income and in preparing various types of individual tax returns. Formerly listed as ACT 204, not open to students who have successfully completed ACT 204. Prerequisite: ACC* 112 or ACC* 115 or equivalent.

ACC* 271  INTERMEDIATE ACCOUNTING I  3

This course includes a review of the accounting profession, sources of GAAP, and the complete accounting cycle, as well as a study of financial accounting theory, financial statement elements and format, compound interest concepts, and transactions affecting the Current Asset accounts. Emphasis is placed on analyzing and journalizing complex transactions affecting these accounts, as well as proper financial statement presentation. Emphasis is also placed on understanding the theory underlying GAAP. This course may involve computer applications, including spreadsheets and general ledger. Formerly listed as ACT 201, not open to students who have successfully completed ACT 201. Prerequisite: ACC* 112 or ACC* 115 or equivalent.

ANTHROPOLGY

ANT* 101  INTRODUCTION TO ANTHROPOLOGY  3

Introduction to major fields of anthropology (physical, cultural, etc.) with special emphasis on the understanding of human heritage in relation to history, culture, and environment. Formerly listed as ANTH 101, not open to students who have successfully completed ANTH 101.

ANT* 105  INTRODUCTION TO CULTURAL ANTHROPOLOGY  3

This course is designed to look at the world through the eyes of an anthropologist and to introduce students to the “anthropological perspective.” In addition to exploring human ways of life, the course investigates how the concept of “otherness” has been historically constructed, its meaning for contemporary “global society” and what implications it may carry for the future. Formerly listed as ANTH 299, not open to students who have successfully completed ANTH 299.

ARCHITECTURE

ARC 102  ARCHITECTURE OF THE WORLD  3

Architectural history from prehistoric to modern times through lectures, research, quizzes and exams. Formerly listed as ARC 2407, not open to students who have successfully completed ARC 2407.

ARC 103  GRAPHICS I  2

This course provides a knowledge of perspective, rendering, graphic materials, and techniques. Lectures, quizzes, exams and demonstrations. Formerly listed as ARC 1110, not open to students who have successfully completed ARC 1110. Corequisite: ARC 103L.

ARC 103L  GRAPHICS I LAB  2

Develops a knowledge of perspective, rendering, graphic materials and techniques through laboratory work. Formerly listed as ARC 1111, not open to students who have successfully completed ARC 1111. Corequisite: ARC 103.

ARC 108  BUILDING MATERIALS  3

A study of building materials and methods of construction following the outlined following the format of the American Institute of Architects (AIA) and the Standard Specification System for the Construction Specification Institute (CSI). Students will develop an understanding of fundamentals for high performance buildings, from site selection, enhancement of community connectivity, to pre-designed sustainable deconstruction practices. Formerly listed as ARC 1108, not open to students who have successfully completed ARC 1108. Prerequisite(s): None.

ARC* 116  ARCHITECTURAL DRAFTING I  2

Students will develop a working knowledge of the fundamental concepts of architectural drawing. Lectures, demonstrations, quizzes and exams. Architectural projects focus on residential construction. Formerly listed as DFT 1120, not open to students who have successfully completed DFT 1120. Prerequisite: none. Corequisite: ARC 116L.

ARC 116L  ARCHITECTURAL DRAFTING I LAB  2

Students will develop a knowledge of the fundamental concepts of architectural drawing through laboratory work and demonstration. Formerly listed as DFT 1121, not open to students who have successfully completed DFT 1121. Prerequisite: none. Corequisite: ARC 116.
ARC 203 ARCHITECTURAL DRAFTING II 2
Students will begin to learn the basic concepts of architectural drafting and develop their technical skills including fundamentals of sustainable design, technology and common business practices. Architectural case studies that support this class will help students to see the importance and applicability of sustainable design principles for building performance. Formerly listed as ARC 2211. Prerequisite: ARC 205. Co-requisite: ARC 207.

ARC 203L ARCHITECTURAL DRAFTING II LAB 2
Students will begin to learn the basics and develop their technical skills for architectural drafting and design including fundamentals of sustainable design, technology and common business practices. Architectural case studies that support this class will help students to see the importance and applicability of sustainable design principles for building performance. Students will also become involved with field trips which will enhance their experience with the integrated design process, and participate in design "Charrettes." Formerly listed as ARC 2211 not open to students who have successfully completed ARC 1130. Prerequisite: ARC 116. Co-requisite: ARC 203L.

ARC 205 ARCHITECTURAL DESIGNING I 2
Course emphasis is on function, form, and space as they apply to commercial projects. Exercises deal with steel framing systems. Formerly listed as ARC 2100, not open to students who have successfully completed ARC 2100. Prerequisite: ARC 203. Corequisite: ARC 205.

ARC 205L ARCHITECTURAL DESIGNING I LAB 2
Function, form and space, analyzed through projects typical of those found in an architectural office. The student is exposed to the jury process, and peer review of work produced. Formerly listed as ARC 2101, not open to students who have successfully completed ARC 2101. Prerequisite: ARC 203. Corequisite: ARC 205L.

ARC 207 ARCHITECTURAL DESIGNING II/DETAILING 2
Students will successfully be able to demonstrate written and communicative skills related to the integrated design process, charrettes, and sustainable design considerations for building interiors and exteriors. Student projects associated with this course will be more comprehensive and focus on architectural detailing and design analysis during and after a design project. Formerly listed as ARC 2210 not open to students who have successfully completed ARC 2210. Prerequisite: ARC 205. Co-requisite: ARC 207.

ARC 207L ARCHITECTURAL DESIGNING II/DETAILING LAB 3
Students will successfully be able to demonstrate written, drawn, and communicative skills related to an understanding of basic design concepts applied to given projects and the integrated design process, charrettes, and sustainable design considerations for building interiors and exteriors. Students will also demonstrate their understanding of green building fundamentals by including interior and exterior designs that maximize natural light, consider priority parking as an option, and connect smart growth applications in their practice. During this course students will familiarize themselves with contract documents and LEED credits. Formerly listed as ARC 2211 not open to students who have successfully completed ARC 2211. Prerequisite: ARC 205. Co-requisite: ARC 207.

ARC 220 ESTIMATING 4
Fundamentals of construction estimating with emphasis on quantity take-off, pricing in unit and lump sum for a commercial building. Formerly listed as ARC 2227, not open to students who have successfully completed ARC 2227. Prerequisites: ARC 108, or MAT 085 or MAT 094 or MAT 095.

ARC 221 CONTRACTS AND SPECIFICATIONS 3
Emphasizes contracts in use in the building industry as developed by the American Institute of Architecture and the Standard Specification System for the Construction Specification Institute, and which form the materials for this course. This course requires the student to write sections of specifications and contracts as class exercise. Formerly listed as ARC 1116, not open to students who have successfully completed ARC 1116.

ARC 223 BLUEPRINT READING 2
Fundamentals of blueprint reading with topics in basic construction of buildings, conversions, notations, abbreviations used on plans and elevations. Formerly listed as ARC 1106, not open to students who have successfully completed ARC 1106.

ARC 227 CODES AND ORDINANCES 3
Origins, scope and administration of local, state and federal codes with a concentration on the study of the IBC code and Connecticut amendments to it. Formerly listed as ARC 2219, not open to students who have successfully completed ARC 2219.

ARC 229 STRUCTURES 3
Structural design systems for buildings. This course covers fundamental load analysis, structural systems in wood, steel, concrete, and masonry. Formerly listed as ARC 2230, not open to students who have successfully completed ARC 2230. Prerequisite: MAT 137.

ARC 240 ENVIRONMENTAL SYSTEMS 3
Building mechanical systems including plumbing, HVAC, electrical and systems integration. Formerly listed as ARC 2217, not open to students who have successfully completed ARC 2217.

ARC 245 SITE PLANNING AND LANDSCAPE ARCHITECTURE 3
Site planning and landscape design covering grading, vegetation, planning, and drainage. Lectures, quizzes and exams. Formerly listed as ARC 2215, not open to students who have successfully completed ARC 2215.

ARC 298 SPECIAL TOPICS IN ARCHITECTURE 3
A course designed to provide an opportunity to research an architectural technology department topic. The topic and hours should be arranged with the department. Formerly listed as ARC G3800, not open to students who have successfully completed ARC G3800. Prerequisite: Department approval.
### ART

(Also see PHOTOGRAPHY course descriptions)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART* 100</td>
<td>ART APPRECIATION</td>
<td>3</td>
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<tr>
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<td><strong>ON-CAMPUS AND ONLINE</strong></td>
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<td>An introduction to the broad spectrum of the visual arts, past and present. Emphasis is upon the visual language employed by artists and the historical and cultural significance of works of art. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.</td>
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<td>ART* 101</td>
<td>ART HISTORY I</td>
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<td>A survey of the development of art and architecture from prehistoric times through the fourteenth century. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.</td>
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<tr>
<td>ART* 102</td>
<td>ART HISTORY II</td>
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<td>A survey of the development of art and architecture from the fifteenth century to the present. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.</td>
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<tr>
<td>ART* 103</td>
<td>ART HISTORY III</td>
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<td>Beginning with Classicism and proceeding to the present, this course explores how revolutionary upheavals—social, political, technological—are reflected in painting, sculpture, and architecture. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.</td>
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<td>ART* 111</td>
<td>DRAWING I</td>
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<td>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.</td>
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<td>ART* 112</td>
<td>DRAWING II</td>
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<td>Continuation of Drawing I, with emphasis on further development, observation, and use of media and technique.</td>
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<tr>
<td>ART* 113</td>
<td>FIGURE DRAWING I</td>
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<td>Advanced drawing course dealing with sustained studies of the male and female life figure. Slides of figure drawings by great artists are shown. Emphasis is on the skeletal and muscular structure of the body. Prerequisite: ART* 111.</td>
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<tr>
<td>ART* 114</td>
<td>FIGURE DRAWING II</td>
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<td></td>
<td>Continuation of Figure Drawing I, with independent personal development using various drawing media.</td>
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<tr>
<td>ART* 151</td>
<td>PAINTING I</td>
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<td>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.</td>
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<tr>
<td>ART* 152</td>
<td>PAINTING II</td>
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<td>Continuation of Painting I, with greater emphasis on developing independent projects and personal objectives.</td>
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<tr>
<td>ART* 161</td>
<td>CERAMICS I</td>
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<td>Beginning course stressing hand-built techniques, design of shapes, glazing, and throwing on the potter’s wheel. Functional and non-functional ceramic forms will be studied and developed by the student.</td>
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<td>ART* 162</td>
<td>CERAMICS II</td>
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<td>Further study of basic ceramic techniques applied to assignment in ceramic design. More emphasis is placed on the pottery wheel, surface decoration, and advanced glazing methods.</td>
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<td>ART* 202</td>
<td>ETHNIC ART IN THE USA</td>
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<td>This course, which explores the artistic contributions of African-American, Asian-American, Native American and Latino artists, focuses primarily upon 20th-century paintings, drawings and sculpture. Local field trips and online research.</td>
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<td>ART* 208</td>
<td>CARIBBEAN ART AND CULTURE</td>
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<td>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. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.</td>
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<td>ART* 231</td>
<td>SCULPTURE III</td>
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<td>Sculptural design developed in wood. Semester’s work consists of two major problems, the first small and the second large, developed by direct cutting.</td>
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<tr>
<td>ART* 276</td>
<td>INTRODUCTION TO 3D ANIMATION</td>
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<td>This course will explore the fundamental principles of three-dimensional computer animation, including: pre-visualization, modeling techniques, movement, motion principles, lighting styles in screen space, music/sound and concept development. Prerequisites: eligibility for ENG* 101, ART* 111 (Or Department approval of portfolio).</td>
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<td>ART* 299</td>
<td>INDEPENDENT STUDY</td>
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<td>Each student prepares an experimental project with a written thesis based on individual research in the field of his or her interest. Projects are implemented by continual consultation with an instructor. Prerequisites: ART* 121, ART* 111, ART* 151, and ART* 131 plus one art history course (ART* 100, 101, 102, 201 or 103).</td>
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BIOLICAL SCIENCES

In all courses listed below that have a laboratory component, students must register for the lecture and laboratory during the same semester.

**BIO* 100 BASIC BIOLOGY**

This one-semester course is designed to provide the student a background in the basic concepts of biology with emphasis on characteristics of life, structure and function of cells, tissues, organs, and organisms, genetics, evolution and ecology. (This course cannot be used in place of Bio G105. Students who have completed Bio G105 or a higher level biology course are not eligible to take this course.) Prerequisites: Mat 075 or mathematics placement scores for entry into Mat 095. 1. Level II score on reading placement test or successful completion of Eng 003. 2. Level II score on reading placement or successful completion of Eng 013. The alternate prerequisite is a grade of B- or better in ESL 153A. (ESL 153A is ESL level IV).

**BIO* 105 INTRODUCTION TO BIOLOGY**

This one-semester course is designed to give the student a background in the basic concepts of biology with emphasis on characteristics of life, structure and function of cells, tissues, organs, and organisms, genetics, evolution and ecology. Prerequisite(s): Eligibility for ENG* 101 and MAT* 075, MAT* 085 or eligibility for MAT* 095 via Placement Test. (3 Lecture hours per week, 3 lab hours per week.)

**BIO* 111 INTRODUCTION TO NUTRITION**

Introductory course, including nutritional requirements of the body, nutrient interrelationships, major nutritional problems, and the selection of adequate diets for different age groups. Formerly listed as Bio 160, not open to students who have successfully completed Bio 150. 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).

**BIO* 115 HUMAN BIOLOGY**

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 150, not open to students who have successfully completed Bio 150. 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.

**BIO* 170 PRINCIPLES OF ECOLOGY**

Interrelationships between living organisms and their environment with emphasis on ecological principles, survey of different ecosystems, and energy concepts. Current ecological problems of Connecticut are discussed. Formerly listed as Bio 215, not open to students who have successfully completed Bio 215. Prerequisite: BIO* 105.

**BIO* 121 GENERAL BIOLOGY I**

This course serves as an introduction to college biology and is designed to give the student a background in the basic concepts of biology with emphasis on the structure and function of cells, genetics, biotechnology and evolution. Prerequisites: Eligibility for ENG* 101, successful completion of MAT 094 or MAT 095, and successful completion of high school chemistry or CHE 111. (3 lecture hours per week, 3 lab hours per week.)

**BIO* 122 GENERAL BIOLOGY II**

A continuation of BIO* 121. This course examines the biological diversity of organisms in all kingdoms and focuses on structure and function of plants and animals. Finally the course examines how different species interact with each other and their environment. Prerequisite: BIO 121. (3 lecture hours per week, 3 lab hours per week.)

**BIO* 201 INTRODUCTION TO PATHOPHYSIOLOGY**

This course provides students with a basic understanding of pathophysiology – the study of the functional changes of systems in the human body that occur due to a disease or syndrome. This course is based on illness and disease within a systems framework across the lifespan. This course covers the basic terminology of the disease process, disease etiology, physical signs and symptoms of disease state, and an entry level understanding of diagnostic methods and treatment modalities. Prerequisites: MED 125 (formerly BOT* 180) and BIO* 115, or permission of the Instructor or Department Chair.

**BIO* 211 ANATOMY AND PHYSIOLOGY I**

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 three 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, CHEM 121, or a proficiency exam.

**BIO* 212 ANATOMY AND PHYSIOLOGY II**

This course is a continuation of BIO* 211. It provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, and histology; as well as the integrative concepts of various systems, such as endocrine, cardiovascular, respiratory, digestive, urinary, reproductive systems; and inheritance and human development. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. 3 hours of lecture and 3 hours of laboratory each 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.

**BIO* 235 MICROBIOLOGY**

Study of microorganisms with emphasis on bacteria. Host–parasite 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.

**BIO* 260 PRINCIPLES OF GENETICS**

Introduction to basic laws and theories of biological inheritance and variation. Formerly listed as Bio 270, not open to students who have successfully completed Bio 270. Prerequisites: BIO* 105 and CHE* 111; or BIO* 212. Not open to students who have successfully completed previous Bio 207.

**BIOLOGY**

**BIO* 130 BASIC TECHNIQUES IN BIOTECHNOLOGY**

Biotechnology is one of the fastest growing industries in the nation, with a high demand for entry-level workers. This introductory course provides hands-on training in the basic skills needed by a biotechnologist. A biotechnologist requires hands-on skills in diverse techniques from disciplines such as chemistry, biology, immunology, and genetics. These basic skills include accurate pipetting, preparation of solutions, growth of bacteria, basic microscopy, DNA purification, agarose gel electrophoresis, and PCR amplification of DNA. Lecture: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: Eligibility for ENG* 101 and MAT* 137.
BIO* 202  **SEMINAR IN BIOTECHNOLOGY**  2
A weekly seminar and discussion course focusing on the most recent developments in biotechnology. Professionals of the biotechnology, pharmaceutical, and related industries will also be invited to present and lead discussions. Lecture: 2 hours per week. Prerequisite: A grade of ‘C’ or better in Basic Techniques in Biotechnology, BIO 121, and CHE 121.

BIO* 230  **ADVANCED TECHNIQUES IN BIOTECHNOLOGY**  4
This course provides theoretical and hands-on training in the advanced skills needed by a biotechnologist, including ELISA assays, protein identification and purification, visible and UV spectrophotometry, DNA cloning, and recombinant protein expression. The use of bioinformatics databases, data evaluation and data analysis will be emphasized. Lecture: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: A grade of ‘C’ or better in Basic Techniques in Biotechnology, CHE* 121, and BIO* 121.

BIO* 265  **SYNTHETIC BIOLOGY**  4
The study of synthetic biology combines principles of biology, genetics and chemistry, to engineer cells to do useful things. In this multidisciplinary course, students will work in small groups to identify and conduct experiments to solve an outstanding problem with biotechnological and societal impact. Students will apply their knowledge of bacterial and eukaryotic regulatory processes as they manipulate biological parts to generate more complex systems. Applications of synthetic biology include engineering of tissues and cells, gene therapy, biologically-derived drugs, biomaterials, biosensors, and alternative fuels. Lecture: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: A grade of ‘C’ or better in Basic Techniques in Biotechnology and Advanced Techniques in Biotechnology or BIO 121 and CHE 121.

BIO* 296  **INTERNSHIP IN BIOTECHNOLOGY**  4
This course provides real world experience in biotechnology for students in their final semester of the Biotechnology program. Students will be placed in laboratories using cutting-edge research techniques in order to become familiar with the application of these techniques in a research setting. Special emphasis will be placed on the maintenance of an accurate laboratory notebook, concise technical report writing and oral communication skills using the appropriate scientific terminology. Prerequisite: Open only to students who have successfully completed three semesters of the Biotechnology program and are in good standing in the program. Good standing means that the student has a ‘C’ or better in PHY*121, CHE*122, and Advanced Techniques in Biotechnology. In addition, students must have permission of the instructor instructors.

**BUSINESS – GENERAL**

**BBG* 210/BOT* 201  BUSINESS COMMUNICATIONS**  3
Development of principles for effective oral and written communication for the business office including letters, memoranda, reports, proposals, resumes, and letters of application. Communication theory and purposes, developmental and effective strategies for composing, audience analysis and adaptation, document organization and design, and interpersonal and group dynamics will be emphasized. Prerequisite: ENG* 101. NOTE: Students cannot take both BBG*210 and BOT*201 for credit.

**BBG* 215  GLOBAL BUSINESS**  3
This course will demystify international business by providing the opportunity for a meaningful study of multinational management. Topics include human resources, finance, marketing and management in international companies, as well as the strategic decisions and their implementation in international business transactions. The complexities and subtleties involved in managing across borders will be explored. Formerly listed as MGMT 103, not open to students who have successfully completed MGMT 103.

**BBG* 234  LEGAL ENVIRONMENT OF BUSINESS**  3
A study of the American legal system, especially as it affects business, including the law making process, classification of laws, legal research, legal philosophy, business ethics, the court system, civil procedure, constitutional law, criminal law, tort law, and contract law. This course covers topics that are tested in the Business Law component of the Regulation (REG) section of the CPA Exam, which component makes up approximately 25% of the REG section. Formerly listed as BLAW101 and BBG231. Not open to students who successfully completed BLAW101 or BBG 231.

**BBG* 236  COMMERCIAL LAW**  3
An in-depth study of business organizations, including choice of entity, entity formation and operation, limitation of liability, and securities law; agency law, especially as it pertains to business organizations; and the regularity environment in which business operates, including administrative law and consumer law. This course covers topics that are tested in the Business Structure component of the Business Environment and Concepts (BEC) section of the CPA Exam, which component makes up approximately 20% of the BEC section. Not open to students who successfully completed BBG 234 before August 2013. Prerequisite: BBG 231 or BBG 234 (if taken after August 2013).

**BBG* 294  BUSINESS INTERNSHIP**  3
This is a field placement course and conducted under the supervision and guidance of selected area companies and faculty. Field work stresses hands-on learning in a real work environment that integrates these work experiences with the knowledge, skills, and attitudes gained in the classroom. Open only to majors in Computer and Information Systems, Management, Accounting and Business Office Technology. Formerly listed as MGMT 299, not open to students who have successfully completed MGMT 299. Prerequisite: Permission of the internship coordinator.

**BUSINESS – ENTREPRENEURSHIP**

**BES* 118  SMALL BUSINESS MANAGEMENT**  3
A study of the aspects of management unique to the small business. Items covered will include start-up requirements, marketing, personnel, financial needs, and basic accounting requirements. Students will have the opportunity to cover, step by step, a small business from conception to reality. Formerly listed as MGMT 130, not open to students who have successfully completed MGMT 130. Prerequisites: ACT* 111 or equivalent, and BMG* 202.

**BUSINESS – FINANCE**

**BNF* 110  PERSONAL FINANCE**  3
This introductory course provides a hands-on, interactive approach to life skills management of personal finance and insurance. Using life skills management concepts, the student will be exposed to strategies for personal financial planning, successful money management (savings strategies, managing debt), and personal risk management (life insurance, health insurance, property and casualty insurance). Following an overview and study of life skills management concepts, the student will apply their knowledge of bacterial and eukaryotic regulatory processes as they manipulate biological parts to generate more complex systems. Applications of synthetic biology include engineering of tissues and cells, gene therapy, biologically-derived drugs, biomaterials, biosensors, and alternative fuels. Lecture: 3 hours per week. Laboratory: 3 hours per week. Prerequisite: A grade of ‘C’ or better in Basic Techniques in Biotechnology and Advanced Techniques in Biotechnology or BIO 121 and CHE 121.
### BUSINESS – MANAGEMENT

#### BFN* 126  **PRINCIPLES OF INSURANCE**  
3  
**— ON-CAMPUS AND ONLINE —**

This course introduces the fundamentals of risk management, property-casualty insurance, liability insurance, life and health insurance, and the operation of insurance companies. The topics to be discussed include underwriting, marketing, ratemaking loss adjustment, regulation and the legal characteristics of insurance contracts. Prerequisites: MAT 137, ENG 101, and BFN 107 or BFN 201.

#### BFN* 201  **MANAGERIAL FINANCE**  
3  
**— ON-CAMPUS AND ONLINE —**

Introduction to the fundamentals of managerial finance. Following an overview of financial management, business organizations and taxes, institutions and interest rates, and financial markets, this course concentrates on the time value of money, bond and stock values, risk and rates of return, analysis of financial statements, cost of capital and capital budgeting. A research paper will be assigned. The use of the internet in gathering financial information for this paper and other relevant financial topics will be discussed. Formerly listed as FIN 101 and BFN 107, not open to students who have successfully completed FIN 101 or BFN 107. Prerequisite: ACC* 111 or ACC* 115 or permission of instructor, MAT 137 and ECN 101.

#### BFN* 203  **PRINCIPLES OF INVESTMENTS**  
3  
**— ON-CAMPUS AND ONLINE —**

Introduction to the field of security markets, encompassing a survey of the many financial instruments and types of investments available today. Common stocks, preferred securities, bonds, options, mutual funds, and commodities are also evaluated. Emphasis is placed on security valuation including an exposure to both the fundamental and technical aspects of investing, as well as modern portfolio theory. Sources of investment information, including computerized data information retrieval and investing, are also covered. Formerly listed as FIN 102, not open to students who have successfully completed FIN 102. Prerequisite: ACC* 111 or ACC* 115, BFN 107 or BFN 201.

#### BFN* 260  **INTERNET (ONLINE) INVESTING**  
3  
**— ON-CAMPUS AND ONLINE —**

The course covers the basics of investment types and terminology, and then the specifics of stocks, the stock market, the many types of mutual funds, equity funds, bonds, retirement plans and other “safe” investments and taxes. These are combined with techniques for using the World Wide Web to do research and trade. The emphasis is on familiarizing students with the many Internet resources for long-term investing, short-term investing and day-trading, plus methods to research and assemble a successful portfolio commensurate with the students’ needs, investment goals and preferences. The course will be theoretical (with a virtual portfolio and no actual investment advice given). No prerequisites are necessary, although familiarity with the WWW is desired, either personally or via CSA* 163 The Internet. NOTE: Students are discouraged from actual investing during the course and the College assumes no liability for any investments, inferred investment advice and outcomes, should the student participate in actual investing, during or as a result of this course.

### BUSINESS – MARKETING

#### BMG* 202  **PRINCIPLES OF MANAGEMENT**  
3  
**— ON-CAMPUS AND ONLINE —**

The fundamentals of management and the operation of organizations. Emphasis is placed on management orientation, planning, organizing, motivating, and controlling. The student is exposed to the ever-changing tools required for decision-making. The course should equip students to function in and understand the management area. Formerly listed as MGMT 101, not open to students who have successfully completed MGMT 101. Corequisite: ENG 043: Writing: Paragraph to Essay.

#### BMG* 210  **ORGANIZATIONAL BEHAVIOR**  
3  
**— ON-CAMPUS AND ONLINE —**

This course examines concepts and theories that help the manager understand, motivate, and supervise people in the workplace. Since organizational behavior is viewed as the result of the interaction of individuals, groups, and the organization itself, the employee response to management actions is emphasized. Formerly listed as MGMT 211, not open to students who have successfully completed MGMT 211. Prerequisites: BMG* 202 and PSY* 111 or permission of the instructor.

#### BMG* 220  **HUMAN RESOURCES MANAGEMENT**  
3  
**— ON-CAMPUS AND ONLINE —**

Students will learn the key aspects of an effective human resource management system. Topics covered include employee selection, training and development, performance management, compensation and benefits, discipline, grievance handling, employee assistance, and the partnership between the line managers and the human resource function. Formerly listed as MGMT 201, not open to students who have successfully completed MGMT 201. Prerequisite: BMG* 202.

#### BMG* 103  **PRINCIPLES OF RETAILING**  
3  
**— ON-CAMPUS AND ONLINE —**

An introductory study of retailing. Store location and layout, product and service mix, store security, pricing, and promotion methods are examined. Formerly listed as MKT 110, not open to students who have successfully completed MKT 110. Prerequisite: BMG* 201.

#### BMG* 123  **PRINCIPLES OF CUSTOMER SERVICE**  
3  
**— ON-CAMPUS AND ONLINE —**

Provides students with an understanding of the basic concepts and current trends in the customer service industry. Special areas of emphasis include barriers to customer service, problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, and measuring customer retention and satisfaction. Formerly listed as MKT 299, not open to students who have successfully completed MKT 299. Corequisite: ENG 043: Writing: Paragraph to Essay.

#### BMG* 201  **PRINCIPLES OF MARKETING**  
3  
**— ON-CAMPUS AND ONLINE —**

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. Corequisite: ENG 043: Writing: Paragraph to Essay.
COURSE DESCRIPTIONS

**BMK** 214  INTERNATIONAL MARKETING  3
Students will learn the theory and practice of a national or multinational company marketing products and services in the global marketplace. The course focuses on developing a marketing plan which considers the cultural, legal, and political dynamics of world markets. Formerly listed as MKT 125, not open to students who have successfully completed MKT 125. Prerequisite: A marketing course or permission of instructor.

**BMK** 216  INTERNET MARKETING  3
The course covers the principles of e-commerce (both business-to-business and retail), combined with the basics of how to set up and conduct e-business on the World Wide Web. Topics include Web page authoring, company Web site design and implementation, selection of ISP services such as encryption, security, credit card transaction capabilities, inventory control, shipping, customer support and acquisition, promotion and selection of products. Emphasis is on familiarizing students with the principles of the Internet's World Wide Web as it relates to e-commerce, how e-business is conducted, generally, and, specifically, how to set up an e-business. Formerly listed as MGMT 299, not open to students who have successfully completed MGMT 299. This course has no prerequisites; however, familiarity with the WWW is helpful. Additionally, in order to effectively construct and implement an actual working e-business, permission of the instructors of CSA 163 and CST 150 is recommended.

**BMK** 221  SALES MANAGEMENT  3
A course designed to study the communication aspects of marketing. Covers basic marketing strategies for advertising, personal selling, sales promotion, and public relations. Topics include selection of media, consumer motivation and behavior, competitive climate, and segmentation strategies. Formerly listed as MKT 204, not open to students who have successfully completed MKT 204. Prerequisite: BMK 201 or permission of instructor.

**BUSINESS OFFICE TECHNOLOGY**

**BOT** 201/BBG 210  BUSINESS COMMUNICATIONS  3
Development of principles for effective oral and written communication for the business office, including letters, memoranda, reports, proposals, resumes, and letters of application. Emphasis placed on communication theory and purposes, developmental and effective strategies for composing, audience analysis and adaptation, document organization and design, and interpersonal and group dynamics. Prerequisite: ENG 101. NOTE: Students cannot take both BOT 201 and BBG 210 for credit.

**CHE** 111  CONCEPTS OF CHEMISTRY  4
This course covers basic principles governing chemical changes. Topics include atomic structure, chemical bonding, stoichiometry, states of matter and solution chemistry. This course consists of three hours of lecture and three hours of laboratory per week. Prerequisites: MAT 085 with grade of C- or better, MAT 095 with grade of C- or better, or MAT 104 with grade of C- or better, or eligibility for MAT 121 via the mathematics placement test.

**CHE** 121  GENERAL CHEMISTRY I  4
This is the first semester of a two semester university level general chemistry course. Elements, compounds, atomic structure, chemical bonding, gas laws and thermochemistry are key topics. Emphasis is placed on chemical calculations and problem solving. Three hours of lecture and three hours of laboratory per week. Prerequisite: Grade of C- or better in MAT 137, grade of C- or better in MAT 139, grade of C- or better in MAT 184, or eligibility for MAT 172 via qualifying score on mathematics placement test.

**CHE** 122  GENERAL CHEMISTRY II  4
This is the second semester of a two-semester university level general chemistry course. Topics include solutions, acid—base reactions, oxidation and electrochemistry. Emphasis is placed on the concept of equilibrium. Three hours of lecture and three hours of laboratory per week. Prerequisite: CHE 121 (spring only).

**CHE** 213  PRINCIPLES OF ORGANIC CHEMISTRY I  3
The student becomes versed in the bonding, formulation, and molecular shapes of organic molecules. The nomenclature, preparation, and creations of the alkanes, cycloalkanes, alkenes, alkynes, and aromatics are presented. Reaction mechanisms are given when deemed necessary. Three hours of lecture and three hours of laboratory (CHE 213L) a week. Prerequisite: CHE 122. Corequisite: CHE 213L.

**CHE** 213L†  PRINCIPLES OF ORGANIC CHEMISTRY I LAB  1
The course features the basic reaction and preparation techniques utilized in organic chemistry. The laboratory exercises interpreted with the theory feature either the preparation or reactions of those classifications of compounds associated with Organic Chemistry I theory. Three hours of lecture and three hours of laboratory a week. Prerequisite: CHE 122. Corequisite: CHE 213. † CHE 213L will become part of CHE 213 pending department approval.

**CHE** 214  PRINCIPLES OF ORGANIC CHEMISTRY II  3
This course proceeds from Organic Chemistry I and acquaints the student with organic compounds having key functional groups. Alcohols, organic halides, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and amines are discussed. Stereochemistry and classic named reactions are presented. Three hours of lecture and three hours of laboratory (CHE 215) per week. Formerly listed as CHEM 214, not open to students who have successfully completed CHEM 214. Prerequisite: CHE 213. Corequisite: CHE 215.

**CHE** 215  PRINCIPLES OF ORGANIC CHEMISTRY II LAB  1
A typical preparation and/or creation of an alcohol, alkyl halide, ether, aldehyde and ketone, carboxylic acid, ester, and amine are undertaken. This course features heavy instrumental involvement; laboratory exercises are characterized by IR, UV-VIS, GC, HPLC, NMR and refractive index where appropriate. Formerly listed as CHEM 215, not open to students who have successfully completed CHEM 215. Prerequisites: CHE 213/213L. Corequisite: CHE 214.

**COMMUNICATION AND SPEECH**

**COM** 101  INTRODUCTION TO MASS COMMUNICATION  3
This course begins with a review of basic communication theory, followed by exploration of the history and nature of mass communication in American society. Topics include the technological development and business structure of print and electronic media, media professions, government regulation of the mass media, and the media's impact on culture and society. Special emphasis will be placed on how digital technology and the Internet continue to affect traditional mass media processes and forms.

**COM** 105  INTRODUCTION TO VISUAL COMMUNICATION  3
Visual communication is the process of organizing, designing, and creating messages in print and multimedia form that meet specific purposes and practical needs. This course introduces students to that process, reflecting the elements of structured content, form, media, and audience characteristics, while also introducing them to common electronic tools used in visual message creation. Students apply these principles in the production process while designing and developing their own projects using instructional audiovisual media hardware and software.
COM* 110 FOUNDATIONS OF COMMUNICATION 3
Introduction to theory and research in the major divisions of the field. This course introduces communication issues, traits, methodologies, and communication problem solving methods for a variety of contexts including the workplace, the community, the family, the mass media, journalism, public relations, and advertising.

COM* 113 SOCIAL MEDIA IN CONTEMPORARY SOCIETY 3
An introduction to using social media effectively in the professional environment. Students will analyze contemporary social media and design messages in order to communicate effectively with a variety of audiences. Emphasis is placed on the roles that social media play in shaping identity and public discourse. Prerequisite: Eligibility for ENG*043 & ENG*073 or permission of instructor.
NOTE: This course is cross-listed as SOC*107. Students cannot take both COM*113 and SOC*107 for credit.

COM* 121 JOURNALISM 3
Students in Journalism will focus on the journalistic style of writing. These writings will emphasize the art of investigation, persuasion, and reporting within the context of news story writing. Students explore methods and techniques of news gathering, news writing, and news analysis. By covering campus and community events, students will make practical application of theory. Prerequisite: ENG* 101.

COM* 150 BASIC PHOTOGRAPHY 3
Introduction to the fundamental operations of light, camera, and film utilizing black and white materials and available light situations. Photographic techniques are explored through lecture, demonstration, and class assignments. Students photograph, process and print their own work. Emphasis is placed on acquiring creative and technical skills necessary for proper camera and darkroom operation. Students must bring their own 35mm cameras with manual exposure controls. Formerly listed as VCOM 105, not open to students who have successfully completed VCOM 105.

COM* 151 INTERMEDIATE PHOTOGRAPHY 3
An extension of COM* 150 Basic Photography, students will expand into more advanced, experimental, and individual work in 35mm black-and-white photography. Students will explore various-speed B&W films, infrared and high contrast films, push-processing, and toning. Course will conclude with an introduction to digital photography. Students must bring their own 35mm cameras with manual exposure controls. Formerly listed as VCOM 106, not open to students who have successfully completed VCOM 106. Prerequisite: ENG* 101.

COM* 154 FILM STUDY AND APPRECIATION 3
An introductory study of cinema as a cultural and artistic form. Students will view and discuss representative films from the early years of the industry to the present, and offer their own oral and written analysis of these films as applied to topics covered during the semester. Note: This course may be offered either as a general survey of films produced for theatrical release, or as a special interest course focusing on films from a particular director, genre, or topic. Formerly listed as VCOM 299, not open to students who have successfully completed VCOM 299. Prerequisite: ENG* 101.

COM* 158 INTRODUCTION TO DIGITAL PHOTOGRAPHY 3
An introduction to digital photography that builds on the fundamental principles of light, exposure, color, and composition. Students will learn about the transition from capturing images on film to acquiring images with digital scanners and cameras; computer-based imaging hardware and software; camera handling and creative controls; file formats and management; image editing and manipulation; and, electronic options. Students must own a digital camera with manual, aperture priority and/or shutter priority exposure modes. Prerequisite: CSA*105 or CSA*163 or CSA*205, or permission of program coordinator.

COM* 173 PUBLIC SPEAKING 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, not open to students who have successfully completed ENG 203. Prerequisite: ENG* 101.

COM* 225 INTRODUCTION TO PHOTOJOURNALISM 3
Explore the fundamentals of photographic storytelling including news and feature photography. Students examine the history of photojournalism and apply this understanding to their own visual storytelling. Course work focuses on ways of using the camera and related imaging equipment, developing professional relationships with photographic subjects, ethical standards, and law as applied to contemporary photojournalism. Prerequisite: COM*158 Digital Photography and ENG 101, or permission of program coordinator.

COM* 241 TELEVISION PRODUCTION 3
Introduction to the unique creative and technical aspects of video production, and the teamwork and communication concepts required for effective television programs. Students acquire hands-on skills utilizing the college's professionally equipped digital television studio as their laboratory. Scripting, camera set-up, working with talent, and the control room side of television production are topics also covered. Formerly listed as VCOM 102, not open to students who have successfully completed VCOM 102. Prerequisite: ENG* 101.

COM* 242 ADVANCED BROADCAST/TV PRODUCTION 3
This course is a continuation of COM* 241. Students will write, direct, and produce a variety of projects using broadcast-quality studio and field production equipment and techniques. This course will conclude with an introduction to digital media editing systems. Students will acquire more advanced skills in scripting, lighting, audio, and camera operation. The goal of the semester is to integrate all of the student projects into a unified class video program. Prerequisite: VCOM 102 or COM* 241.

COM* 275 ARGUMENT AND DEBATE 3
Advanced instruction in oral communication with emphasis on argumentation, rhetoric, and the conventions of formal debate. Students practice evaluative listening, research skills, and delivering persuasive arguments in a formal debate setting. Prerequisite: COM*173 Public Speaking, or permission of instructor

COM* 287 ADVANCED MEDIA PRODUCTION 3
A continuation of COM* 242, this course emphasizes EFP/ENG video production techniques and digital non-linear audio/video editing. Students will shoot and digitize footage, trim sequences, edit audio, add sound and visual effects, create titles and graphics, use stock motion backgrounds, and export finished projects to tape, the Web, and CD/DVD disc formats. Students will work in small groups to create several short-form video productions, such as commercials, vignettes, and self-directed semester projects of their own choosing. Prerequisite: COM* 242.

COM* 295 INTERNSHIP I 3
Students will engage in supervised on-the-job experience using communication technology in a field placement setting. It is expected that all students in the Communication Media internship will meet together several times during the semester for career-building workshops and to share experiences with one another. Formerly listed as VCOM 210, not open to students who have successfully completed VCOM 210. Prerequisite: permission of Communication Media advisor
COM* 298  CAPSTONE PORTFOLIO IN COMMUNICATION
The capstone portfolio process is an opportunity for students majoring in Communication to prepare a personal portfolio of media created during course work leading up to the Associate degree. Faculty advisors offer constructive critique of media products, provide technical advice, and make appropriate departmental resources available in order for the student to package the final collection of media.

COM* 299  INDEPENDENT STUDY
This course is an opportunity for students majoring in Communication Media to specialize in advanced projects where they may pursue a career interest or specific educational objective. Projects are designed and implemented through continual consultation between the student and a faculty advisor. Prerequisite: permission of Instructor.

COMPUTERS – APPLICATIONS

CSA* 105  INTRODUCTION TO SOFTWARE APPLICATIONS  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. In addition to office productivity tools, this course covers file-management using the Microsoft Office microcomputerized visual communication will be covered. Formerly listed as CIS 105, not open to students who have successfully completed CIS 105. Corequisite: ENG 073 or Eligibility for ENG 101.

CSA 135  SPREADSHEET APPLICATIONS  3
In this course the student is thoroughly exposed to spreadsheet concepts and applications and will study an important software spreadsheet package, such as Microsoft Excel, to solve a wide range of personal, educational, and business applications in such diverse areas as taxes, budgeting, record keeping, finance, accounting, personnel, and sales. Formerly listed as CIS 122, not open to students who have successfully completed CIS 122.

CSA 140  DATABASE APPLICATIONS  3
Knowledge of database concepts and the proper use of database software are extremely important assets in today's modern business environment. In this course the student will be exposed to database concepts and will learn a database management system, such as Microsoft Access. Formerly listed as CIS 140, not open to students who have successfully completed CIS 140.

CSA 151  PRESENTATION GRAPHICS APPLICATIONS  3
Course will introduce students to graphics software that uses business data to produce immediate charts and graphs and to the skills necessary to clarify the presentation of the data. Desktop Publishing and other developments in microcomputerized visual communication will be covered. Formerly listed as CIS 127, not open to students who have successfully completed CIS 127. Prerequisite: CSC* 101 or CSA 105 or permission of instructor.

CSA 152  PAGEMAKER
Beginning with a brief description of personal computer hardware, Windows software and the Internet, this course concentrates on one of the most important desktop publishing programs, PageMaker 6.5. Includes preparation of flyers, posters, business cards, booklets, menus, application forms, calendars, newsletters, business proposals and conversion of these to Portable Document Format for publishing on the web. In addition, the concepts of more advanced publishing for the World Wide Web is introduced with the Adobe suite of products. Emphasis is on hands-on practice to produce interesting and useful projects while teaching the fundamentals of PageMaker and Adobe Acrobat. Formerly listed as CIS 140, not open to students who have successfully completed CIS 140.

CSA 155  MULTIMEDIA COMMUNICATIONS  3
The latest hardware and software innovations with Windows and Windows application concepts related to Multimedia will be presented. Students will learn Multimedia authoring programs, such as PowerPoint Graphics, Multimedia Workshop and Macromedia Director. Students will learn to author a CD ROM. GPS (Global Positioning Systems), real-time video viewing and conferencing via the Internet and Multimedia-TV connections being explored by cable television companies and Microsoft, will be demonstrated. Formerly listed as CIS 107, not open to students who have successfully completed CIS 107.

CSA 163  THE INTERNET  3
This course will focus on the functions of the Internet. Key topics covered are Microsoft Internet Explorer, Netscape Navigator, e-mail programs, search engines, chat rooms, virtual worlds, Web portals, electronic commerce, browser extensions, and Internet security. Formerly listed as CIS 135, not open to students who have successfully completed CIS 135.
CSA* 165 APPLICATION SOFTWARE SUPPORT 3
This course continues the student's preparation for the Computer Support Specialist Degree, by acquainting the student with the top-selling software applications EXCLUDING Microsoft Office (which is covered in other courses). The software products covered are the various virus elimination programs, photo processing software, the Adobe line of desktop and Web publishing software, the Macromedia line of web enhancement and authoring software, tax preparation software, games and many disk utilities and reference software applications. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

CSA* 205 ADVANCED APPLICATIONS — ON-CAMPUS AND ONLINE — 3
This course concentrates on the most important advanced business applications using Microsoft Office, including word processing with Word, presentation graphics with PowerPoint, spreadsheets with Excel, databases with Access, and the World Wide Web with Internet Explorer. Emphasis is on hands-on practice to produce interesting and useful projects while learning the fundamentals of Microsoft Office. Formerly listed as CIS 250, not open to students who have successfully completed CIS 250. Prerequisite: completion of CSA 105 or passing score on the Microsoft Proficient level exam for Excel and Access. If you are taking the distance learning version, and have not taken a distance learning course at CCC before, you may wish to attend an optional two-day seminar to obtain a working knowledge of the World Wide Web and e-mail. If you are familiar with the World Wide Web and e-mail, you can skip the orientation. In addition, you need your own Internet provider, computer, and the current version of Microsoft Office software (refer to distance learning requirements earlier in this catalog or on the College's web site: www.capitalcc.edu/dl).

CSA* 220 WEB GRAPHICS 3
This course is designed for web developers who want to enhance web sites with optimized graphics, multimedia, and animation using various web graphic software tools. Topics include bitmap graphics, vector graphics, graphical file formats, compression techniques, interactive graphics, multimedia, and animation. The course requires substantial hands-on use of computer software packages such as Adobe Flash and Adobe Fireworks in the computer lab to illustrate these topics. Prerequisite: CST* 150.

CSA* 250 POST-ADVANCED MICROSOFT OFFICE 3
This course is a continuation of CSA* 205. This extremely advanced course concentrates on the most sophisticated and professional features of Microsoft Office, including advanced word processing with Word, advanced spreadsheets with Excel, advanced presentation graphics with PowerPoint, desktop publishing with Word and other Office elements such as Outlook, advanced database projects with Access and advanced application integration, using combinations of Office software. In addition, more advanced publishing for the World Wide Web with Microsoft Office components is briefly covered. Emphasis is on lots of hands-on practice to produce sophisticated and professional projects while learning the skills needed to be proficient in MS Office software. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.

COMPUTERS – COMPUTER SCIENCE

CSC* 101 INTRODUCTION TO COMPUTERS — ON-CAMPUS AND ONLINE — 3
This course is designed primarily for students who intend to major in Computer and Information Systems. It provides an understanding of basic concepts necessary for enrolling in more advanced CIS courses. General hardware and software concepts are covered. Students will learn to use the Windows operating system, to design and document computer solutions to problems, and to convert their logical designs into computer programs using a programming language. Microsoft Office products are generally NOT covered in this course. Formerly listed as CIS 101, not open to students who have successfully completed CIS 101.

CSC* 105 PROGRAMMING LOGIC 3
An introductory course in computer programming designed to provide beginning programming students with an understanding of the fundamental logic principles used in the writing of computer programs. Topics include input/output, variables, data types, assignment statements, conditional structures, loops, arrays, classes, objects, methods, and functions. The course requires substantial hands-on programming of computers in a computerized classroom environment. Corequisite: ENG 073 or Eligibility for ENG 101.

CSC* 201 COBOL I 3
This course provides an understanding of the COBOL programming language used with microcomputer, minicomputer and large-scale computers in business. Structured design problem-solving and programming is stressed. Topics include input/output, calculations, decision making, looping, control breaks, and file updating. Extensive lab work and a familiarity with the basics of computer hardware and software are expected. Formerly listed as CIS 110, not open to students who have successfully completed CIS 110. Prerequisite: CSC* 101.

CSC* 202 COBOL II 3
The sophisticated use of COBOL in large-scale business applications is the focus of this advanced course. Advanced control breaks, data validation, table processing, sequential, direct, ISAM, and VSAM file processing applications are stressed. Lab work is extensive. Formerly listed as CIS 205, not open to students who have successfully completed CIS 205. Prerequisite: CSC* 201.

CSC* 205 VISUAL BASIC I 3
This course guides the student through the process of creating programs in Visual Basic. Provides a task-driven experience to allow students to perform complex programming tasks more easily than would be possible without a visual language. Formerly listed as CIS 115, not open to students who have successfully completed CIS 115. Prerequisites: CSC*101, CSC 105.

CSC* 206 VISUAL BASIC II — ON-CAMPUS AND ONLINE — 3
This course is a continuation of CSC* 205. The emphasis is on more complex programming tasks. Students will be given the opportunity to create programs to process sequential, random access, and database files. Topics such as using data arrays, object linking and embedding, data exchange, and building graphics into the program interface will also be covered. Formerly listed as CIS 210, not open to students who have successfully completed CIS 210. Prerequisite: CSC* 205.

CSC* 210 C PROGRAMMING 3
Topics in this popular mid-level software development language include advantages of C programming, portability, data representation, storage utilization, registers, input/output macros, looping, decision making, table processing, macros, bit manipulation and structured design. Students, who should have already some familiarity with personal computers, will write and execute sophisticated programs with business applications, as well as develop proficiency in the principles of game design. Formerly listed as CIS 207, not open to students who have successfully completed CIS 207. Prerequisite: CSC* 101 with at least one high-level programming language such as FORTRAN, COBOL or Visual BASIC, or permission of the instructor.

CSC* 220 OBJECT ORIENTED PROGRAMMING USING JAVA 3
This course teaches students the Java programming language. Topics such as classes, objects, events, data types, variables, arrays, strings, loops, I/O streams and GUI components will be covered. Students will learn the object-oriented programming model and the principles of data abstraction, encapsulation, inheritance and polymorphism. Prerequisite(s): CSC 105.
CSC 231 DATABASE DESIGN I 3
Students will learn to analyze business requirements, create logical data models, convert data models into physical database designs, and implement database designs in a relational database management system. Topics such as Data Modeling, Entity-Relationship Diagrams, Database Normalization, and Structured Query Language (SQL) are covered in detail. Students will gain hands-on experience designing databases and implementing databases in a relational database management system. Prerequisite(s): One of the following, CST 201, CSC 101, or CSA 105.

CSC 247 GAME DEVELOPMENT WITH C++ 3
This course will introduce the student to basic computer game design and game components such as sprites, backgrounds, 2D graphics and tiling. Different types of games including multi-level and multi-player games will be explored. Students will add sound to the games and learn how to save game settings between sessions. The use of programming logic and artificial intelligence in game design and development will be introduced. This will be a project-based, hands-on class using the Allegro game library with the C++ programming language. Prerequisite: CSC 105.

CSC 248 GAME DEVELOPMENT – 3D PROGRAMMING 3
This course will continue where CSC 247 leaves off and will expose the student to the technical skills behind 3D game programming. Popular techniques which allow the successful creation of 3D environments using programming, textures, and models will be covered. Using a popular 3D game engine, students will learn how to use models they create as well as how to add sound and music into their programs.

CSC 250 SYSTEMS ANALYSIS AND DESIGN 3
This course is structured on the system development life cycle. Students will consider the nature of systems and will work on projects based on gathering data, and determining feasibility. Other projects will involve creating documentation and tools for data flows and structures, data dictionaries, file design, input and output design, prototyping and software engineering. Prerequisite(s): CSC 105

CSC 262 PROGRAMMING MOBILE DEVICES I 3
Students will be introduced to the various platforms and applications in use on mobile devices. Platforms include Apple iOS, Android OS, and others as appropriate. Students will design, code, test, install and debug mobile apps on each platform using specialized software development environments. Prerequisite: One of the following, CSC 105, CSC 205, CSC 220, CSC 247.

CSC 272 ADVANCED MOBILE APPS I 3
Students will expand their knowledge of Apple iOS and Android programming. Students will develop native mobile apps using Java for the Android platform and Objective-C for the Apple iOS platform. Students will learn the respective user interface components and create sophisticated user interfaces. Prerequisite: CSC 262.

CSC 284 ADVANCED MOBILE APPS II 3
The final course in the mobile device programming sequence teaches students to create mobile apps that securely communicate with external devices and services, such as web servers, cloud services, database servers and business-to-business apps. Prerequisite: CSC 272.
CST* 171  LAN SYSTEM MANAGEMENT  3

Beginning with a description of salient features of networking, the World Wide Web and the Internet, the course concentrates on the implementation and maintenance of Windows 2003-based server-client networks. Topics include principles of networking, advantages and disadvantages of networks, topology design, software installation, security, administration of client accounts, software implementation problems, connecting to the web, firewalls, troubleshooting, and working with assistants. Emphasis is on hands-on practice designed to solve interesting and challenging projects, while teaching the fundamentals of Windows 2003 server-client networks. Students are expected to produce and troubleshoot various network topologies with a working model of company network. Formerly listed as CIS 160, not open to students who have successfully completed CIS 160. Prerequisite: CST* 101 or permission of the instructor.

CST* 200  SCRIPTING LANGUAGE WITH JAVASCRIPT  3

Students will learn how to write client-side scripts in the JavaScript programming language that add interactivity and dynamic behaviors to web pages. Students will gain an understanding of the HTML Document Object Model (DOM) and use JavaScript to manipulate the Document Object Model. Students will create client-side scripts to perform input validation, respond to user events, and animate web page elements. Prerequisite(s): CST 150 and one of the following (CSC 105, CSC 205, CSC 220, CSC 247)

CST* 201  INTRO TO MANAGEMENT INFORMATION SYSTEMS (MIS)3

This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems, theory of design of information, database, and network systems, e-commerce and supply chain systems, and information network security management. Microsoft Excel, Access, PowerPoint and Project are used to demonstrate selected topics. Prerequisite: ENG 073 or Eligibility for ENG 101.

CST* 231  DATA COMMUNICATIONS AND NETWORKING  3

This course provides an overview of modern business data, voice and video communications with an emphasis on the communication of data and information. The course begins with examples of how communications were developed and are currently used. Communications is defined, and a communications system model is described. Students discover various transmission media, line configurations, and characteristics of communications channels. Communications equipment, software, and protocols are explained. Students learn the basics of communications networks and network configurations and are presented with an example of a communications network. Formerly listed as CIS 123, not open to students who have successfully completed CIS 123.

CST* 240  ADVANCED COMPUTER HARDWARE  3

This lab course only can be taken in conjunction with CST 242. It merges tutorial and hands-on lab experience into a more complete understanding of PC maintenance and preparation for the A+ service technician exams. Students will have the opportunity of completing over 80 lab exercises complementing the theory learned in the corequisite course CST 243. After completing all lab exercises, the student will have practiced each A+ objective in a hands-on environment and gained valuable installation and configuration skills in DOS, Windows 9x, Windows NT, and Windows 2000 operating systems. Corequisite: CST 243.. Prerequisite: CST 140.

CST* 243  A+ ADVANCED COMPUTER HARDWARE LAB  3

This lab course only can be taken in conjunction with CST 240. It merges tutorial and hands-on lab experience into a more complete understanding of PC maintenance and preparation for the A+ service technician exams. This course (part 2 of 2) continues the student’s preparation for taking the industry-standard A+ Certification tests 220-101 Core/Hardware, and 220-102 DOS/Windows. A+ Certification certifies the competency of entry-level computer service technicians. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299. Corequisite: CST 240. Prerequisite: CST 142.

CST* 246  NETWORKING SECURITY  3

This course provides the student with the skills and knowledge needed to detect malicious programs and choose appropriate risk mitigation techniques to protect the confidentiality, integrity, and availability of mission critical data. The student will learn how to install, configure, and utilize open source resources to detect attacks and protect operating systems against malicious code including viruses, worms, and Trojans. The student will also learn how to use authentication, authorization, and accounting to monitor and audit access to network resources. The course will also prepare the student for the Security+ certification exam. Prerequisite: CST* 231.

CST* 247  INFORMATION ASSURANCE & RISK MANAGEMENT  3

This course is designed to introduce students to information assurance and risk mitigation principles as applied to information management. Topics covered in the course include asset identification, vulnerabilities assessment, risk management, threat identification, and physical safeguards of mission critical data. Students will also learn how to conduct a security gap analysis, create a risk management plan, and select an appropriate risk control. Prerequisite: CST* 231.

CST* 250  WEB DESIGN AND DEVELOPMENT II  3

Students will extend their knowledge of HyperText Markup Language (HTML) to incorporate multimedia elements into web pages. Students will extend their knowledge of Cascading Style Sheets (CSS) to apply responsive web design techniques for mobile devices. Students will also gain experience with popular Content Management Systems (CMS) and learn and apply Search Engine Optimization (SEO) strategies. Prerequisite(s): CST 150.

CST* 258  FUNDAMENTALS OF INTERNET PROGRAMMING  4

A comprehensive introduction to the server-side programming techniques used to develop interactive web sites. Using technologies such as PHP and MySQL, students learn to create web sites that interact with web servers, manage user sessions, and store and retrieve data from databases. Course content is continually updated to reflect the current state of the art in Internet computing. Prerequisite(s): CST 150 and one of the following (CSC 105, CSC 205, CSC 220, CSC 247).

CST* 263  COMPUTER FORENSICS AND NETWORK INTRUSIONS  3

This course exposes students to a broad range of forensic methods and techniques used to detect, trace, and stop network intrusions and perform network forensic investigations after an intrusion has occurred. Students will learn how to identify network intrusion paths and points of entry and how to “bag-and-tag” digital evidence, examine evidence, and document a chain of custody throughout a forensic investigation. Prerequisite: CST* 246.

CST* 264  UNIX/LINUX SYSTEM ADMINISTRATION  3

This course takes an in-depth look at Linux, a popular variant of UNIX, and examines theoretical concepts common to both operating systems. Also, this course will adopt a practical hands-on approach for these systems. Along with examining the Linux file structure, this course will explore application design, and advanced programming using Linux. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299. Prerequisites: CSC* 101.
CST* 265 NETWORKING WITH LINUX 3
This course will take an in-depth look at Linux, focusing on proper installation and administration of the operating system. It examines the theoretical concepts of the Linux system that have increased its popularity. It covers the essentials of installing, configuring, maintaining, administering, and troubleshooting the Linux Operating System, and the innovation that has led to its continual improvement regarding operating system and application development. The exploration of Linux will take a practical hands-on approach that includes also the creation of a functioning network of two PCs. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299. Prerequisites: CSC* 101 and CIS 299.

CST* 267 ETHICAL HACKING AND NETWORK DEFENSE 3
This course is designed to introduce the student to ethical hacking and penetration testing using open source software. Ethical hackers are employed by corporations for the purpose of testing their networks for weaknesses. Topics covered in the course include industry standard tools and techniques used to discover vulnerable and exploitable machines in a network. The student will learn about stages of ethical hacking including reconnaissance, scanning, enumerating, gaining access, and maintaining access. Great emphasis will be on the legal and ethical issues related to hacking. Prerequisite: CST* 246.

CST* 281 DATA COMMUNICATIONS AND NETWORKING II 3
This course (part 2 of 3) continues where CST* 231 concludes. The student progresses beyond the basics of communications networks and network configurations and delves into the study of actual networks and network software. Hands-on experience is obtained as each student networks two PC systems. Formerly listed as CIS 299, not open to students who have successfully completed CIS 299. Prerequisites: CST* 231.

CST* 282 DATA COMMUNICATIONS AND NETWORKING III 3
This course is a continuation beyond CST*231 and CST*281, Data Communication and Networking I and II. Advanced LAN and WAN theory, technology, design, and implementation issues are explored. Extensive hands-on experience is obtained as each student configures and troubleshoots various examples of interconnected WAN networks. With this advanced knowledge, the student will be well prepared for entry-level certification exams in the computer networking industry.

CST* 283 DATA COMMUNICATIONS AND NETWORKING IV 3
This is the final course in a four-course sequence of Data Communications and Networking courses following CST*231, CST*281, and CST*282. WAN technologies and network services required by converged applications in a complex network are explored. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. With this advanced knowledge, the student will be well prepared for entry-level certification exams in the computer networking industry. Prerequisite: CST* 282.

CONSTRUCTION MANAGEMENT

CTC 160 SURVEYING 4
Course covers activities that will acquaint the student with instruments and tools of the surveyor, including their use in the techniques of field surveying. Emphasis on actual layouts and areas and elevations as performed in the civil and construction discipline. Prerequisite(s): ENG 101, MAT 137.

CTC 205 SUSTAINABILITY AND THE BUILT ENVIRONMENT 3
This course introduces the history, science and standards related to the application of sustainable practices in commercial building design, construction and operation. It will cover emerging standards for site selection and preparation, integrating concepts of energy efficiency, water conservation, and material management. It also examines the impact of these concepts on the productivity, health and well being of construction workers and building occupants as well as the economic and environmental benefits. Students will be introduced to sustainability credential related to the Green building industry and prepare them to take the Green Building Professional (GPRO Fundamentals), as well as an overview of LEED Green Professional. Prerequisite: none.

CTC 220 PROJECT MANAGEMENT 3
This course introduces students to procedures as a construction management professional. These include sustainable practices such as quality control, sustainable materials, understanding and interpretation of state-mandated high performance building codes, familiarity with project documents, and communication between construction and design. Prerequisite(s): CSA* 105, ENG* 101, MAT 137 or equivalent.

CTC 222 BUILDING CONSTRUCTION SYSTEMS 3
This course introduces students to procedures as a construction management professional. These include a basic body of knowledge of construction, job identification, terminology, and the use of equipment as used in light and heavy construction. This course also provides an introduction to sustainable construction that includes site selection and documentation, fundamentals of green building construction, and sustainable construction methods. Prerequisite: ENG* 101.

CTC 229 CONSTRUCTION ESTIMATING 3
The course is focused on reviewing construction costs in more detail for the purpose of construction estimating and bidding. Estimation of cost calculations will include pricing labor, material and equipment costs in the areas of site work, concrete, masonry, steel, carpentry, roofing, finishes, mechanical and electrical systems. Prerequisites: ENG 101, MAT 137, CTC 140, CTC 222.

CRIMINAL JUSTICE

CJS* 101 INTRODUCTION TO CRIMINAL JUSTICE 3
A comprehensive overview of the American criminal justice process. The course will examine the history, development and current practices of law enforcement, the courts and the correctional system. (Formerly LAW 101)

CJS* 102 INTRODUCTION TO CORRECTIONS 3
This course will study the history, philosophy and evolution of the correctional system. Topics include an examination of physical facilities, current treatment theories and rehabilitation models, sentencing and its goals, community correction, parole, probation and alternatives to incarceration. (Formerly LAW 103)

CJS* 120 POLICE AND THE COMMUNITY 3
The course will examine the evolution, principles, concepts and practices of modern day law enforcement. Emphasis is placed on police operations, hiring and training, discretion, police-community relations, due process, use of deadly force, police corruption and deviance. (Formerly LAW 105)
CJS* 201  CRIMINOLOGY  3

A historical and contemporary overview of the nature of crime and the causes of criminal behavior, the sociological nature of laws in American society along with theories of treating and preventing crime. Prerequisite: SOC* 101. (Formerly LAW 106)

CJS* 202  JUVENILE DELINQUENCY  3

The examination of the social context of juvenile delinquency. The evolution of the juvenile justice process, legal issues, methods of identifying, treating and preventing delinquency is examined. (Formerly LAW 102)

CJS* 210  CONSTITUTIONAL LAW  3

A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to criminal procedures and processes in the American courts. Emphasis will be placed on legal procedures during arrest, interrogation, search and seizure, civil liabilities and constitutional protection for the accused. Prerequisite: CJS* 101. (Formerly LAW 104)

CJS* 211  CRIMINAL LAW  3

Examination and study of criminal statutes with emphasis on theory and philosophy of law, its relationship to law and society, along with its development, application and enforcement. Prerequisite: CJS* 101.

CJS* 220  CRIMINAL INVESTIGATION  3

An introduction to the procedures and techniques of criminal investigation. Topics discussed will include interview, interrogation, witness identification, crime scene search, collection and preservation of evidence for forensic science analysis and case preparation. Prerequisite: CJS* 101.

CJS* 225  FORENSIC SCIENCE  3

This course introduces a student to methods and techniques for the evaluation of physical evidence. Topics that will be surveyed include the recognition, identification, individualization, and evaluation of physical evidence such as hairs, fibers, DNA, blood, semen, glass, soil, fingerprints, documents, firearms, arson, tool marks, and toxicology. Prerequisite: MAT 094 or MAT 095.

CJS* 280  VICTIMOLOGY  3

Introduction to the principles and concepts regarding victims of crime. Topics include victim vulnerability and culpability, restitution, mediation, treatment and compensation and the victim's rights, services and the role of the criminal justice system.

CJS* 290  SUPERVISED FIELD PLACEMENT IN CRIMINAL JUSTICE  3

Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate for a minimum of 120 hours per semester and to attend a bi-weekly meeting with the internship advisor. Agency placements may include: law enforcement, courts, probation, parole, victim services, and correctional facilities including community-based programs. Students must fill out a field placement application and submit it to the program coordinator the semester prior to enrolling in the course. Prerequisite: Good academic standing. Students must successfully complete twelve (12) Criminal Justice course credits and receive permission from the Program Coordinator. (Formerly LAW 107)

CJS* 294  CONTEMPORARY ISSUES IN POLICING  3

Emphasis on special issues facing law enforcement personnel in today's changing society. Examines the police function, organization and administration; the demand for police services; the relationship of police to their environment; police tactics; and the outcome for which police strive. Focus on police accountability and their effectiveness to adapt to these issues. Topics will include: police stress, ethics, crisis intervention teams response when dealing with emotionally disturbed people, terrorism threat response and community-based policing. Prerequisite: CJS* 120.

CJS* 298  SPECIAL TOPICS IN CRIMINAL JUSTICE  3

Analysis and evaluation of special topics in the general field of criminal justice. May be repeated with different topics to fulfill an elective requirement.

COURSE DESCRIPTIONS

CJS* 201  CRIMINOLOGY  3

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CJS* 298  SPECIAL TOPICS IN CRIMINAL JUSTICE  3

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EARLY CHILDHOOD EDUCATION

ECE* 101  INTRODUCTION TO EARLY CHILDHOOD EDUCATION  3

The history and philosophy of early childhood and criteria for establishing and evaluating developmentally appropriate early childhood programs are considered. This course may require visits, observation and participation in an early childhood education setting. Corequisite: ENG 043.

ECE* 103  CREATIVE EXPERIENCES /CHILDREN  3

The relationship of creative art to the total educational program of the young child is explored. Students will experiment with media such as paint, clay, and collage. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 230. Prerequisite: ECE* 101.

ECE* 106  MUSIC AND MOVEMENT FOR CHILDREN  3

The problem solving approach to movement education is emphasized. Students will learn the element of dance and music and be required to demonstrate their skill at using these elements to provide appropriate lessons to young children. Movement activities, songs, circle games and the rhythmic instruments will be reviewed. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 235. Prerequisite: ECE* 101.

ECE* 109  SCIENCE AND MATH FOR CHILDREN  3

This course is designed to help students explore a wide variety of science experiences suitable for use with young children. Science concepts are presented in relation to everyday objects and occurrences. Emphasis will be placed on the relationship between affective and cognitive learning. Formerly listed as EDUC 109. This course is an elective. Prerequisite: ECE* 101.

ECE* 131  CHILDREN’S LITERATURE (also listed as ENG 114)  3

This course is designed to provide an introduction to children's and young adult literature. This course presents a critical approach to literature for children and young adults- its history, elements, function and literary value. The course examines the literature through an evaluation and exploration of authors and genres; and trends and developments in children’s literature. This course meets the art, English, music or humanities elective for majors. Prerequisite: ECE* 101 and ENG 102.

ECE* 141  INFANTS / TODDLERS GROWTH AND DEVELOPMENT  3

Students will be introduced to many philosophies of caring for infants and toddlers. They will review the growth and development of children during the first two years. Discipline, health, safety, nutrition, creating indoor and outdoor settings will be addressed. Students will also learn how to work with and appropriately care for infants and toddlers. Formerly listed as EDUC 232. Prerequisite: ECE* 101.
ECE* 176  HEALTH, SAFETY, AND NUTRITION  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.

ECE* 180  CHILD DEVELOPMENT ASSOCIATE  3
CREDENTIAL PREPARATION COURSE
This course is designed for childcare providers who are preparing for their Child Development Associate (CDA) credential awarded by the Council for Professional Recognition (in Washington, D.C.). The course will help students gain an understanding of the nationally-recognized CDA credential, and provide them with a foundation for developing the skills necessary for earning their CDA. This course will focus on the six CDA Competency Goals and thirteen Functional Areas, and will assist students in the preparation of required CDA resource file.

ECE* 181  CHILD DEVELOPMENT ASSOCIATE  3
CREDENTIAL PREPARATION COURSE II
This fieldwork course is designed for childcare providers who are preparing for their Child Development Associate (CDA) credential bestowed by the Council for Professional Recognition (in Washington, D.C.) under its current requirements. The student will attend a weekly seminar, and complete a minimum 30 hours of fieldwork in a licensed early childhood setting. Course instructor will conduct on-site observation visits. Prerequisite: ECE* 176 and ECE* 180.

ECE* 190  EARLY CHILDHOOD EDUCATION  3
BEHAVIOR MANAGEMENT
This course provides an integrated approach to classroom management. Emphasis is placed on helping early childhood educators meet the needs of the growing number of children with challenging behaviors. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 230. Prerequisite: ECE* 101.

ECE* 206  ADMINISTRATION AND SUPERVISION  3
OF EARLY CHILDHOOD PROGRAMS
This course examines the multi-dimensional role of the early childhood program director/administrator and the administrative styles, management tools and interpersonal skills that contribute to effective leadership. Formerly listed as EDUC 246. This course is an elective.

ECE* 210  OBSERVATION, PARTICIPATION AND SEMINAR  3
Emphasis is placed on techniques and strategies for assessing children's behavior accurately and objectively. Students visit, observe and participate in an early childhood education setting. Formerly listed as EDUC 248. Prerequisite: ECE* 101.

ECE* 215  THE EXCEPTIONAL LEARNER  3
Emphasis is placed on how to identify, plan for, and work with children with various special educational needs in an inclusive setting. Adaptations, methods and techniques for including children with physical, mental, auditory, and social challenges will be explored. Techniques to stimulate the gifted will be reviewed as well. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 247. Prerequisite: ECE* 101.

ECE* 222  METHODS AND TECHNIQUES IN  3
EARLY CHILDHOOD EDUCATION
The relationship of development and curriculum are explored. Students plan, create, and present developmentally-appropriate learning activities to facilitate development of the whole child. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 222. Prerequisite: ECE* 101.

ECE* 225  ANTI-BIAS ISSUES IN EARLY CHILDHOOD EDUCATION  3
This course is designed for educators in preparing themselves and young children (ages 0-8) to live, plan, and work in a society that is rapidly changing and becoming increasingly diverse. The challenge to educators is understanding multiculturalism by helping children to think about and appreciate human differences. Formerly listed as EDUC 240. This course may be used as an elective. Prerequisite: ECE* 101.

ECE* 231  EARLY LANGUAGE AND LITERACY DEVELOPMENT  3
Language acquisition and age-level characteristics related to speech and language are discussed. Students explore the children's literature, early childhood language arts curriculum, including speaking, listening, pre-writing and pre-reading skills and methods and techniques that enhance speech and language development. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 231. Prerequisite: ECE* 101.

ECE* 241  METHODS AND TECHNIQUES FOR INFANTS / TODDLERS  3
Students will be introduced to the concept of curriculum for infants and toddlers. Several curriculum models will be explored. Students will learn ways to interact with and stimulate children under age 2. Learning games, language activities, music, movement and dramatic play are some of the areas that will be studied. Developmentally-appropriate toys and books will be reviewed. This course may require visits, observation and participation in an early childhood education setting. Formerly listed as EDUC 233. Prerequisite: ECE* 141 and ECE* 101.

ECE* 275  CHILD, FAMILY AND SCHOOL RELATIONS  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.

ECE* 276  INTRODUCTION TO SCHOOL AGE CARE  3
This course will increase understanding of the developmental needs, strengths, and interests of school-age children. Students will meet with other providers to discuss job-related experiences, find solutions to the problems they encounter, and share the joys of providing school-age childcare. Formerly listed as EDUC 110. Prerequisite: ECE* 101.

ECE* 295  STUDENT TEACHING PRACTICUM  6
Under supervision, students actively participate in a NAECY accredited program and a developmentally-appropriate early childhood settings for a minimum of 200 student teaching hours. In addition, students enrolled in this course must participate in a seminar. Permission of the Coordinator of Early Childhood Education, background check and tuberculosis clearance, are required. The grading option for this course is pass/fail. Formerly listed as EDUC 250. Prerequisites: PSY 204 and all ECE courses with a grade of C or above and Permission of ECE Coordinator or course instructor (Fall and Spring.)
ECE* 295a STUDENT TEACHING PRACTICUM – Preschool+ 6
Under supervision, students actively participate in developmentally appropriate practice in an early childhood (ages 3-5) setting for a minimum of two hundred hours of student teaching participation and a seminar. Prior to entering the classroom for preschool student teaching, students are required to and are responsible for completing a tuberculosis test and a criminal background check. Formerly listed as EDUC 250, not open to students who have successfully completed EDUC 250. The grading option for this course is pass/fail. Prerequisites: PSY 204 and ECE courses with a grade of C or above and Permission of ECE Coordinator or course instructor (Fall and Spring).

ECE* 295b STUDENT TEACHING PRACTICUM – Infant/Toddler 6
Under supervision, students actively participate in developmentally appropriate practice in an early childhood infant/toddler (ages 0-2) setting for a minimum of two hundred hours of student teaching participation and two hours of seminar. Prior to entering the classroom for student teaching, students are required to and responsible for completing a tuberculosis test and a criminal background check. Formerly listed as EDUC 250, not open to students who have successfully completed EDUC 250. The grading option for this course is pass/fail. Prerequisites: Completed PSY 204 and ECE courses including ECE 141 and ECE 241 with a grade of C or above and Permission of ECE Coordinator or course instructor (Fall and Spring).

ECE* 299 INDEPENDENT STUDY IN EDUCATION 3
This course provides experienced educators with the methods and techniques to facilitate learning for all students. Permission of the program Coordinator is required.

ECONOMICS

ECN* 101 PRINCIPLES OF MACROECONOMICS 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.

ECN* 102 PRINCIPLES OF MICROECONOMICS 3
Basic survey course emphasizing Microeconomics. Topics include elasticity, productivity and cost relationships, pricing and employment of productivity and cost relationships, pricing and employment of productive inputs, and the microeconomic foundations of economic growth. A study of the structure, conduct, and performance of different markets. Formerly listed as ECON 202, not open to students who have successfully completed ECON 202. Prerequisite: MAT* 095 or Math Placement Test.

ECN* 250 MONEY AND BANKING 3
Monetary and banking systems in relation to other parts of the economic system. Money theories and systems, commercial banking, the federal reserve system, lending agencies, and financial policies are also covered. Formerly listed as ECON 205, not open to students who have successfully completed ECON 205. Prerequisite: ECON* 101 or permission of instructor.

EDUCATIONAL TECHNOLOGY

EDT* 210 EDUCATIONAL TECHNOLOGY 1
Systematic examination and application of software programs, applications, and hardware (computer, network, or internet) in the context of integrating technology into lesson planning. Emphasis is placed on the teacher as a researcher and multi-media communicator. Prerequisite: Enrollment in the Pathways to Teaching program, or permission of instructor.

EMAT / PARAMEDIC – EMERGENCY MANAGEMENT RESPONSE

EMR* 101 PRINCIPLES OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY 3
This course addresses the principles and practices of emergency management and the influence of homeland security, including the different emergency support functions on the various branches and levels of government. It examines the origins and history of emergency management including the planning, response, politics and collaborative relationships of disaster response.

EMR* 102 LOCAL INTEGRATED EMERGENCY MANAGEMENT AND HOMELAND SECURITY PLANNING 3
This course is designed to enhance the knowledge and planning skills of elected officials, city managers, and emergency officials in fire, police, emergency management, public health, emergency medical services, and private sector security officials. Participants will develop skill in the integration of local, regional and state planning initiatives as well as the use of the National Incident Management System (NIMS), incident command systems (ICS), multi-agency coordination centers and homeland security guidance.

EMR* 103 SELECTED TOPICS IN EMERGENCY MANAGEMENT AND HOMELAND SECURITY 3
This course will enhance the knowledge, skills and decision-making abilities of elected officials and emergency management professionals from the public and private sectors. The course is designed to increase the participant’s capabilities to analyze the influence of continuing homeland security initiatives on emergency management preparedness. Current topics (six or seven) will be selected from such areas as the Constitution, presidential power, Department of Homeland Security issues, state homeland security initiatives, immigration, regionalization, National Guard and Department of Defense roles, public health issues, the National Response Plan, intelligence issues, border security, cyber security, terrorism, critical infrastructure, Homeland Security Presidential Directives, and medical response issues.
EMT / PARAMEDIC – EMERGENCY MEDICAL SERVICES INSTRUCTOR EDUCATION

EMS* 101  EMERGENCY MEDICAL SERVICE EDUCATION I  3
With special emphasis on vocational/technical training, this course is an investigation of Malcom Knowles' theory of education and is one part of a three-part series devoted to the learning techniques of adult students. It will focus on ways they process information, retain, and utilize new concepts and strategies. Specific techniques will be employed that identify theories associated with cognitive, psychomotor and affective domains of learning. General theories and concepts of education will be presented, with an emphasis placed on the allied health professions. There is a computer-based component to this course and students will need access to a computer and e-mail. Corequisite: EMS* 102 and EMS* 103. Formerly listed as EMS 101, not open to students who have successfully completed EMS 101. Prerequisite: Current certification as an EMS provider.

EMS* 102  EMERGENCY MEDICAL SERVICE EDUCATION II  3
— ON-CAMPUS AND ONLINE HYBRID —
This course presents the methods of instruction, such as lecture, group process, scenario presentation, that may be utilized in the classroom as well as in the laboratory/clinical setting. Curriculum development, lesson plans, measurable objectives and the use of various tools and resources will be developed and practiced. Methods of instruction, student motivation, elements of reliability and validity will be presented in such a way as to develop effective teaching styles for all types of adult learners. This course will allow the participant to develop and practice specific teaching strategies. There is a computer-based component to this course and students will need access to a computer and e-mail. Corequisite: EMS* 101 and EMS* 103. Formerly listed as EMS 102, not open to students who have successfully completed EMS 102. Prerequisite: Current certification as an EMS provider.

EMS* 103  EMERGENCY MEDICAL SERVICE EDUCATION III  3
This course focuses on the administrative and evaluative processes relevant to the classroom and vocational setting. Issues, such as classroom and student discipline, instructor and student accountability, and testing reliability/validity, will be presented. Also, legal aspects of instruction, quality assurance and ways to implement theory that involve regulatory process, will be studied. Evaluation tools that provide positive student feedback, relative to student performance in both the classroom and the clinical setting will be developed and critiqued. There is a computer-based component to this course and students will need access to a computer and e-mail. Corequisite: EMS* 101 and EMS* 102. Formerly listed as EMS 103, not open to students who have successfully completed EMS 103. Prerequisite: Current certification as an EMS provider.

EMT / PARAMEDIC

A student who successfully completes all course requirements is eligible to sit for the National Registry Exam, a requirement for obtaining a Paramedic license from the State of Connecticut.

EMT* 100  EMERGENCY MEDICAL TECHNICIAN – BASIC (EMT-B)  6
This course includes classroom and clinical experiences and provides students the opportunity to develop the knowledge and skills required for EMT-Basic National Certification. Emphasis is placed on patient assessment, clinical signs and symptoms, pathophysiology andprehospital care of patients. Areas of instruction include CPR, airway essentials, patient assessment, assessment and care of medical patients and trauma patients, emergency care of infants and children, emergency operations and advanced airway. Clinical rotation in the emergency room is required.

EMT* 111  EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC I  9
This course, which is divided into six (6) units, introduces the student to the role and responsibilities of the EMT-P. The student is provided with the fundamental knowledge and skills necessary to provide advanced life support to individuals, of all ages, who require pre-hospital cardiac-pulmonary care. Concepts of Pharmacology are introduced and are integrated into the discussion of each human system. Clinical and laboratory experiences are selected utilizing a major acute care health center in order to provide the student with opportunity to practice skills related to the emergency medical care of these patients. The clinical laboratory experiences are in the Intensive Care and Coronary Care Units, Intravenous Therapy, Emergency Department and Operating Room. Seven (7) hours of class lecture and eight (8) hours of laboratory per week. Formerly listed as EMTP 101, not open to students who have successfully completed EMTP 102. Prerequisite: admission to the EMT-Paramedic Certificate or Paramedic Studies Degree Program.

EMT* 112  EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC II  9
Building on concepts presented in EMT 111 and EMT 116, this course is designed to provide the student with knowledge concerning the pathophysiology and management of pre-hospital advanced life support for patients presenting problems associated with selected body systems. Concepts of pharmacology, shock, trauma, legal issues and trends are integrated into the discussion of the units planned in this course. Also included are principles of telemetry, and communication emphasizing the role and responsibilities of the EMT-P. Clinical Laboratory experiences are provided in an acute health care setting on medical, surgical, obstetric, gynecologic, neonatal and pediatric and emergency units. Pediatric Advanced Cardiac Life Support is included in this semester. Seven (7) hours of class lecture and eight (8) hours of laboratory per week. Formerly listed as EMTP 102, not open to students who have successfully completed EMTP 102. Prerequisites: EMT* 111 and EMT* 116.

EMT* 115  EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC INTERNSHIP
Utilizing concepts presented in EMT 111, EMT 112 and EMT 117, this course is designed to allow the student to develop skills necessary to provide advanced life support to individuals of all ages requiring pre-hospital interventions. It affords the student the opportunity to demonstrate proficiency in delivering pre-hospital care through the use of assigned preceptors by utilizing acute health care settings and mobile intensive care units. Advanced Cardiac Life Support and Pre-Hospital Trauma Life Support as well as lecture, clinical rotations, and field experience are included. Six (6) lecture hours and forty (40) laboratory/clinical hours per week. Formerly listed as EMTP 105, not open to students who have successfully completed EMTP 105. Prerequisites: EMT* 112.

EMT* 116  ANATOMY & PHYSIOLOGY FOR EMERGENCY CARE I  2
The course will focus on basic concepts of human anatomy and physiology. Content will review cardiopulmonary systems with emphasis on homeostasis as well as disease process manifestation. This course is designed for the health care provider involved with emergency medical services.

EMT* 117  ANATOMY & PHYSIOLOGY FOR EMERGENCY CARE II  2
This course is a continuation of EMT* 116. It discusses additional body systems as it relates to anatomy and physiology, with an additional emphasis on clinical and health-related topics. Disease process and patient manifestations will be discussed as they relate to patient care in the emergency medical services arena. Prerequisite: EMT 116.
**Academic Reading**

Prepares students for the reading demands of college classes. Reading a variety of full-length texts, students become familiar with the demands of critical reading and practice interpretive strategies with importance in further academic study. Academic Reading bolsters the reading proficiency of students who have completed English 003, 013, or ESL and need further reading practice and of students whose test scores indicate basic reading competency but lack of readiness for English 101. Prerequisite: Qualifying Score on the Placement Test and successful completion of ENG*003 and ENG* 013 or a grade of B or better in ESL 153A and 157A.

**Essentials of College Writing**

Prepares students for the writing demands of ENG* 101 Composition and other credit level courses. Through a genre approach to writing instruction similar to ENG* 101, ENG* 095 students will analyze a variety of nonfiction texts in multiple genres and prepare writing projects according to rhetorical situations. Students will write with attention to purpose and audience, appropriate and varied organization, development using detailed evidence, and language, including grammar and sentence structure. Students will also learn the writing process and emphasis will be placed on the reading – writing connection. This course complements instruction in ENG*073. This course introduces students to the writing process and emphasis will be placed on the reading – writing connection. This course complements instruction in ENG*073. Students will receive embedded support during writing studio hours. Prerequisites: Multiple placement measures including placement test scores, advising, high school records and a score of 3 on the Write-Placer.

**Basic Writing**

Prepares students for the writing demands of ENG* 101 Composition and other credit level courses. Through a genre approach to writing instruction similar to ENG* 101, ENG* 097 students will analyze a variety of non-fiction texts in multiple genres and prepare writing projects according to rhetorical situations. Students will write with attention to purpose and audience, appropriate and varied organizational, development using detailed evidence and language, including sentence structure. Students will also learn the writing process and emphasis will be placed on the reading – writing connection. This course complements instruction in ENG*073. Prerequisites: A) Multiple placement measures including placement test scores, advising, high school records, and writing sample. B) Alternative prerequisite: Grade of B- or better in ESL 153A and 157A.

**Composition—Plus**

Study of writing and the writing process. Students analyze expository essays in multiple genres and prepare writing projects with attention to rhetorical situations for audience and purpose, organization according to genre key features, development using detailed description, attention to language and conventions, and with support from outside sources using MLA documentation. Students prepare revised writing in final portfolios complete with self-assessment letters. ENG 101 (or ENG 101P) is required for all degree programs; to be completed within the first 15 credits. This course introduces students to college level writing for academic inquiry about current social issues and may not include literary themes. Prerequisites: a) Qualifying score on placement test; OR b) achievement of a C- or better in both English 043 and English 073. In unusual situations, the department chair may grant a written waiver of one of the prerequisites to students as they exit either English 013 or ESL 153A.

**Literature and Composition**

Study of Literature and the writing process necessary for responding critically to reading in written compositions. Students read multiple works of Literature in three literary genres: including fiction (short stories and/or novels), poetry, and drama. Students use secondary sources pertaining to the Literature (short pieces of literary criticism, book reviews, and/or author interviews, etc.) to read the Literature itself more deeply and write about it through a particular lens. Students prepare written Compositions about the Literature they read according to such approaches as reader’s response, inter-textual analysis, basic literary criticism, or other appropriate methods, including rhetorical and evaluative analysis. Students learn common literary terms and apply them in writing. Students write with attention to audience and purpose, organization and development, language and conventions, and use MLA documentation. Though some sections of this course may be thematically focused, selections must represent a diversity of writers and literary traditions from American, British, and World Literature so that the reading is as diverse as the student population, so that the reading showcases variety in the English language, and so that the reading represents the breadth of human experience while expounding certain universals. This course introduces students to Literature, but it emphasizes writing about Literature in written compositions; it is a course in writing about reading, not creative writing. Prerequisite: ENG* 101.

**Children’s Literature**

This course is designed to provide an introduction to children’s and young adult literature. This course presents a critical approach to literature for children and young adults - its history, elements, function and literary value. The course examines the literature through an evaluation and exploration of authors and genres; and trends and developments in children’s literature. This course presents a critical approach to literature for children and young adults - its history, elements, function and literary value. This course meets the art, English, music or humanities elective for majors. Prerequisite: ECE* 101 and ENG* 102.

**Advanced Composition**

Study of writing and the writing process in a special topics Composition course focused on the Rhetorics of Ethnography. Borrowing methods from Anthropology and Sociology, students conduct research on subcultures within various field-sites in their communities to write a series of essays that culminate in a mini-ethnography, a final portfolio of their work, and a publishable piece made accessible to the public at large. Students prepare writing projects with attention to audience, purpose, organization, development, language, conventions, and support from outside sources using MLA or APA documentation. Students prepare revised writing in final portfolios complete with self-assessment letters. This course will not include literary themes or creative writing. Prerequisites: ENG 101* & ENG* 102 or permission of instructor or department chair.
**ENGL 202  TECHNICAL WRITING  3**  
This course includes units on business and technical reports, business communication, and basic research techniques. Prerequisite: ENGL 101 or consent of Humanities Department Chair.

**ENGL 211  SHORT STORY  3**  
Exploration of the modern short story and the story-telling tradition, with some works read in translation. Students will read, discuss, and write about a variety of short stories by authors who have significantly influenced the short story form and/or whose short stories make noteworthy contributions in the genre's themes, craft, impact, etc. Prerequisite: ENGL 102.

**ENGL 213  POETRY  3**  
Close examination of 20th century British and American poetry. Prerequisite: ENGL 102.

**ENGL 220  STUDIES IN AMERICAN LITERATURE  3**  
Examination of the works and historical background of selected American writers. The course may focus on one or more major American authors or on a significant element of American literature (e.g., an era, topic, geographical location, or literary movement). Prerequisite: ENGL 102.

**ENGL 222  AMERICAN LITERATURE II  3**  
Study of selected readings in American Literature from the Civil War period to the contemporary period. Thematic approaches may be employed to emphasize historical, social and philosophic underpinnings of significant works of literature. Prerequisite: ENGL 102.

**ENGL 247  LATIN AMERICAN LITERATURE  3**  
Explores English translations of stories, novels, and poems by contemporary Latin American writers from South and Central America and the Spanish Caribbean. Focusing primarily upon late 20th century and early 21st Century works by the major contributors to what is called the Latin American literary Boom period, the course examines historical, cultural and literary elements in the works of a variety of Latin American writers. Prerequisite: ENGL 102.

**ENGL 248  LITERATURE OF THE CARIBBEAN  3**  
Exploration of the literature of the Caribbean from the nineteenth century to contemporary times. The course examines the history, politics, and culture that have helped shape the literature of the Caribbean and addresses such themes as colonialism, language, migration/immigration, identity, and spirituality. Prerequisite: ENGL 102.

**ENGL 251  AFRICAN-AMERICAN LITERATURE  3**  
This course introduces the African-American literary tradition. Students will read selected background works from the 18th century through the Harlem Renaissance, but will concentrate mostly on works of fiction and poetry by contemporary American writers of African ancestry, including some of Caribbean background. Prerequisite: ENGL 102.

**ENGL 253  HISPANIC-AMERICAN LITERATURE  3**  
This course will explore representative stories, novels, plays, and poems written in English by Hispanic Americans or Latinos/Latinas. Focusing primarily upon late 20th century and contemporary literary works by mainland Puerto Rican, Dominican-American, Cuban-American and Chicano/a writers, we will examine cultural and linguistic elements that make Latino literature a vital sub-genre of American Literature today. Prerequisite: ENGL 102.

**ENGL 260  STUDIES IN WOMEN'S LITERATURE  3**  
Examination of the works of women writers through representative short stories, novels, poetry and drama. The role of literature in reflecting and perpetuating cultural attitudes is considered. Prerequisite: ENGL 102.

**ENGL 278  CONTEMPORARY LITERATURE  3**  
An examination of contemporary literature in a variety of genres. Students will read, discuss, and write about literature by authors who have significantly influenced contemporary literature and analyze formal features/developments and historical contexts to inform their understanding of these literary works. Prerequisite: ENGL 102.

**ENGL 281  CREATIVE WRITING  3**  
Seminar designed to encourage and refine students' poetic and narrative writing skills. Discussions of students' work will be accompanied by analyses of professionals' work and examinations of modern critical viewpoints. Prerequisite: ENGL 102.

**ENGLISH-AS-A-SECOND-LANGUAGE**

**ESL 013  WRITING AND READING I  No Credit (3 semester hours)**  
ESL 013 is a mid-beginning course in writing and reading for non-native speakers of English. The emphasis is on sentence and paragraph development as a basis for understanding the conventions of the writing process. Students also practice and apply key reading strategies. Formerly listed as ENG 011, not open to students who have successfully completed ENG 011. Corequisite: ESL 017. Prerequisite: ESL placement examination.

**ESL 017  ORAL COMMUNICATIONS I  No Credit (3 semester hours)**  
ESL 017 is a mid-beginning course for non-native speakers of English who need to develop interpersonal oral/aural communication skills. The emphasis is on applying essential grammatical structures and vocabulary in conversations about topics related to U.S. society and culture. Formerly listed as ENG 010, not open to students who have successfully completed ENG 010. Corequisite: ESL 013. Prerequisite: ESL placement examination.

**ESL 023  WRITING AND READING II  No Credit (3 semester hours)**  
ESL 023 is a high-beginning/low-intermediate course for non-native speakers of English who need to develop their writing and reading skills. The focus is on organization and development of compositions as the foundation of the academic writing process. Students apply reading and writing strategies to their course work related to themes and topics from the readings assigned in ESL 027. Formerly listed as ENG 014, not open to students who have successfully completed ENG 014. Corequisite: ESL 027. Prerequisite: ESL placement examination or successful completion of ESL 013.
ESL* 027 ORAL COMMUNICATIONS II  No Credit (3 semester hours)
ESL* 027 is a high-beginning/low-intermediate course for non-native speakers of English who need to improve their oral/aural communication skills. Students apply new grammatical structures and vocabulary in discussions based on topics from assigned readings, including one popular novel and articles about U.S. culture and current events. Formerly listed as ENG 012, not open to students who have successfully completed ENG 012. Corequisite: ESL* 023. Prerequisite: ESL placement examination or successful completion of ESL* 017.

ESL* 143 WRITING AND READING IV – HIGH INTERMEDIATE  3
A high-intermediate course in intensive writing skills for non-native speakers of English. Focus is on reading and writing for academic contexts with emphasis on the writing process, sentence structure and mechanics of effective writing within the framework of compositions. Formerly listed as ENG 016, not open to students who have successfully completed ENG 016. Corequisite: ESL* 147A. Prerequisite: ESL placement examination or successful completion of ESL* 023.

ESL* 147A ORAL COMMUNICATIONS – HIGH INTERMEDIATE  3
A high-intermediate course in oral communications skills for non-native speakers of English. Focus is on listening comprehension, vocabulary development and fluency within academic contexts with discussions based on the reading of full-length books. Formerly listed as ENG 015, not open to students who have successfully completed ENG 015. Corequisite: ESL* 143. Prerequisite: ESL placement examination or successful completion of ESL* 027.

ESL* 149 PRONUNCIATION WORKSHOP  3
This course focuses on American English pronunciation and its application to typical conversational, reading and writing activities. Topics of study include the following: consonant and vowel sounds of English; stress, rhythm and intonation patterns of words and phrases; patterns affecting speech such as deletions, insertions, and linking; and differences between spelling and speech. Students will practice listening and speaking exercises using a variety of techniques integrating them with conventional listening, speaking, reading and writing tasks. This repetition will facilitate the acquisition of concepts presented in all ESL courses. PREREQUISITES: Specified score in ESL placement test or successful completion of ESL Level 023 and 027. This course cannot be used to fulfill Humanities Elective Credit.

ESL* 153A WRITING AND READING – LOW ADVANCED  3
A low-advanced course in paragraph and essay writing for non-native speakers of English. Focus is on the writing process, editing techniques, and writing to an audience. Word-processing equipment is available as an aid to composing. Formerly listed as ENG 118, not open to students who have successfully completed ENG 118. Corequisite: ESL* 157A. Prerequisite: ESL placement examination or successful completion of ESL* 143.

ESL* 157A ORAL COMMUNICATION – LOW ADVANCED  3
A low-advanced course in the development of listening and speaking skills for non-native speakers of English. Students practice listening to formal and informal communications, participate in discussions and debates, and review grammar as needed. Formerly listed as ENG 117, not open to students who have successfully completed ENG 117. Corequisite: ESL* 153A. Prerequisite: ESL placement examination or successful completion of ESL* 147A.

ESL* 162 READING AND WRITING VI  6
An intermediate-advanced course that prepares ESL students for academic college classes by providing them further practice in developing critical reading and writing skills and strategies. This course emphasizes the skills needed to develop paragraphs into essays, and students will also read and discuss a variety of selected readings, apply techniques to enhance their comprehension of the content, and learn methods to expand their vocabulary. This course is recommended for ESL students who meet the prerequisites, plan to take other academic courses, and need further practice to develop their skills. Corequisite: ESL* 165. Prerequisite: ESL placement examination or successful completion of ESL* 153 and ESL* 157.

ESL* 185 FUNDAMENTALS OF RESEARCH  1
This five-session seminar is designed to provide application of the requisite technology-oriented skills needed to carry out academic research at the college level and is linked to the ESL 162 Final Capstone Project. Corequisite: ESL* 162. Prerequisite: ESL placement examination or successful completion of ESL* 153 and ESL 157A. Students should already have basic computer skills such as using electronic mail (email), word processing (Microsoft Word), and searching the Internet.

FIRE SCIENCE AND EMS

FTA* 112 INTRODUCTION TO FIRE TECHNOLOGY  3
This introductory course reviews the nature and extent of the fire problem in the United States, the characteristics and behavior of fire, the state, regional, national and international organizations with responsibility for fire control and suppression, extinguishing agents, fire protection equipment and other basic aspects of fire protection technology. Formerly listed as FTA 102, not open to students who have successfully completed FTA 102.

FTA* 116 BUILDING CONSTRUCTION  3
The study of major types of building construction and their related problems under fire conditions; fire resistance and flame spread ratings; fire walls and partitions; protection of openings; and fire test methods. Formerly listed as FTA 106, not open to students who have successfully completed FTA 106. Corequisite: FTA* 102.

FTA* 118 FIRE PREVENTION AND INSPECTION  3
History and philosophy of fire prevention, organization for fire prevention and inspection, training inspectors, methods of inspection, reports and record keeping. Also, fire prevention education, public relations in inspection work, coordination with government agencies, and code administration. Formerly listed as FTA 108, not open to students who have successfully completed FTA 108. Prerequisite: FTA* 102.

FTA* 130 FIRE TECHNOLOGY & ADMINISTRATION – TECH PREP INTERNSHIP  3
This course is a directed study and service opportunity for those in a Tech-Prep program. It is designed to allow the participant to develop an awareness of the fire service and provide a service opportunity benefiting both the student and the community. To participate, a student, at a minimum, must be part of a Junior/ Cadet/Apprenticeship/Probationary program sponsored by a fire, rescue, emergency medical service or fire marshal’s office. To obtain college credit for this program, the student must participate in the Tech-Prep Program as prescribed for his/her high school. Credit for this course will not be granted separately. The student will be assigned a mentor from his/her sponsor and the Fire Technology and Administration program and will be required to complete a project designed by the Department and agreeable to the mentor. Formerly listed as FTA 130, not open to students who have successfully completed FTA 130.
COURSE DESCRIPTIONS

FTA* 230 STRATEGY AND TACTICS 3
This course covers an in-depth analysis of fire control measures with respect to apparatus, equipment, personnel, and extinguishing agents. The student will examine appropriate tactics applied to diverse and dynamic situations. It will provide a study of incident tools and models used in developing strategies for various fire department operations. The student will also examine strategic and tactical options presented by various engineered building protection systems. Prerequisites: FTA 116.

FTA* 210 WATER SUPPLY AND HYDRAULICS 3
Basic properties of incompressible fluids, static and velocity pressures, flow-through orifices, Bernoulli’s Theorem, Venturi principle, flow of water in pipes, Reynolds number, Hazen-Williams formula, head calculations, water distribution systems and pumping problems. Other concepts covered: use of Pitot tubes and other flow meters, measurement of pressure losses in various pipe and hose line configurations, pumping problems, and measurement of flow in water distribution systems. Formerly listed as FTA 201, not open to students who have successfully completed FTA 201. Prerequisites: Intermediate or College Algebra, Physics (Algebra based Mechanics) with lab.

FTA* 213 CODES AND STANDARDS 3
Fire and building codes as a means for providing reasonable public safety; the code development and adoption process; code administration; major code producing organizations; national standards with particular concentration on the Life Safety Code of the NFPA and its referenced standards. Formerly listed as FTA 203, not open to students who have successfully completed FTA 203.

FTA* 216 MUNICIPAL FIRE ADMINISTRATION 3
Organization of municipal fire prevention and control services, analyzing needs, master planning, building the organization, distribution of a fire department’s personnel requirements, hiring practices, training, records, work schedules, staff development, labor problems, physical equipment and facilities, and budget preparation. Formerly listed as FTA 205, not open to students who have successfully completed FTA 205. Prerequisite: FTA* 102.

FIA* 218 SPRINKLERS AND FIXED EXTINGUISHING SYSTEMS 3
Wet and dry-pipe automatic sprinklers, both commercial and residential; pre-action and deluge systems; water spray and foam systems; standpipes; carbon dioxide, dry chemical, and halon extinguishing and explosion suppression systems; use of appropriate NFPA standards. Formerly listed as FTA 207, not open to students who have successfully completed FTA 207. Prerequisite: FTA* 201.

FIA* 219 FIRE INVESTIGATION 3
Determination of points of origin and causes of fires, discriminating between fires of accidental and incendiary origin; managing operations at the fire scene, collecting and preserving evidence, recording information, and scientific aids to investigation. Formerly listed as FTA 209, not open to students who have successfully completed FTA 209. Prerequisites: FTA* 106; Chemical Principles or Concepts with Lab, Physics (Algebra-based Heat, Light and Sound) with Lab.

FIA* 250 DISASTER & FIRE DEFENSE PLANNING 3
This course is designed to provide town administrators, fire and police chiefs, and other community leaders with the necessary information to prepare their communities for all types of large-scale emergencies. Formerly listed as FTA 299, not open to students who have successfully completed FTA 299.

FIA* 290 FIRE TECHNOLOGY & ADMINISTRATION COOPERATIVE WORK 3
The course is a supervised internship in an approved work environment in the fire and life safety field directly related to the student's major. This course involves a minimum of 15 contact hours weekly. Formerly listed as FTA 230, not open to students who have successfully completed FTA 230. Prerequisites are contained in a detailed contract with the school and employer.

FOREIGN LANGUAGES – CHINESE

CHI* 101 ELEMENTARY CHINESE I 3
This course introduces students to the essentials of Modern Standard Mandarin Chinese. Instruction focuses on developing communicative competence in listening, speaking, reading and writing skills at the elementary level as well as an understanding of Chinese culture and society.

CHI* 102 ELEMENTARY CHINESE II 3
A continuation of Elementary Chinese I. This course is designed for students who have successfully completed Elementary Chinese I. Instruction continues to focus on the development of all four language skills (speaking, listening, reading and writing) in Chinese as well as an understanding of Chinese culture and society.

FOREIGN LANGUAGES – SPANISH

SPA* 101 ELEMENTARY SPANISH I 3
Introduction to the fundamentals of Spanish grammar, with emphasis on the development of listening, speaking, reading and writing skills. Designed for students with one year or less of satisfactory completion of high school Spanish. Not intended for native speakers of Spanish. Heritage speakers of Spanish may take SPA 107.

SPA* 102 ELEMENTARY SPANISH II 3
A continuation of Elementary Spanish I. Further development of basic oral and writing proficiency. Prerequisite: SPA* 101 or equivalent, i.e., two years of satisfactory completion of high school Spanish. Not intended for native speakers of Spanish. Heritage speakers of Spanish may take SPA 107.

SPA* 107 LANGUAGE FOR HERITAGE SPANISH I 3
Language for Heritage Speakers of Spanish I is for Heritage speakers of Spanish who have a familiarity with spoken Spanish but have little or no formal education in the reading or writing of the language. Designed to build upon students’ existing listening and oral skills to further develop skills necessary for reading and writing. Students will enhance all skills through the reading of a variety of cultural topics and discussing and writing about relevant themes.

SPA* 109 SPANISH FOR MEDICAL PERSONNEL 3
Designed for medical personnel. Emphasis is placed on spoken Spanish in daily medical situations. Formerly listed as SPAN 105, not open to students who have successfully completed SPAN 105. Prerequisite: SPA* 101 or equivalent.

SPA* 201 INTERMEDIATE SPANISH I 3
Introduction to advanced grammar and structure to further develop reading, writing and speaking skills. Formerly listed as SPA 201, not open to students who have successfully completed SPA 201. Prerequisite: SPA* 102 or equivalent.

SPA* 202 INTERMEDIATE SPANISH II 3
Continuation of Intermediate Spanish I. Further development of oral and writing proficiency through readings and discussions. Formerly listed as SPA 202, not open to students who have successfully completed SPA 202. Prerequisite: SPA* 201 or equivalent.

GEOGRAPHY

GEO* 102 INTRODUCTION TO HUMAN GEOGRAPHY 3
Basic survey of spatial and causal relationships that exist between land and human activities on the land. Among the topics covered are people on the land, politics, religion, language, agriculture, folk culture, popular culture, industry, and the urban environment. World regional characteristics are also surveyed. Formerly listed as GEOG 102, not open to students who have successfully completed GEOG 102.
GEO* 111  WORLD REGIONAL GEOGRAPHY  3
A survey of the various regions of the world. Emphasis is placed on the geographic relationships that exist among the physical, social, economic, political and historical factors that distinguish certain regions of the world from others. Formerly listed as GEOG 105, not open to students who have successfully completed GEOG 105.

HEALTH INFORMATION MANAGEMENT

HIM* 102  INTRODUCTION TO HEALTHCARE SYSTEMS  3
This course is an introduction to the health information management field. It focuses on healthcare delivery systems, legal and ethical issues in healthcare, compliance and regulatory requirements, healthcare data and its role in quality management, and information technology. Documentation guidelines for health records are presented. Data abstraction and how to analyze health records will be introduced to verify record completeness and accuracy for reimbursement and quality assurance.

HIM* 155  FUNDAMENTALS OF CLINICAL INFORMATICS AND ELECTRONIC MEDICAL RECORDS  3
This course looks at Clinical Informatics related to systems and processes for collecting and maintaining patient health information. It also offers knowledge of health information systems and records and also an introduction to the use of basic electronic medical record systems. An overview of health information systems, terminology, data management, and regulatory concepts is included. Hands-on learning will occur in the laboratory setting using systems designed for both ambulatory and acute care settings. Prerequisites: ENG* 101, CSA 105. Pre- or co-requisite: MED* 125.

HIM* 201  HEALTH INFORMATION MANAGEMENT PRINCIPLES  3
This course explores the sources, definitions, collection and presentation of health information data. Topics will include healthcare data systems, statistics, research, tumor registry, birth and death certificates, utilization and review, risk management and quality assurance. Issues concerning management, retrieval, and retention of health records, and compliance and regulations will be discussed along with current trends in health information technology. Management and decision support systems will be explored.

HIM* 205  MEDICAL CODING  3
This course covers ICD-9, ICD-10 CM, and ICD-10 PCS and is designed to help students meet the challenge of today’s changing government regulations and healthcare reporting. Included in the course are in-depth coding content and practice in ICD-9 and ICD-10, along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues. Prerequisite: HIM 102.

HIM* 212  ADVANCED MEDICAL CODING  4
This course provides comprehensive training in accurately applying diagnosis and procedure coding experience in ICD-10, CPT, and HCPCS Level II coding, as well as in a variety of specialties including complex areas such as interventional radiology, injections, and infusions. Government regulations and changes in healthcare reporting will be addressed. Using case studies and exercises, students will learn the importance of documentation and compliance with government and coding guidelines. This course includes reimbursement techniques. Prerequisites: HIM* 205, BIO* 115, and MED* 125.

HIM* 254  HEALTH INFORMATION MANAGEMENT (HIM) PRACTICUM  3
In this practicum, students apply knowledge gained from previous courses in coding, ethics and billing in a workplace and by successfully navigating a state-of-the-art Electronic Health Record (EHR) system. The classroom component of this course focuses on key issues impacting the management of today’s healthcare information systems and explores how those issues impact delivery of care. The HIM Practicum prepares students to enter information management positions within a healthcare setting. The goals of this course are to provide a solid foundation for applying managerial knowledge and to demonstrate the ability to express knowledge about information systems in the healthcare industry. Prerequisites: CSA* 105, MED* 112, HIM* 102, HIM* 201, and HIM* 212.

HISTORY

HIS* 101  WESTERN CIVILIZATION I  3
— ON-CAMPUS AND ONLINE —
Ancient Egypt, the Near East, Classical Greece and Rome, and the Western world to 1660 are studied. Emphasis is placed on the contributions of these civilizations to the development of contemporary thought and institutions. Formerly listed as HIST 101, not open to students who have successfully completed HIST 101. Corequisite: ENG* 043.

HIS* 102  WESTERN CIVILIZATION II  3
— ON-CAMPUS AND ONLINE —
Western Civilization from the seventeenth century to the present is surveyed. Stress is placed on the leading political, economic, and cultural movements in Europe as a basis for understanding contemporary events. Formerly listed as HIST 102, not open to students who have successfully completed HIST 102. Corequisite: ENG* 043.

HIS* 107  HISTORY OF PUERTO RICO  3
This course will examine, from an interdisciplinary perspective, the historical formation of a colonial society we now call “Puerto Rican,” by focusing both on the island and on the immigrant communities in the United States. The course will also examine how Puerto Ricans were constituted as colonial subjects under these vastly different imperial regimes. The course will explore historical events, such as movement from slave plantations to hinterland peasant communities; from small towns to modern, industrial cities in the island; and from colonial citizens in the island to immigrant, minority outsiders in inner city neighborhoods in the U.S. Formerly listed as HIST 299, not open to students who have successfully completed HIST 299.

HIS* 110  20TH CENTURY LATIN AMERICAN/ CARIBBEAN POLITICAL MOVEMENTS  3
This course will provide a thorough historical overview of the most significant 20th century Latin American and Caribbean political movements within a specific historical context. The course will study each movement, political platforms, its leaders, its ideology and the socio-economic conditions of the country at the time. Formerly listed as HIST 299, not open to students who have successfully completed HIST 299.

HIS* 121  WORLD CIVILIZATION I  3
— ON-CAMPUS AND ONLINE —
A survey of the major ancient and classical civilizations, with emphasis on the foundations for a global economy, up to 1500. Formerly listed as HIST 105, not open to students who have successfully completed HIST 105.
COURSE DESCRIPTIONS

HIS* 122 WORLD CIVILIZATION II  3
— ON-CAMPUS AND ONLINE —

A survey of the major civilizations of modern times, with emphasis on the development of a global economy, since 1500. Formerly listed as HIST 106, not open to students who have successfully completed HIST 106.

HIS* 201 U.S. HISTORY I  3
— ON-CAMPUS AND ONLINE —

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.

HIS* 202 U.S. HISTORY II  3
— ON-CAMPUS AND ONLINE —

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.

HIS* 213 U.S. SINCE 1945  3

The United States has gone through a period of rapid change since 1945. America became involved in the Cold War, the Vietnam War, Korea, and the Gulf and Iraq Wars. In the Sixties and Seventies, the civil rights and antiwar movements altered the social structure and consciousness of American society. The rise of terrorism in 2001 brought about major changes which are still underway. Through this course students will gain a better understanding of the political, military and social history of the United States since 1945. Students will learn how our society of today has been shaped by the events of this turbulent era.

HIS* 216 AFRICAN AMERICAN HISTORY I  3
— ON-CAMPUS AND ONLINE —

Black Americans: A review of their ancient African background, their enslavement, their contributions to Western civilization and America, and their struggles for freedom in North America up to the Civil War period. Formerly listed as HIST 239, not open to students who have successfully completed HIST 239.

HIS* 217 AFRICAN AMERICAN HISTORY II  3
— ON-CAMPUS AND ONLINE —

This course will examine the history of African Americans since the end of slavery in 1865. It will focus on the many ways in which African Americans have struggled to achieve freedom and equality in American society. The various meanings of freedom, segregation, migration patterns, urbanization, Black Nationalism, leadership protest strategies, and the Civil Rights Movement will be explored. The course will also examine how the search for civil rights and black pride has been and continues to be expressed in art, music, literature, and fashion. Formerly listed as HIST 240, not open to students who have successfully completed HIST 240.

HIS* 226 THE U.S. CIVIL WAR  3

It can truly be said that one cannot understand modern America without first understanding the American Civil War. A seminal moment in American history, the war would have profound implications for society, culture, politics, race relations and the economy. This course is designed to give students a better understanding of the causes and the political, military, and cultural history of the American Civil War, as well as its lasting consequences. Prerequisite: ENG 043.

HIS* 256 THE ISLAMIC WORLD  3

Students will be introduced to the physical, political, and cultural geography of those areas of the world that are predominantly Muslim. Students will learn about the basic tenets of Islam and the early history of the religion. The cultural achievements of the major Islamic dynasties and empires will also be examined. Finally, the students will analyze the issues facing the Islamic world today. Formerly listed as HIST 299, not open to students who have successfully completed HIST 299.

HUMANITIES

HUM* 195 HUMANITIES SEMINAR  3

The Humanities is the study of what it means to be human. As a discipline, it explores the human experience as expressed in literature, history, philosophy, art history, music history, theater and film study, religion, and languages, and is concerned with such fundamental concepts as culture, identity, community, expression, rights, responsibilities, freedom, and empowerment. The Humanities Seminar provides an introduction to Humanistic inquiry through a thematic study determined by the individual instructor. Designed specifically for Hartford Heritage Learning Communities, the Humanities Seminar can also function as a stand-alone course. Co-requisite: English 101.

HUMAN SERVICES

HSE* 101 INTRODUCTION TO HUMAN SERVICES  3

A developmentally-based, experiential course designed to introduce pre-professionals and professionals to the basic concepts, theories, and skills used in human service counseling. Practical application of skills and role-playing will be emphasized. Formerly listed as HS 111, not open to students who have successfully completed HS 111.

HSE* 134 INTRODUCTION TO THE MENTAL HEALTH SYSTEM  3

An introduction to the range of services and careers available in working with people with serious mental illness. Multi-disciplinary nature of the field will be emphasized. Topics include treatment approaches, case management, psychosocial rehabilitation, public awareness, and consumer empowerment. Formerly listed as HS 104, not open to students who have successfully completed HS 104.

HSE* 139 TOPICS IN MENTAL HEALTH  3

Offers an opportunity to focus on particular topics in mental health services which are especially relevant to working in community settings. Emphasis on conceptual knowledge about hands-on skills in clinical management and specific administrative tasks in working with clients. Topics include dual diagnosis, relapse prevention, medications, and goal writing. Formerly listed as HS 210, not open to students who have successfully completed HS 210.

HSE* 243 HUMAN SERVICES SKILLS AND METHODS  3

A comprehensive study of the skills required of Human Service Professionals, including interviewing, managing social service cases, analyzing relevant legal matters and community organization skills. The course focuses on gathering and assessing information and determining appropriate intervention methods. Case studies are used to illustrate typical problems and appropriate responses. Formerly listed as HS 203, not open to students who have successfully completed HS 203.

HSE* 287 PRACTICUM IN MENTAL HEALTH  3

Practicum and field placement under the guidance and supervision of selected mental health agencies in the region. A process of experiential learning that integrates knowledge, skills and attitudes currently being taught in the classroom. Open only to students enrolled in the Mental Health Program. Formerly listed as HS 212, not open to students who have successfully completed HS 212. Prerequisite: Permission of the instructor.
INTERDISCIPLINARY STUDIES

IDS 105  COLLEGE SUCCESS COURSE  3
Required of all new students in the General Studies Program and recommended for all new students in the college. College Success courses focus on essential academic skills. Embedded in the course are critical reading and thinking, library research/information literacy, and other skills, such as note-taking, time management, goal setting, and career and educational planning. IDS 105 counts as a 3-credit elective in the Liberal Arts and other programs. This course is required to be taken by all General Studies students. Transfer students with 12 credits and 2.7 G.P.A. are exempt from this requirement.

IDS 250  LIBERAL ARTS CAPSTONE  3
An interdisciplinary course focusing on a theme affecting cross sections of humanity. The course is designed to broaden students’ perspectives beyond their own culture or discipline and to provide an opportunity for the integration of knowledge gained in General Education courses taken previously. The course will have a rigorous writing component and is required for all students graduating from the Liberal Arts Program (this requirement applies to students who enroll in the Fall of 2007 or later). Prerequisites: ENG* 101, ENG 102. Students must be in their second year (i.e. 30+ credits) of the Liberal Arts and Sciences degree program to take this course.

LIBRARY TECHNICAL ASSISTANT

LIB* 101  INTRODUCTION TO LIBRARY PUBLIC SERVICES  3
Course prepares the student to work in public service areas, including circulation, interlibrary loan, and reference service. Formerly listed as LTA 101, not open to students who have successfully completed LTA 101.

LIB* 102  INTRODUCTION TO CATALOGING AND TECHNICAL SERVICES  3
Course prepares students to function as technical assistants in cataloging, acquisitions, processing, materials preservation and serials control. Emphasis on automation related to the Technical Services area. Formerly listed as LTA 102, not open to students who have successfully completed LTA 102.

LIB* 104  INTRODUCTION TO REFERENCE SERVICES  3
Course prepares students to work in a library’s reference department, assisting patrons seeking information. An overview of online and print reference resources and reference interview techniques are included. Formerly listed as LTA 105, not open to students who have successfully completed LTA 105.

LIB* 202  SUPERVISED FIELD PLACEMENT  3
Supervised on the job experience in a public, academic, school or special library that will reinforce knowledge acquired in the classroom. Formerly listed as LTA 104. Not open to students who have successfully completed LTA 104. Students are required to attend seminars several times during the semester. Course offered in the Fall and Spring semesters only. Permission of the LTA program coordinator is required. Internship hours per week: 10 hours per week for 13 weeks, 130 hours. Prerequisites: Both LIB* 101, Introduction to Library Public Services and LIB* 102, Introduction to Cataloging and Technical Services must be completed before enrolling.

MATHEMATICS

Out-of-class learning support: The Math Center and the College Library contain media material to support students’ mathematical studies. The Math Center also offers computer-based learning and tutorial services. In the Library, videotapes are available on topics ranging from arithmetic to calculus. A placement test must be taken in order to be placed in the appropriate course. See section on placement tests.

The design, review, and modification of mathematics courses offered at Capital Community College take into account Mathematics Reform principles such as those expressed by the American Mathematical Association of Two-Year Colleges in Crossroads in Mathematics: Standards for Introductory College Mathematics Before Calculus. Thus, course content and pedagogy may include Mathematics Reform concepts. A calculator is required for each course as indicated below.

MAT* 085  ELEMENTARY ALGEBRA AND PRE-ALGEBRA (6 semester hours: no credit)
This course addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. Students will apply course topics to model and solve real world problems in a participatory learning environment. Students are expected to complete computer-based assignments in a computer lab for two hours each week. This course requires the use of a scientific calculator.

MAT* 092  STATWAY I (4 semester hours: no credit)
Statway I is the first course in the two semester Statway course sequence. The Statway course sequence is recommended for students enrolled in degree programs that require no mathematics beyond freshman-level statistics. Both courses in the course sequence, Statway I and Statway II, must be taken to receive credit for college level statistics. Students will use mathematical and statistical tools to explore real life data in a participatory learning environment. Statway I topics include an introduction to data analysis, statistical studies, sampling, experimental design, descriptive statistics techniques, scatterplots, correlation and regression, modeling data with functions, linear and exponential functions, and probability. This course requires the use of statistical technology. Prerequisite: Qualifying score on placement test, co-requisite of ENG* 073 or qualifying Score on Placement Test, or permission of Chair of Science and Mathematics Department.

MAT* 095  ELEMENTARY ALGEBRA (3 semester hours: no credit)
Elementary Algebra addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. This course requires use of a scientific calculator. Prerequisite: Qualifying score on Placement Test.

MAT* 104  QUANTITATIVE REASONING: QUANTWAY I  3
Quantitative reasoning — the ability to critically examine, explore, analyze, and manipulate quantitative information — is an essential skill for academic and career success in the 21st century. In this course, students will explore real world situations and develop critically important numerical reasoning, proportional reasoning, algebraic reasoning, and statistical thinking abilities. Topics include mathematical problem solving, proportions, linear and exponential functions, mathematical modeling, descriptive statistics, and mathematics of personal finance. This course requires the use of a graphing calculator. Prerequisite: Qualifying score on Placement Test.
MAT* 122  STATWAY II  4
Statway II is the second course in the two semester Statway course sequence. The Statway course sequence is recommended for students enrolled in degree programs that require no mathematics beyond freshman-level statistics. Both courses in the course sequence, Statway I and Statway II, must be taken to receive credit for college level statistics. Students will use mathematical and statistical tools to explore real life data in a participatory learning environment. Statway II topics include modeling data with functions, quadratic functions, discrete and continuous probability distributions, Central Limit Theorem, sampling distributions, confidence intervals, one-sample and two-sample hypothesis tests, Chi-Square Tests, and ANOVA. This course requires the use of statistical technology. Prerequisite: MAT* 092.

MAT* 137  INTERMEDIATE ALGEBRA  3
This course builds on the Introductory Algebra foundation, deepening the study of some topics, and introducing new ones. Topics include equations and inequalities, graphing, relations and functions, radicals and quadratics, and systems of equations. Real world applications of the listed topics will be highlighted. This course will include use of a graphing calculator. Prerequisite: MAT* G085 with grade of C- or better, MAT* G095 with grade of C- or better, MAT* G104 with grade of C- or better, or qualifying score on Placement Test.

MAT* 139  INTRODUCTORY AND INTERMEDIATE ALGEBRA COMBINED  (5 semester hours: 3 credits)
This course addresses algebraic symbolism, properties of the real numbers, operations on algebraic expressions, solving linear equations and inequalities, operations on polynomials, laws of exponents, factoring, solving quadratic equations by factoring, graphing equations, finding equations of lines, applying algebra to geometry, introduction to metric system, converting between units of measure, and scientific notation. Topics also include graphing functions, relations and functions, radicals and rational exponents, quadratics, and systems of equations. Real world applications of the listed topics will be highlighted. This course will include use of graphing calculator. MAT* G139 combines the content of MAT* G095 with MAT* G137 into a one semester course. Prerequisite: MAT* G085 with grade of C- or better, MAT* G095 with grade of C- or better, or qualifying score on Placement Test.

MAT* 167  PRINCIPLES OF STATISTICS  3
This course addresses descriptive statistics, inferential statistics, and probability. The descriptive methods include the concept of population versus sample, frequency distributions, measures of central tendency, and measures of dispersion. The inferential methods involve hypothesis testing, point and interval estimation, correlation and regression, and analysis of variance. Topics from probability include sample spaces, laws of probability, as well as discrete and continuous probability distributions. This course requires use of a graphing calculator with statistics capability. The course may require use of a computer-based statistics package. Prerequisite: MAT* G137, MAT* G139, MAT* G184, MAT* G104 with grade of C+ or better, or qualifying score on mathematics Placement Test.

MAT* 172  COLLEGE ALGEBRA  3
Course presents higher-level topics in algebra needed for success in pre-calculus and, ultimately, the calculus series. Topics include a review of linear, quadratic, and radical functions, systems of equations, matrix algebra, systems of linear and nonlinear inequalities, functions, inverse and composite functions, transformations of functions, laws of logarithms, exponential and logarithmic functions, and conic sections. Students will model and explore real world applications using the topics listed. This course requires the use of a graphing calculator (preferably TI-83+). Prerequisite: Grade of C- or better in MAT* G137, grade of C- or better in MAT*G139, grade of C- or better in MAT* G184, or qualifying score on Placement Test.

MAT* 184  TRIGONOMETRY WITH EMBEDDED ALGEBRA  4
This course introduces trigonometry through a functional approach. Trigonometric functions are defined through the unit circle and then applied to triangulation problems. Topics include trigonometric identities, inverse trigonometric functions, oblique triangle trigonometry and the graphs of the trigonometric functions, vectors and the polar coordinate system. Linear, rational, and quadratic functions will be explored in support of the learning of trigonometry. This course will require the use of a graphing calculator. Prerequisite: MAT* 085, MAT* 095, MAT* 104, or a qualifying score on Placement Test.

MAT* 186  PRE-CALCULUS  4
Algebra, trigonometry, and analytic geometry are studied. Topical considerations include: composite functions, polynomial and rational functions, trigonometric functions, applications of trigonometry to right and oblique triangles, complex numbers, operations with vectors, polar coordinates, parametric equations, sequences, series, summation notation, binomial theorem. This course will require the use of a graphing calculator. Prerequisite: Grade of C- or better in MAT* G172, or qualifying score on the placement test.

MAT* 230  APPLIED CALCULUS  3
Course in selected topics from calculus with applications in business, economics and social science. This course is intended for students pursuing degrees in social and behavioral sciences, business and management. Topics include linear and non-linear functions, limits, derivatives and integrals. This course requires the use of a graphing calculator (preferably TI-83+). Prerequisite: Grade of C- or better in MAT* G137, grade of C- or better in MAT* G139, grade of C- or better in MAT* G184, or qualifying score on Placement Test.

MAT* 254  CALCULUS I  4
Course includes a study of limits and continuity, derivatives and their applications, definite integrals, applications of definite integrals to area and motion, and an introduction to differential equations. The concepts of calculus are applied to polynomial, rational, exponential, logarithmic, and trigonometric functions. This course requires a graphing calculator and may include use of a computer software package. Prerequisite: MAT* G186, MAT* G172 and MAT* G184, or qualifying score on Placement Test.

MAT* 256  CALCULUS II  4
This course deals with constructing antiderivatives, techniques of integration, approximating definite integrals, applications of definite integrals, polar coordinates, parametric equations, indeterminate forms, improper integrals, sequences, infinite series, tests for convergence, Taylor series and differential equations. This course will require use of a graphing calculator and may include use of a computer software package. Prerequisite: MAT* 254.

MAT* 268  CALCULUS III  4
Topics studied in this course include vectors, analytic geometry in 3-space, partial derivatives, gradients, direction and derivatives, multiple integrals, line and surface integrals, Greens and Stokes Theorems, and continued introduction to differential equations. This course will incorporate calculus reform elements such as the use of the graphing calculator or the computer, and writing assignment(s). Prerequisite: MAT* 256.

MED* 112  MEDICAL INSURANCE AND BILLING  3
The topics introduced in this course are ICD-9-CM coding, CPT-4 coding, and health insurance. Also included are the banking, daily bookkeeping, and accounting practices of medical offices. Formerly listed as MED 108, not open to students who have successfully completed MED 108. Prerequisites: MED* 170, BIO* 115, CSA 105, and MED 125.

MEDICAL ASSISTING
MED* 114 ADMINISTRATIVE MEDICAL OFFICE ASSISTING

This course will provide students with necessary professional skills to perform medical administrative responsibilities including verbal and written communication, patient reception, and records management. Formerly listed as MED 104, not open to students who have successfully completed MED 104. Prerequisites: MED* 170, BIO* 115, CSA* 105, and MED 125.

MED* 125 MEDICAL TERMINOLOGY

This course is intended for students interested in obtaining a knowledge and understanding of basic medical terminology as the language of the health care profession. The student learns basic medical word roots and combining forms, suffixes, prefixes, and abbreviations. Correct spelling, forming singulars and plurals, understanding definitions, and using the terms correctly are important components of the course. This course is especially useful for health professionals or students enrolling in EMT and is a required course for Medical Assisting. Formerly listed as BOT 180. Not open to students who have successfully completed BOT 180.

MED* 131 CLINICAL MEDICAL ASSISTING

Focus of this course is on the clinical skills commonly utilized in medical settings. Includes sterile techniques, vital signs and exam procedures, history taking, and chart documentation. Formerly listed as MED 103, not open to students who have successfully completed MED 103. Prerequisites: MED* 170, BIO* 115, CSA 105, and MED 125.

MED* 141 LABORATORY PRINCIPLES FOR MEDICAL ASSISTING

An introduction to clinical laboratory equipment, testing, and procedures commonly performed in medical settings. Course content includes documentation procedures, quality control, theory and norms of diagnostic tests. Emphasis is placed on skills mastery. Formerly listed as MED 101, not open to students who have successfully completed MED 101. Prerequisites: MED* 170, BIO* 115, CSA 105, and MED 125 (formerly BOT* 180).

MED* 170 LAW AND ETHICS FOR HEALTH CENTERS

This course will provide Health Careers students with knowledge of the complex legal/ethical issues raised by contemporary medical practice. A sound foundation in ethical theory and medical law is provided, with emphasis on practical importance. Relationships between health professionals and their clients, peers, and societal institutions are explored. Formerly listed as MED 106, not open to students who have successfully completed MED 106.

MED* 219 COMPUTERIZED MEDICAL PRACTICE MANAGEMENT

Latest medical accounting management computer software currently utilized in the field. The course will provide hands-on simulations of actual office practice duties, payments, claims, and patient entries and production of health care claims and patient billing statements. Formerly listed as MED 209, not open to students who have successfully completed MED 209. Prerequisites: MED* 170, BIO* 115, CSA 105, and MED 125.

MED* 222 PHLEBOTOMY

This course prepares students for entry level competencies as phlebotomists in the health care setting. Students will develop skills in phlebotomy procedures (blood drawing) along with collection and processing of blood specimens. This course includes Lecture and Lab. Prerequisites: MED 125 (formerly BOT 180) and BIO 115 or EMT 116 or BIO 201 or permission from the Medical Assistant Program Director.

MED* 241 LABORATORY PRINCIPLES FOR MEDICAL ASSISTING II

This course will give students a basic knowledge of serology and medical microbiology procedures. In addition, students will expand their current skills in hematology, urinalysis and phlebotomy. Point-of-care testing concepts, procedures and documentation will also be covered. Formerly listed as MED 201, not open to students who have successfully completed MED 201. Prerequisites: MED* 141, MED* 170, BIO* 115, CSA 105, and MED 125.

MED* 250 PRINCIPLES OF PHARMACOLOGY

Principles and practices governing usage, dispensing, and storage of commonly prescribed medications, with emphasis on actions of pharmaceuticals on major body systems. Prerequisites: MED* 170, BIO* 115, CSA 105, and MED 125.

MED* 280 MEDICAL ASSISTING EXTERNSHIP

This course will provide the student with a daytime-only work experience in a physician’s office, clinic, or other approved site under the supervision and control of the college. Work experience hours are offered Monday through Friday in order to provide adequate oversight by a designated site supervisor and college personnel. Weekly seminars are conducted to review the work experience, prepare for a national credentialing exam offered by the AAMA and/or the AMT and future employment. Formerly listed as MED 105, not open to students who have successfully completed MED 105. Prerequisites: Enrollment in Medical Assisting Program; approval of program coordinator; Red Cross/American Heart Association certification in Cardiopulmonary Resuscitation (CPR) and First Aid; successful completion of all required coursework within certificate or degree program. Students must have a 2.0 overall QPA and a grade of C or better in the following courses: MED* 250, MED* 131, MED* 141, MED* 114, MED* 112.

MUSIC

MUS* 101 MUSIC HISTORY & APPRECIATION I

A foundation for intelligent and appreciative listening through knowledge of the characteristics, media, and structure of music, major choral and instrumental works, musical styles, interpretation, and the principles of aesthetics. Lectures, discussion, recordings, and attendance at live performances are employed. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.

MUS* 102 MUSIC HISTORY & APPRECIATION II

Development of music beginning with the Classical and continuing through the Romantic eras and the twentieth century. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.

MUS* 103 HISTORY OF AMERICAN MUSIC

Development of native American idioms in folk, popular, jazz, classical, and electronic music. Lectures, discussions, recordings, and attendance at live performances are employed. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.

MUS* 104 WORLD MUSIC

A foundation for intelligent and appreciative listening and understanding through knowledge of the characteristics, media, and structure of various global music traditions. Indigenous folk, popular and classical practices and traditions will be studied. Vocal and instrumental music, musical styles, interpretation and the principles of aesthetics will also be studied. Lectures, discussions, recordings, and attendance at live performances are employed. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.

MUS* 105 INTRODUCTION TO MUSIC BUSINESS

A comprehensive introduction to the music business covering all aspects of the industry, its history and current trends including recording, publishing, artist management, music merchandising, live performance, touring, music organizations and radio. Included in this course will be various guest speakers representing various aspects of the music business. Attendance at and analysis of local live performances and their promotion is encouraged.

MUS* 115 MUSIC THEORY I

An examination of the fundamental elements of music: pitch, rhythm, and harmony, which are used to create, compose, arrange, and perform, music, will be the major focus of this class. Music symbols, nomenclature, scales, key signatures, and chords will be presented, as well as an introduction to aural skills and music composition. Prerequisite: eligibility for ENG* 101.
MUS* 116  MUSIC THEORY II  3
This course is a continuation of MUS 115 – Music Theory I. Diatonic triads and seventh chords and all of their inversions, voice-leading, four-part chorale style writing, species counterpoint, and diatonic and chromatic harmony will be studied. Aural training will be emphasized. Prerequisites: Passing of MUS 115 – Music Theory I with a C- or better, or approval of the instructor.

MUS* 137  HISTORY & APPRECIATION OF JAZZ  3
Traces the development and evolution of jazz music. Studies the practices, history, and development of all periods of jazz. Lectures, discussions, recordings, and attendance at live performances are employed. Prerequisite: eligibility for ENG* 101 or co-requisite of ENG* 097 or ESL 162.

MUS* 150  CLASS PIANO I  3
This course is a study in basic keyboard techniques and sight-reading. Included in this class are clef, staff, pitch, rhythm, meter, dynamic articulations, and tempi identification. Students will practice and learn beginning piano literature and technical exercises. Students will compose basic melodies and bass lines, and will harmonize these melodies and bass lines using simple chords.

MUS* 151  CLASS PIANO II  3
This course is a continuation of Class Piano I. It leads students to progress beyond the skills and lessons acquired in Piano Class I. Students will focus on performance of beginning and intermediate piano literature. Students will sight read beginning and intermediate piano literature, perform etudes and exercises for the piano appropriate to this level, and participate in one public recital.

MUS* 158  CHAMBER MUSIC/JAZZ ENSEMBLE I  3
Performance of varying instrumental genres, styles, and practices. Weekly/bi-weekly rehearsals and performances will be conducted throughout the semester. Open to all students who demonstrate proficiency on a given instrument. Auditions will be required. Prerequisite: Must successfully pass audition.

MUS* 159  CHAMBER MUSIC/JAZZ ENSEMBLE II  3
Performance of varying instrumental genres, styles, and practices. Weekly/bi-weekly rehearsals and performances will be conducted throughout the semester. Open to all students who demonstrate proficiency on a given instrument. Auditions will be required. Prerequisite: Must successfully pass audition.

MUS* 171  CHORUS I  3
Study of vocal production, technique, and interpretation, with application through study and performance of various types of choral music. Participation in general college choral public performance. Open to all students by audition. Formerly listed as MUS 103, not open to students who have successfully completed MUS 103.

MUS* 172  CHORUS II  3
In this continuation of MUS* 171, musical and singing skills will be reviewed and polished. Various forms of choral music will be studied and performed. Vocal production and basic musicianship will be discussed. Formerly listed as MUS 104, not open to students who have successfully completed MUS 104. Prerequisite: MUS* 171.

MUS* 183  APPLIED LESSONS  1
Private, one-on-one music lessons between instructor and student. Applied lessons include vocal, instrumental, composition, and electronic music.

MUS* 205  SURVEY OF RECORDING INDUSTRY  3
This course will examine the history of the recording industry as well as its organization and structure. Students will learn about legal issues pertinent to the recording industry, commercial marketing, and significant people of the recording industry. Prerequisite: A final grade of C- or better in Introduction to Music Business (MUS 105).

MUS* 218  ELECTRONIC MUSIC COMPOSITION/AUDIO TECHNOLOGY I  3
This course is an introduction to the art and techniques of electronic music and audio production/creation. Students will learn the history, elements, and tools of electronic music. Students will also learn about relevant acoustics theory, analog and digital audio principles, sound sampling, electronic synthesis of sound, MIDI, and audio for multimedia and the World Wide Web. Finally, students will become familiar with a variety of the latest sound-generating music software.

MUS* 237  PRINCIPLES OF SOUND RECORDING  3
An in-depth presentation of the techniques and methodologies used in studio and live recording. Students will learn sound recording techniques in the audio recording studio. Students will complete field work resulting in the recording, editing and mastering of a live or studio project. Student will learn two-track and multi-track recording, studio acoustics and design, analog and digital mixing consoles, microphone placement techniques, signal processors, studio session procedures, and familiarization of the latest sound-generating music software.

MUS* 258  CHAMBER MUSIC/JAZZ ENSEMBLE III  3
Performance of varying instrumental genres, styles, and practices. Weekly/bi-weekly rehearsals and performances will be conducted throughout the semester. Open to all students who demonstrate proficiency on a given instrument. Auditions will be required. Prerequisite: Must successfully pass audition.

MUS* 259  CHAMBER MUSIC/JAZZ ENSEMBLE IV  3
Performance of varying instrumental genres, styles, and practices. Weekly/bi-weekly rehearsals and performances will be conducted throughout the semester. Open to all students who demonstrate proficiency on a given instrument. Auditions will be required. Prerequisite: Must successfully pass audition.

MUS* 295  PRACTICUM PROJECT/INTERNSHIP  3
Practical, general workplace training supported by an individualized learning plan developed by the employer, students, and Music Industry faculty advisor. After creating this plan with their faculty advisor, students will explore a career in the music business over the course of at least three-month internship. This Practicum Project will be a demonstration of all music industry knowledge learning in the previous semesters. Prerequisite: Approval of faculty advisor.

MUS* 299  SPECIAL TOPICS IN MUSIC  3
A seminar, whose contents are redefined each semester, exploring a special musical area through listening, reading, analysis, performance, discussion, and observation. Topics might include music theater, orchestration, arranging, electronic music, and special performance ensembles. Formerly listed as MUS 299, not open to students who have successfully completed MUS 299. Prerequisite: MUS* 101.

NUR*101  INTRODUCTION TO NURSING PRACTICE  8
The student will focus on concepts basic to nursing practice. Emphasis is placed on application of the nursing process, communication skills, and nursing practice procedure acquisition. Clinical and laboratory experiences offer opportunities to integrate theoretical principles and demonstrate caring and competence in beginning professional role development.

Classroom: 60 hours
Clinical: 180 hours (90 hours laboratory, 90 hours clinical)
Pre-requisite Courses: BIO*211: Anatomy & Physiology I; BIO*212: Anatomy & Physiology II; ENG*101: English Composition
Co-requisite Courses: BIO*235: Microbiology; PSY*111 General Psychology
NUR*102  FAMILY HEALTH NURSING  

The student will focus on issues affecting the family, including childbearing, childrearing, geriatric care and intermediate health care needs of limited duration. The medical surgical health problems include care for the client in the peri-operative period and the client experiencing orthopedic and simple genito-urinary conditions. The course addresses several psychiatric disorders: anxiety and cognitive disorders, common child and adolescent psychiatric disorders. The student will have clinical rotations that provide experience caring for the childbearing family as well as caring for medical-surgical clients across the lifespan.

Classroom:  60 hours
Clinical:  180 hours (18 hours laboratory, 162 hours clinical)
Pre-requisite Courses: NUR*101: Introduction to Nursing Practice; BIO*235: Microbiology; PSY* 111: General Psychology
Co-requisite Courses: NUR*103: Pharmacology for families Across the Life Span; PSY*201: Life Span; SOC* 101: Principles of Sociology

NUR*103  PHARMACOLOGY FOR FAMILIES ACROSS THE LIFESPAN I

The student will focus on the safe use, pharmacological principles, indications and nursing implications related to drug therapy when caring for individuals and families. Emphasis will be placed on medications used with perinatal, neonatal, pediatric, geriatric and peri-operative clients. The course will stress the general characteristics of selected medications and will include indications, pharmacokinetics, side effects, adverse effects, contraindications, administration, nursing implications across the lifespan, client education and relationship to prior learning.

Classroom:  15 hours
Pre-requisite Courses: NUR*101: Introduction to Nursing Practice; BIO*235: Microbiology; PSY 111: General Psychology
Co-requisite Courses: NUR*102: Family Health Nursing; PSY*201: Life Span; SOC* 101: Principles of Sociology

NUR*131  LPN TO RN TRANSITION II  

16 (Transfer Only)

This course represents a mechanism to award credit equivalent to the first year of the CT-CCNP to the LPN who has successfully completed the CT League for Nursing Articulation Plan for LPN to RN.

Upon successful completion of:
1. Charter Oak State College NUR 190: LPN to RN Articulation Bridge Course;
2. NUR*132;
3. BIO*235: Microbiology;
4. PSY 111: General Psychology;
5. PSY*201: Life Span;
6. SOC* 101: Principles of Sociology;

the LPN is awarded these credits as NUR*131 which is equivalent to NUR*101, NUR*102 and NUR*103. Following this award, the LPN student may enter NUR*201 and NUR*202

NUR*132  LPN TO RN TRANSITION I

2

This course is the final component of the Connecticut League for Nursing LPN to RN Articulation Plan for the Connecticut Community Colleges Nursing Program (CT-CCNP) which prepares LPNs to enter the CT-CCNP in the second year of study. Students enrolling in this course have been accepted for admission into the (CT-CCNP) and have chosen the option to enter the third semester.

Clinical:  90 hours (Clinical and laboratory hour distribution is at the discretion of the college attended.)

Pre-requisite Courses: Charter Oak State College NUR 190: LPN to RN Articulation Bridge

NUR*201  NURSING CARE OF INDIVIDUALS AND FAMILIES I

9

The student will focus on holistic care of individuals and families across the lifespan with a variety of health care needs. The needs of clients experiencing endocrine, respiratory, gastrointestinal, cardiovascular conditions and selected mental health disorders are examined. Bioterrorism as a health care issue will be addressed. Clinical laboratory experience provides the student an opportunity to administer care to a diverse population of clients in a variety of acute care and community health care settings. The student will utilize critical thinking, caring, professionalism and communication skills in the care of the client. Emphasis is placed on provision of safe and competent care and development of the professional role as a member of a multidisciplinary health care team. Over the semester, the student is increasingly challenged in the clinical area with more complex client assignments.

Classroom:  60 hours
Clinical:  225 hours (22 hours laboratory, 203 hours clinical)
Pre-requisite Courses: NUR*102: Family Health Nursing and NUR*103: Pharmacology for families Across the Life Span, (or for LPN Articulation NUR*131); PSY*201: Life Span; SOC* 101: Principles of Sociology; BIO*212: Anatomy & Physiology II; ENG*101: English Composition
Co-requisite Courses: NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs; ENG*102: English Composition & Literature

NUR*202  PHARMACOLOGY FOR INDIVIDUALS AND FAMILIES I

1

WITH INTERMEDIATE HEALTH CARE NEEDS

— ON-CAMPUS AND ONLINE HYBRID —

The student will focus on pharmacologic principles related to the care of individuals and families across the lifespan with intermediate health care needs. Emphasis will be placed on medications used for clients who have endocrine, gastrointestinal, respiratory, cardiovascular, autoimmune, and psychiatric conditions and clients who are survivors of bioterrorism.

Classroom:  15 hours
Pre-requisite Courses: NUR*102: Family Health Nursing, NUR*103: Pharmacology for families Across the Life Span, (or for LPN Articulation NUR*131); PSY*201: Life Span; SOC* 101: Principles of Sociology; BIO*212: Anatomy & Physiology II; ENG*101: English Composition
Co-requisite Courses: NUR*201: Nursing Care of Individuals and Families I; ENG*102: English Composition & Literature

NUR*203  NURSING CARE OF INDIVIDUALS AND FAMILIES II

8

The student will focus on the holistic care of individuals, families, and groups with complex health care needs. The student will incorporate critical thinking, caring behaviors, professionalism, and communication skills when providing nursing care in a variety of acute, long-term and/or community settings. The student will have an opportunity to manage a multi client assignment with an emphasis on safe and competent practice. An observational experience with a visiting nurse agency, a dialysis unit and/or a cancer center will be provided.

Classroom:  45 hours
Clinical:  225 hours
Pre-requisite Courses: NUR*201: Nursing Care of Individuals and Families I; NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs; ENG*102: English Composition & Literature
Co-requisite Courses: NUR*204: Pharmacology for Individuals, Families and Groups with Complex Health Care Needs; NUR*205: Nursing Management and Trends; Elective: Humanities or Fine Arts
NUR*204 PHARMACOLOGY FOR INDIVIDUALS, FAMILIES AND GROUPS WITH COMPLEX HEALTH CARE NEEDS

The student will focus on safe use, pharmacologic principles, indications and nursing implications related to drug therapy in the care of individuals, families, and groups with complex health care needs. Emphasis will be placed on medications used for clients who have acute and chronic renal failure, oncology and neurological conditions, and multi-system dysfunction and clients who choose an alternative therapy.

Classroom: 15 hours

Pre-requisite Courses: NUR*201: Nursing Care of Individuals and Families I; NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs; ENG *102: English Composition & Literature

Co-requisite Courses: NUR*203: Nursing Care of Individuals and Families II; NUR*205: Nursing Management and Trends; Elective: Humanities or Fine Arts

NUR*205 NURSING MANAGEMENT AND TRENDS

The student will explore the basic principles of management, leadership and collaborative relationships as they relate to providing safe and competent care. The focus is on the utilization of critical thinking skills to make decisions, priority setting, delegation, legal parameters of nursing practice and ethical issues. The student will expand the concept of caring to the profession of nursing through collegial and interdisciplinary communication. The course facilitates the transition of the student into the profession and his/her role in contemporary nursing practice.

Classroom: 30 hours

Pre-requisite Courses: NUR*201: Nursing Care of Individuals and Families I; NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs; ENG *102: English Composition & Literature

Co-requisite Courses: NUR*203: Nursing Care of Individuals and Families II; NUR*204: Pharmacology for Individuals and Families with Intermediate Health Care Needs; Elective: Humanities or Fine Arts

PHILOSOPHY

PHL*101 INTRODUCTION TO PHILOSOPHY

This course will introduce students to the major fields within Greco-Roman philosophical tradition. They will study ideas, theories and personalities of philosophy through the biographies and writings of leading thinkers. They will learn how the theories of classical philosophers can help them resolve moral, political, practical and spiritual questions that confront humans in day-to-day life. Students will develop their own philosophical perspective on modern social, political and religious issues through their contemporary application of the theories learned. Prerequisite: Eligibility for ENG* 101.

PHL*111 ETHICS

Introduction to the major ethical systems in Western philosophy and to current moral language, moral decision, and selected contemporary problems in ethics. Prerequisite: Eligibility for ENG* 101.

PHL*131 LOGIC

Introduction to deductive and inductive reasoning based upon exercises in class. The course stresses traditional Aristotelian logic. It also briefly introduces mathematical logic.

PHL*140 EXISTENTIALISM

This course introduces the student to some major existentialist themes, some renowned existentialists and their basic writings, with special emphasis on Kierkegaard, Nietzsche, Rilke, Heidegger, Sartre, de Beauvoir, Buber, and Marcel.

PHL*150 PHILOSOPHY OF RELIGION

This course is concerned with critically examining fundamental questions pertaining to religious belief. Topics to include the existence of God, religious experience, life after death, the problem of evil, and science and religion. Through a variety of readings of classical and contemporary authors, the course will examine the meaning, coherence, and justification of religious belief as it manifests itself in the major world religions. The course will also examine the challenges posed to religious belief by atheism and agnosticism. The course thereby provides an opportunity to reflect critically on the nature of religious belief and unbelief and their significance for human life. Prerequisite: Eligibility for ENG 101.

PHL*199 SPECIAL TOPICS IN PHILOSOPHY

A seminar that explores a special philosophical area or topic through readings and analyses. Such topics might include Aristotelian ethics, mysticism and philosophy in Meister Eckhart, or the problem of death in Sartre, Heidegger, and Rilke.

PHOTOGRAPHY

COM*150 BASIC PHOTOGRAPHY

Introduction to the fundamental operations of light, camera, and film utilizing black and white materials and available light situations. Photographic techniques are explored through lecture, demonstration, and class assignments. Students photograph, process, and print their own work. Emphasis is placed on acquiring creative and technical skills necessary for proper camera and darkroom operation. Students must bring their own 35mm cameras with manual exposure controls.

COM*151 INTERMEDIATE PHOTOGRAPHY

An extension of Basic Photography where students will expand into more advanced, experimental, and individual work in 35mm black and white photography. Students will explore various-speed B&W films, infrared and high contrast films, push-processing, and toning. Course will conclude with an introduction to digital photography. Prerequisite: VCOM 105.

COM*158 INTRODUCTION TO DIGITAL PHOTOGRAPHY

An introduction to digital photography that builds on the fundamental principles of light, exposure, color, and composition. Students will learn about the transition from capturing images on film to acquiring images with digital scanners and cameras; computer-based imaging hardware and software; camera handling and creative controls; file formats and management; image editing and manipulation; and, electronic options. Students must own a 4 mega pixel (or greater) digital camera with manual, aperture priority and/or shutter priority exposure modes.

PHYSICAL SCIENCES – EARTH SCIENCE

EAS*102 EARTH SCIENCE

Elements of geology, oceanography, meteorology, and astronomy. Emphasis is placed on current environmental issues. Formerly listed as SCI 115, not open to students who have successfully completed SCI 115. Prerequisite: MAT* 095 or permission of the Department Chair.
PHYSICAL SCIENCES – PHYSICS

PHY* 121  GENERAL PHYSICS I  4
This course addresses fundamental principles and properties related to mechanics, matter, heat, and sound. Topics include kinematics, forces and Newton’s Laws of Motion, dynamics of uniform circular motion, work and energy, momentum, elasticity, fluids, temperature and heat, kinetic theory of gases, thermodynamics, waves and sound. Course includes three hours of classroom instruction and three hours of laboratory each week. Prerequisite: Grade of C- or better in MAT* G137, grade of C- or better in MAT*G139, grade of C- or better in MAT*G184, or eligibility for MAT* G172 via qualifying score on mathematics placement test.

PHY* 122  GENERAL PHYSICS II  4
A continuation of General Physics I, this course deals with electricity, magnetism, light, and modern physics. Topics include: electric forces and fields, electric potential, electrical circuits, magnetic forces and fields, electromagnetic induction, AC circuits, electromagnetic waves, optics, interference phenomena, special relativity, particles and waves, and the nature of the atom. Three hours of classroom instruction and three hours of laboratory weekly. Prerequisite: PHY* 121.

POLITICAL SCIENCE

POL* 101  INTRODUCTION TO POLITICAL SCIENCE  3
General survey of the field of political science, with emphasis on politics, political systems, and political behavior. Analysis of institutions and processes involved in the making of public policy is included. Formerly listed as PLSC 101, not open to students who have successfully completed PLSC 101.

POL* 103  INTRODUCTION TO INTERNATIONAL RELATIONS  3
The course will cover the major concepts and theories of the field of International Relations as well as significant issues in contemporary world politics. After completing the course, students will be prepared for more advanced courses in International Relations, World Politics, American Government, Latin American and Caribbean Politics and other Political Science fields. Students will have the ability to grasp the problems and events occupying the world stage. Formerly listed as PLSC 299, not open to students who have successfully completed PLSC 299.

POL* 110  THE PRESIDENCY  3
This is an interdisciplinary course in which emphasis will be placed on both the historical foundations of the American Presidency as well as its theoretical and modern political dynamics. Prerequisite: ENG 043

POL* 111  AMERICAN GOVERNMENT  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.

POL* 112  STATE AND LOCAL GOVERNMENT  3
Explanation of the structure and workings of local governments in the United States. Emphasis is placed on the efforts of state and local governments to cope with contemporary social, economic, and political problems. Formerly listed as PLSC 112, not open to students who have successfully completed PLSC 112.

POL* 293  CONNECTICUT LEGISLATIVE INTERNSHIP  6
This course involves an internship with the Connecticut State Assembly. Interns will work at the state capitol and legislative office building two days a week assisting state legislators and learning the intricate workings of state government. Formerly listed as POL* 291, POL* 292, PLSC 290, and PLSC 291. Not open to students who have successfully completed POL* 291, POL* 292, PLSC 290, or PLSC 291. Prerequisites: ENG *043 and permission of instructor.

PSYCHOLOGY

PSY* 104  PSYCHOLOGY OF ADJUSTMENT  3
Theoretical basis of interpersonal communication, including focus on the self concept and defensiveness, and elements of clear verbal messages. Other units cover the perception process, connotative and denotative language, nonverbal communication, active listening, facilitative and debilitative emotional expressions, characteristics of relational communication, and conflict resolution. Formerly listed as PSY 120 or SOC 220, not open for credit to students who have successfully completed PSY 120 and/or SOC 220.

PSY* 105  GROUP DYNAMICS  3
Theoretical basis of group behavior, including focus on the distinction between content and process variables. Task and maintenance functions of group members are explored. Other topics include concepts of group membership, conformity and deviancy pressures, styles of leadership, and group problem solving and decision making. Formerly listed as PSY 130 or SOC 221, not open for credit to students who have successfully completed PSY 130 and/or SOC 221. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

PSY* 111  GENERAL PSYCHOLOGY I  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; and stress, health, and adjustment.

PSY* 112  GENERAL PSYCHOLOGY II  3
A continuation of PSY* 111, PSY* 112 includes the following topics: sensation and perception; language, thought, and intelligence; developmental psychology; personality theory and measurement; abnormal behavior; methods of therapy; motivation and emotion; and social psychology.

PSY* 201  LIFESPAN DEVELOPMENT  3
This course will provide an overview and introduction to the study of development through the lifespan. Genetic and environmental influences on the biological, cognitive, and social aspects of development from conception to death will be examined. Students will gain an understanding and appreciation for the complexities of development by investigating prominent theories, research studies, issues of diversity, and global perspectives within lifespan development. Prerequisite: PSY* 111.

PSY* 204  CHILD AND ADOLESCENT DEVELOPMENT  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.
PSY*208  PSYCHOLOGY OF ADULT DEVELOPMENT AND AGING  3
A study of behavior dynamics and developmental processes from young adulthood through old age. The physical, cognitive, and psychosocial aspects of aging are studied. Formerly listed as PSY 233, not open to students who have successfully completed PSY 233. Prerequisite: PSY* 111 recommended. Corequisite: ENG* 043.

PSY*210  DYING AND DEATH  3
Study of dying, death, and bereavement in American society. Topics include the social meaning of death, the dying process, a developmental approach to understanding death attitudes, and the funeral as an expression of bereavement. A unit on personal coping focuses on personal death awareness, children and dying, and the hospice approach. Formerly listed as PSY 250, not open to students who have successfully completed PSY 250. Prerequisite: PSY* 111.

PSY*240  SOCIAL PSYCHOLOGY  3
Behavior of the individual as it is determined by social situations. Topics covered include attitude formation and change, social perception and attribution, social power and influence, human aggression, and pro-social behavior. Formerly listed as PSY 252, not open to students who have successfully completed PSY 252. Prerequisite: PSY* 111.

PSY*243  THEORIES OF PERSONALITY  3
A systematic presentation of the major systems and theories of personality. Focus is on psychoanalytic and ego psychology perspectives, as well as social learning, cognitive developmental, humanistic, and person situational theories. Formerly listed as PSY 255, not open to students who have successfully completed PSY 255. Prerequisite: PSY* 111.

PSY*245  ABNORMAL PSYCHOLOGY  3
In-depth study of abnormal behavior. Topics include theoretical perspectives of abnormality, classification systems (DSM-5), and the prevalent groups of disorders: anxiety, personality, schizophrenic mood, psychoactive substance, and developmental. Stress and psychophysiological symptoms are discussed, as are maladaptive behaviors of childhood and adolescence, and brain disorders and aging. Formerly listed as PSY 260, not open to students who have successfully completed PSY 260. Prerequisite: PSY* 111.

PSY*247  INDUSTRY AND ORGANIZATIONAL PSYCHOLOGY  3
A comprehensive study that introduces the student to the applications of psychology in the workplace. The three main topic areas to be covered: organizational psychology, human factors psychology, and personnel psychology. Formerly listed as PSY 247, not open to students who have successfully completed PSY 247. Prerequisite: PSY* 111 recommended.

PSY*248  PSYCHOLOGY OF LIFE / CAREER PLANNING  3
Career development theories and their application to career choices of the independent student are explored. Emphasis is placed on methods of career research, decision-making, interviewing, and resume writing skills. Formerly listed as PSY 248, not open to students who have successfully completed PSY 248.

PSY*250  PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY  3
This course is designed to provide students with an overview of the range of human sexuality and gender variations. The focus will be on current information, attitudes and the role of sexuality as a positive enriching force in life. The distinction will be made between sexuality and gender differences. Sexuality and gender variations will be examined in the light of biological origins, psychological determinants, social factors and cross-cultural beliefs and attitudes. A combination of didactic presentation and experiential learning will be utilized to examine the current research of the field.

PSY*253  MULTICULTURAL ISSUES IN PSYCHOLOGY  3
This course is designed to provide students with an understanding of diversity issues and invite a healthy dialogue on multicultural topics. Emphasis will be placed on the relationships between different groups and the impact on the individual members of the group. The course will assist in developing awareness, particularly for those interested in working in multicultural settings, of the varying needs of a pluralistic society. Lectures will be structured to permit open discussion and critical reflection grounded in both personal experience and scholarly readings. Formerly listed as PSY 253, not open to students who have successfully completed PSY 253; not open for credit to students who have successfully passed PSY* 253. Prerequisite: PSY* 111 recommended.

PSY*256  PSYCHOLOGY OF MEN AND WOMEN  3
Study of the similarities and contrasts in behavior between men and women. Emphasis on the development and influence of gender roles from the perspectives of biology, anthropology, psychology, and sociology. Topics include interpersonal power, family roles, language and communication, and educational and career issues. Formerly PSY 256, not open for credit to students who have successfully completed PSY 256. Formerly listed as PSY 257, not open to students who have successfully completed PSY 257. Prerequisite: PSY* 111.

PSY*270  PSYCHOLOGY OF TRAUMA  3
This course is designed to introduce students to the psychology of trauma. The course will explore psychological trauma from a variety of viewpoints. Presentations will be based on theories and applications emanating from the growing field of traumatic stress with an emphasis on interpersonal trauma at the individual, familial, and communal levels. Students will learn about responses to a variety of trauma including childhood trauma, adult sexual assault, domestic violence, natural- and human-caused disasters.

RADIOLoGIC TECHNOloGY

RAD*101  RADIOGRAPHY SEMINAR I  6
This course provides an orientation to radiography, ethics, medical terminology, principles of exposure I, principles of radiation protection, patient care and positioning I. Positioning and relative anatomy of the chest, abdomen and upper and lower extremities are taught. Prerequisite: Acceptance into the program.

RAD*102  RADIOGRAPHY SEMINAR II  4
This course provides the principles of exposure I, radiographic chemistry, and positioning II. Positioning and relative anatomy of the pelvic girdle, ribs, and spine are discussed. Prerequisites: RAD 101 and RAD 190.

RAD*103  RADIOGRAPHY SEMINAR III  3
This course provides information on the principles of exposure III, pathology, and positioning III. Positioning, relative anatomy of the digestive system, gastrointestinal system and urinary system are studied. Students will be assigned to the clinical site one day (8 hours) weekly during this six-week session. Prerequisites: RAD 102 and 191.
RAD* 190  RADIOGRAPHY CLINICAL I
The student will be assigned to the clinical sites two days (16 hours) weekly. Positioning of the chest, abdomen and upper and lower extremities will be reinforced by hands-on experience. Clinical evaluations on student progress will be prepared by the clinical instructor and reviewed by the program director. Prerequisite: Acceptance into the program.

RAD* 191  RADIOGRAPHY CLINICAL II
The student will be assigned to the clinical site two days (16 hours) weekly. Positioning of the lower extremities, pelvic girdle, ribs and spine will be reinforced by hands-on experience. Clinical evaluations on student progress will be reviewed. Prerequisites: RAD 101 and RAD 190.

RAD* 192  RADIOGRAPHY CLINICAL III
The student will be assigned to the clinical site five days (40 hours) weekly during the six-week session. Positioning of the systems will be reinforced by hands-on experience. Clinical evaluations on student progress will be reviewed. Prerequisites: RAD 190, RAD 191 and RAD 103.

RAD* 201  RADIOGRAPHY SEMINAR IV
This course provides information for positioning IV. Positioning and relative anatomy of the skull and facial bones are discussed. CR, DR, and pharmacology are discussed. Prerequisites: RAD 103 and 192.

RAD* 202  RADIOGRAPHY SEMINAR V
This course provides study of quality assurance, comprehensive registry review and special diagnostic imaging modalities. Prerequisites: RAD 201 and RAD 288.

RAD* 222  PHYSICS & RADIOBIOLOGY
Introduction to ionizing radiation regarding history, monitoring safe conditions for the patient and technologist, and a basic understanding of radiation safety rules and regulations. Radiation protection and radiation effects on the human body, short- and long-term effects of radiation exposure are discussed. Cellular effects, both genetic and somatic, are investigated. Prerequisites: RAD 101 and RAD 190.

RAD* 288  RADIOGRAPHY CLINICAL IV
The student will be assigned to the clinical site three days (24 hours) weekly. Positioning of the skull, sinuses, facial bones, and mastoids will be reinforced by hands-on experience. Clinical evaluations on student progress will be reviewed. Prerequisites: RAD 103 and RAD 192.

RAD* 289  RADIOGRAPHY CLINICAL V
The students will be assigned to the clinical site three days (24 hours) weekly. Rotations are established in CT, MRI, Ultrasound, Nuclear Medicine, and Radiation Therapy. Prerequisite: RAD 288.

SCI 200  FORENSIC SCIENCE
This course introduces a student to methods and techniques for the evaluation of physical evidence. Topics that will be surveyed include the recognition, identification, individualization, and evaluation of physical evidence such as hairs, fibers, DNA, blood, semen, glass, soil, fingerprints, documents, firearms, arson, tool marks, and toxicology. Prerequisite: MAT 094 or MAT 095

SOC* 101  PRINCIPLES OF SOCIOLOGY
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.

SOC* 107  SOCIAL MEDIA IN CONTEMPORARY SOCIETY
An introduction to using social media effectively in the professional environment. Students will analyze contemporary social media and design messages in order to communicate effectively with a variety of audiences. Emphasis is placed on the roles that social media play in shaping identity and public discourse. Prerequisite: Eligibility for ENG*043 & ENG*073 or permission of instructor.

NOTE: This course is cross-listed as COM*113. Students cannot take both COM*113 and SOC*107 for credit.

SOC* 109  SOCIOLOGY OF WOMEN
This course will examine the impact of oppression, sexism, and sex discrimination, as they exist in a patriarchal and capitalist society, while tracing the intersections of class, race, gender, and sexuality. The course will cover the following areas: slavery and the 19th century women's movement; globalization and its effects on women nationally and internationally; fat-oppression; women across cultures; economic justice and class issues; sexual violence and sexual harassment; women and spirituality; women, power, and activism. Formerly listed as SOC 109, not open to students who have successfully completed SOC 109.

SOC* 117  MINORITIES IN THE U.S.
Attention is paid to the history, social conditions, and ideology of prominent minority groups in order to better understand the dynamics of contemporary intergroup relations. Formerly listed as SOC 232, not open to students who have successfully completed SOC 232.

SOC* 201  CONTEMPORARY SOCIAL ISSUES
Systematic analysis of selected social problems that pertain to contemporary American social structure, with emphasis upon sociological concepts and theories. Race relations, urbanization, crime, population, drug addiction, and the welfare state. Formerly listed as SOC 202, not open to students who have successfully completed SOC 202. Prerequisite: SOC* 101. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

SOC* 216  HEALTH AND AGING
A consideration of the normal physical and psychosocial changes that occur with aging, with an emphasis on how to maintain optimal health. Health care policies and support programs will also be examined. Formerly listed as SOC 205, not open to students who have successfully completed SOC 205. Prerequisite: SOC* 101.
**SOC* 217 INTRDUCITION TO GERONTOLOGY 3**
A multidisciplinary course that introduces the student to issues associated with the aging process. Topics considered include: demographics, the biological basis of aging, health status, behavioral and social sciences issues and the cultural aspects of aging. Formerly listed as SOC 207, not open to students who have successfully completed SOC 207. Prerequisite: SOC* 101.

**SOC* 235 INTRODUCTION TO SOCIAL WELFARE 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. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

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

**SOC* 261 SCHOOL AND COMMUNITY 3**
This course will be considered the capstone course for the Social Services Degree-Community Change Studies Option. The course is designed to provide students with the opportunity to integrate their academic course work, field study and original research. Students will work closely with a community-based organization to complete a project that is defined as important to the organization. Students are expected to conduct a 150-hour, semester-long supervised field experience in a Hartford community agency. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

**SOC* 274 SOCIETY, FAMILY AND THE LAW 3**
The goal of this introductory course is to provide a framework for thinking about legal and public policy issues affecting families and juveniles. Topics covered will include the meaning of family and how the law looks at different kinds of families, federal and state laws governing marriage, co-habitation, child custody, alimony, the rights of children and their parents in the school setting, the juvenile justice system, and the right of the state to intervene in the family to protect children. Emphasis will be on law as it is constantly evolving in relation to wider political and social trends. There will be guest speakers, such as attorneys who work with juveniles in the court setting, and social workers involved in child abuse cases. Formerly listed as SOC 274, not open to students who have successfully completed SOC 274.

**SOC* 285 COMMUNITY ORGANIZATION 3**
Social needs of the community and organizational efforts undertaken by both governmental and private organizations to meet these needs. Guest speakers and visits are used to understand the network of community organizations operating in the local area. Formerly listed as SOC 153, not open to students who have successfully completed SOC 153. (Students enrolling in this course are required to conduct 25 hours of service learning. Please consult an academic advisor or program coordinator regarding service learning requirements.)

**SOC* HONORS SEMINAR IN SOCIOLOGY 3**
Intended for social service students who want the opportunity to research a sociology topic. Formerly listed as SOC 274, not open to students who have successfully completed SOC 274. Prerequisite: Program Coordinator approval. * The topic, hours and credits must be arranged with the Program Coordinator and approved by the Academic Dean.

**THEATER**

**THR* 101 INTRODUCTION TO THEATER 3**
This course will cover readings within the context of several theatrical traditions, an introduction to theatre practice and performance techniques, and will showcase class work.

**THR* 110 ACTING I 3**
As the first step in acting, students will focus on developing the fundamental tools of an actor, including the development of imagination; creative interpretation; characterization; script analysis; improvisation; voice and movement. The course combines individual and group exercises and assignments. Prerequisites: ENG 073 or eligibility for ENG 10.
Nondiscrimination Policy
In compliance with the Board of Regents for Higher Education’s policies, the College will not discriminate against any person on the grounds of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. Further the Board of Regents will not discriminate against any person on the grounds of political beliefs. At Capital Community College, the following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Rita Kelley, Affirmative Action Officer and Title IX Coordinator (860-906-5133) and Josephine Agnello-Velez Director of Human Resources (860-906-5002).

Sexual Misconduct
The College is committed to creating a community that is safe and supportive of people of all genders and sexual identities. This statement pertains to the entire campus community whether on grounds or virtual, students, faculty and staff. Sexual misconduct including sexual harassment, sexual assault and intimate partner violence against anyone is unacceptable, is a crime under state law and will not be tolerated by the College. The College strongly encourages the reporting of sexual misconduct. All complaints will be dealt with swiftly, thoroughly investigated and appropriate action taken. Additionally, the College can provide those who report sexual misconduct with supportive options including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. The College will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law.
For further information contact Rita Kelley, Affirmative Action Officer and Title IX Coordinator (860-906-5133) and/or refer to the student handbook.

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

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

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

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

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

Anti-Plagiarism Detection Software
SafeAssign, Turnitin or other anti-plagiarism detection software products may be used in some courses.
Anti-plagiarism detection software products assist faculty and students in preventing and detecting plagiarism. Professors may utilize such software in order to check the originality of the academic work students submit in a course by comparing submitted papers to those contained in its database consisting of submitted papers and other sources. Anti-plagiarism detection software returns an “originality report” for each submission. The report is limited in scope to merely identifying passages that are not original to the author of the submitted work and which may include correctly cited quotations and information. Professors and students must carefully review such reports. No adverse action may be taken by a professor with respect to a student solely on the basis of an originality report which indicates the potential for plagiarism.
You may be asked to submit your academic papers and other creative work containing personally identifiable information for originality reporting. By doing so, your work along with personally identifiable information will be retained in the product database and may be subsequently reported out containing your personally identifiable information not only to your professor, but also to professors of other universities and colleges within Connecticut State Colleges and Universities (CSCU) as part of subsequent originality reports.
You may decline to submit your work for originality reporting. If so, you must be provided an alternative method in which to submit your work. However, your professor, after removing your personally identifying information, may nonetheless submit limited portions of your academic work for originality reporting.

Other Policies
For more information on, and to read in their entirety, policies such as student conduct, review of academic standing, weapons or disturbances on campus, grievance procedures, campus safety, campus sex crimes prevention act, and drug-free environment, please refer to the Student Handbook, which can be obtained in the Office of the Dean of Student Services on the 2nd floor of the College, or to the Board of Regents’ Web site, www.ct.edu.
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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

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

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

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

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing in Room 207. Once filed, this notification becomes a permanent part of the student’s record until the student instructs the College, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory Information

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

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with item 4 above.
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CCC FINANCIAL STATEMENTS
Access to the College’s financial statements is available through the Dean of Administration’s Office: 860-906-5051.

ABOUT THIS CATALOG
This Capital Community College Catalog is provided as a source of information for prospective students and does not constitute a contract. While every effort has been made to ensure the accuracy of the information provided, the college reserves the right to make changes at any time without prior notice. Photos: Tony Baerwicz, Julie Bidwell, Duncan Somerville, Kevin Mihaly.

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<table>
<thead>
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<th>Public Safety</th>
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B.A. University of Connecticut  
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education 1</th>
<th>Education 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Paloże</td>
<td>Assistant Professor, Nursing</td>
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<td>Jeffrey F. L. Partridge</td>
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<td>Professor, English</td>
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<td>Michael W. Proulx</td>
<td>Instructor, Mathematics</td>
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<td>Daniela Antonina Ragusa</td>
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<td>M.A. Southern Connecticut State University</td>
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<td>Ph.D. University of Rhode Island</td>
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<tr>
<td>Josiah Ricardo</td>
<td>Professor, Sociology</td>
<td>B.A. Trinity College</td>
<td>M.S.W. University of Connecticut</td>
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<td>Minati Roychoudhuri</td>
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<td>B.A. Utkal University</td>
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</tr>
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<tr>
<td>Catherine Schackner</td>
<td>Professor; ESL</td>
<td>B.A. University of Connecticut</td>
<td>M.S. Central Connecticut State University</td>
</tr>
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<td>Peggy Schuyler</td>
<td>Professor, ESL</td>
<td>B.A. San Diego State University</td>
<td>M.S. Central Connecticut State University</td>
</tr>
<tr>
<td>Angela Simpson</td>
<td>Assistant Professor, Program Coordinator, Medical Assisting</td>
<td>A.S.S. Pace University</td>
<td></td>
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<tr>
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<td></td>
<td>B.S. Pace University</td>
<td>M. S. Rensselaer Polytechnic Institute</td>
</tr>
<tr>
<td>Kristen Swider</td>
<td>Professor, Biology</td>
<td>B.A. Western Connecticut State University</td>
<td>M.S. University of New Haven</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S. University of Connecticut</td>
<td></td>
</tr>
<tr>
<td>Daniel Tauber</td>
<td>Associate Professor, Program Coordinator, Emergency Medical Services/Paramedic</td>
<td>E.M.T.-P. State of Connecticut</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.A. Western New England College</td>
<td>M.Ed. University of Hartford</td>
</tr>
<tr>
<td>Jennifer L. Thomassen</td>
<td>Associate Professor, Program Coordinator, Communication/Speech</td>
<td>B.S. Ithaca College</td>
<td>M.A. Saint Joseph College</td>
</tr>
<tr>
<td>Mary Jean T. Thornton</td>
<td>Professor, Business</td>
<td>B.A. Emmanuel College</td>
<td>M.Ed. Springfield College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.B.A. Western New England College</td>
<td></td>
</tr>
<tr>
<td>Ibrahim Vaid</td>
<td>Assistant Professor, Construction Management</td>
<td>A.S. Washtenaw Community College</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S. Eastern Michigan University</td>
<td></td>
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<td></td>
<td>M.S. Ferris State University</td>
<td></td>
</tr>
<tr>
<td>Pedro Valentín</td>
<td>Associate Professor, Art</td>
<td>B.F.A. Philadelphia College of Art</td>
<td>M.A. Syracuse University</td>
</tr>
<tr>
<td>Maureen Vildozola</td>
<td>Professor, Nursing</td>
<td>B.S. University of Bridgeport</td>
<td>M.Ed. Columbia University</td>
</tr>
<tr>
<td>Michelle White</td>
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<td>A.A. Capital Community College</td>
<td>M.S.W. University of Connecticut</td>
</tr>
<tr>
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<td>B.A. Central Connecticut State University</td>
<td></td>
</tr>
<tr>
<td>Paul F. Whitehead</td>
<td>Professor, Biology</td>
<td>A.B. University of Pennsylvania</td>
<td>M.Sc. Yale University</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Carmen Yiamouyiannis</td>
<td>Professor, Science</td>
<td>B.S. Ohio State University</td>
<td>M.S. University of Hartford</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ph.D. Indiana University</td>
<td></td>
</tr>
<tr>
<td>Alicia Zupan</td>
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<td></td>
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<tr>
<td></td>
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<td>B.S.N. Saint Joseph’s College</td>
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<tr>
<td></td>
<td></td>
<td>M.S.N. University of Hartford</td>
<td></td>
</tr>
</tbody>
</table>
# FACULTY EMERITI

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTHUR C. BANKS, JR.</td>
<td>1985</td>
<td>President Emeritus</td>
</tr>
<tr>
<td>CONRAD L. MALLET, 1996</td>
<td></td>
<td>President Emeritus</td>
</tr>
<tr>
<td>WALTER J. MARKIEWICZ, 1989</td>
<td></td>
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</tr>
<tr>
<td>JAMES G. MEADE, 2000</td>
<td></td>
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</tr>
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<td>RAYMOND J. WODATCH, 2000</td>
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</tr>
<tr>
<td>GROM HAYES, 1976</td>
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</tr>
<tr>
<td>PHYLLIS S. RULNICK, 1978</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>MARJORIE A. RUNDLE, 1981</td>
<td></td>
<td>English</td>
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<tr>
<td>JOHN R. CANAVARI, 1983</td>
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<tr>
<td>RICHARD S. DOLLIVER, 1983</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>LOIS J. KING, 1983</td>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td>CHARLES A. RODGERS, 1984</td>
<td></td>
<td>Mechanical Engineering Technology</td>
</tr>
<tr>
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<tr>
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<td></td>
<td>Secretarial Science</td>
</tr>
<tr>
<td>AUSTIN C. HERSCHBERGER, 1987</td>
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</tr>
<tr>
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<tr>
<td>JEAN BOWEN, 1990</td>
<td></td>
<td>Nursing and Allied Health</td>
</tr>
<tr>
<td>RITA SILVERMAN, 1991</td>
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</tr>
<tr>
<td>NICHOLAS COSTA, 1992</td>
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<td>Sociology</td>
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<td>JANOS DECZY, 1992</td>
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<tr>
<td>CLIFFORD NOLL, 1992</td>
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<td>WILLIAM P. DWYER, 1994</td>
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<td>GARY REHM, 1997</td>
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<td>JOSEPH GRABINSKI, 1997</td>
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<td>K. V. (RAJ) NATARAJAN, 1997</td>
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<td>STANLEY M. BYSTROWSKI, 1998</td>
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<td>RAMA CHATURVEDI, 1999</td>
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<td>REGINALD ABBOTT, 2000</td>
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<td>JEAN F. CREVIER, 2000</td>
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<tr>
<td>JOHN W. DORCHETER, 2000</td>
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<tr>
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<td></td>
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<tr>
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<td>EDWARD WOJTUSIK, 2000</td>
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<td>LEONARD MICHAEL MAJESKE, 2002</td>
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<td>RONALD PEPIN, 2002</td>
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<td>VAIDIEVUTIS A. MANTAUTAS, 2002</td>
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<td>Philosophy</td>
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<td>CYNTHIA GREENBLATT, 2003</td>
<td></td>
<td>Early Childhood Education</td>
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<tr>
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<tr>
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<td></td>
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<tr>
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<td></td>
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<td></td>
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<tr>
<td>ALAN C. MILSOP, 2005</td>
<td></td>
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<tr>
<td>HARRY A. MORIBER, 2005</td>
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<tr>
<td>JOYCE DARLING, 2009</td>
<td></td>
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</tr>
<tr>
<td>ELEANOR VENDETTI, 2009</td>
<td></td>
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</tr>
<tr>
<td>EVELYN FARMBAN, 2011</td>
<td></td>
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<tr>
<td>PETER A. WURSTHORN, 2011</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>JULIA ROSA, 2012</td>
<td></td>
<td>Nursing</td>
</tr>
<tr>
<td>THERESA DeVITO, 2013</td>
<td></td>
<td>Health Careers &amp; Public Safety</td>
</tr>
<tr>
<td>JOHN J. JASCOT, 2013</td>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td>MARA MAISLEN, 2008</td>
<td></td>
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### Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Our Building</td>
<td>9</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>32</td>
</tr>
<tr>
<td><strong>Academic Information</strong></td>
<td>30-41</td>
</tr>
<tr>
<td>Academic Load</td>
<td>30</td>
</tr>
<tr>
<td>Academic Media Technology</td>
<td>38</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>30-36</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>36</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>36-38</td>
</tr>
<tr>
<td>Accreditations and Affiliations</td>
<td>7</td>
</tr>
<tr>
<td>Accounting (Courses)</td>
<td>94</td>
</tr>
<tr>
<td>Admissions</td>
<td>12-14</td>
</tr>
<tr>
<td>Nursing Program</td>
<td>15-17</td>
</tr>
<tr>
<td>EMT / Paramedic Program</td>
<td>18</td>
</tr>
<tr>
<td>Radiologic Technology Program</td>
<td>19</td>
</tr>
<tr>
<td>AIDS &amp; Other Communicable Diseases, Policy</td>
<td>127</td>
</tr>
<tr>
<td>Anthropology (Courses)</td>
<td>94</td>
</tr>
<tr>
<td>Anti-Plagiarism Detection Software Policy</td>
<td>127</td>
</tr>
<tr>
<td>Appeals on Academic Decisions and Grades</td>
<td>32</td>
</tr>
<tr>
<td>Architecture (Courses)</td>
<td>94</td>
</tr>
<tr>
<td>Art (Courses)</td>
<td>96</td>
</tr>
<tr>
<td><strong>Associate in Arts Degree Programs</strong></td>
<td>56</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>56</td>
</tr>
<tr>
<td>The Ethnic Studies Course Sequence</td>
<td>57</td>
</tr>
<tr>
<td>The Mathematics and Natural Science Course Sequence</td>
<td>58</td>
</tr>
<tr>
<td><strong>Associate in Science Degree Programs</strong></td>
<td>60</td>
</tr>
<tr>
<td>Accounting</td>
<td>60</td>
</tr>
<tr>
<td>Architectural Engineering Technology</td>
<td>60</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>61</td>
</tr>
<tr>
<td>College of Technology</td>
<td>61-62</td>
</tr>
<tr>
<td>Pathway to Industrial Technology Program</td>
<td>62</td>
</tr>
<tr>
<td>Engineering Technology Option</td>
<td>62</td>
</tr>
<tr>
<td>Communication Media</td>
<td>63</td>
</tr>
<tr>
<td>Computer and Information Systems: Mobile Application Developer Option</td>
<td>64</td>
</tr>
<tr>
<td>Computer and Information Systems</td>
<td>63</td>
</tr>
<tr>
<td>Network Administrator Assistant Option</td>
<td>65</td>
</tr>
<tr>
<td>Web Publishing Option</td>
<td>65</td>
</tr>
<tr>
<td>Computer Networking</td>
<td>66</td>
</tr>
<tr>
<td>Computer Networking: Cybersecurity Option</td>
<td>67</td>
</tr>
<tr>
<td>Computer Support Specialist</td>
<td>68</td>
</tr>
<tr>
<td>Hardware Support Option</td>
<td>69</td>
</tr>
<tr>
<td>Construction Management AS Degree</td>
<td>69</td>
</tr>
<tr>
<td>Construction Management AAS Degree</td>
<td>70</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>71</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>71</td>
</tr>
<tr>
<td>Fire Science and EMS</td>
<td>71</td>
</tr>
<tr>
<td>Emergency Management Response Option</td>
<td>73</td>
</tr>
<tr>
<td>General Studies</td>
<td>73</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>74</td>
</tr>
<tr>
<td>Insurance and Financial Services</td>
<td>75</td>
</tr>
<tr>
<td>Management</td>
<td>76</td>
</tr>
<tr>
<td>Management: Entrepreneurship Option</td>
<td>77</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>78</td>
</tr>
<tr>
<td>Administrative Medical Insurance Option</td>
<td>78</td>
</tr>
<tr>
<td>Music Industry</td>
<td>79</td>
</tr>
<tr>
<td>CT Community College Nursing Degree</td>
<td>80-83</td>
</tr>
<tr>
<td>Paramedic Studies</td>
<td>84</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>84</td>
</tr>
<tr>
<td>Instructor Option</td>
<td>84</td>
</tr>
<tr>
<td>Emergency Management Response Option</td>
<td>85</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>85</td>
</tr>
<tr>
<td>Social Services Degree Program</td>
<td>86</td>
</tr>
<tr>
<td>Community Change Studies Option</td>
<td>87</td>
</tr>
<tr>
<td>Gerontology Option</td>
<td>88</td>
</tr>
<tr>
<td>Library Technical Assistant Option</td>
<td>88</td>
</tr>
<tr>
<td>Mental Health Option</td>
<td>89</td>
</tr>
<tr>
<td>Associate Degrees – Multiple</td>
<td>34</td>
</tr>
<tr>
<td>Audits</td>
<td>33</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>36</td>
</tr>
<tr>
<td>Biological Sciences (Courses)</td>
<td>97</td>
</tr>
<tr>
<td>Biotechnology (Courses)</td>
<td>97</td>
</tr>
<tr>
<td>Board of Regents Policy</td>
<td>127</td>
</tr>
<tr>
<td>Boards and Councils</td>
<td>129</td>
</tr>
<tr>
<td>Bookstore</td>
<td>28</td>
</tr>
<tr>
<td>Building Directory</td>
<td>9</td>
</tr>
<tr>
<td>Bus Pass (U-Pass)</td>
<td>10</td>
</tr>
<tr>
<td>Business General (Courses)</td>
<td>98</td>
</tr>
<tr>
<td>Entrepreneurship (Course)</td>
<td>98</td>
</tr>
<tr>
<td>Finance (Courses)</td>
<td>98</td>
</tr>
<tr>
<td>Management (Courses)</td>
<td>99</td>
</tr>
<tr>
<td>Marketing (Courses)</td>
<td>99</td>
</tr>
<tr>
<td>Business Office Technology (Course)</td>
<td>100</td>
</tr>
<tr>
<td>Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Capital Crossroads to Careers</td>
<td>41</td>
</tr>
<tr>
<td>Capital Learning Outcomes</td>
<td>10</td>
</tr>
<tr>
<td>Career Development and Placement Center</td>
<td>27</td>
</tr>
<tr>
<td><strong>Certificates and Degree Programs</strong></td>
<td>43-89</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>43</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>43</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>43</td>
</tr>
<tr>
<td>General Education Learning Outcomes</td>
<td>43</td>
</tr>
<tr>
<td><strong>Certificate Programs</strong></td>
<td>44-55</td>
</tr>
<tr>
<td>Accounting: Basic</td>
<td>44</td>
</tr>
<tr>
<td>Accounting: Advanced</td>
<td>44</td>
</tr>
<tr>
<td>Computer and Information Systems:</td>
<td></td>
</tr>
<tr>
<td>Network Administrator Assistant</td>
<td>45</td>
</tr>
<tr>
<td>Computer and Information Systems: Web</td>
<td>46</td>
</tr>
<tr>
<td>Network: Computer and Information Systems:</td>
<td></td>
</tr>
<tr>
<td>Mobile Application Developer</td>
<td>45</td>
</tr>
<tr>
<td>Computer Networking: Cisco Certified Network Associate (CCNA)</td>
<td>47</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>47</td>
</tr>
<tr>
<td>Computer Hardware Support Specialist</td>
<td>48</td>
</tr>
<tr>
<td>Computer Software Support Specialist</td>
<td>48</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>49</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>49</td>
</tr>
<tr>
<td>Emergency Medical Services: Instructor</td>
<td>50</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>50</td>
</tr>
<tr>
<td>Emergency Management Response</td>
<td></td>
</tr>
<tr>
<td>Emergency Management Response</td>
<td></td>
</tr>
<tr>
<td>Gerontology (Social Services)</td>
<td>51</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>52</td>
</tr>
<tr>
<td>Health Science</td>
<td>52</td>
</tr>
<tr>
<td>Library Technical Assistant</td>
<td>52</td>
</tr>
<tr>
<td>Management</td>
<td>52</td>
</tr>
<tr>
<td>Management: Entrepreneurship</td>
<td>54</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>54</td>
</tr>
<tr>
<td>Mental Health Assistant</td>
<td>54</td>
</tr>
<tr>
<td>Social Services Aide</td>
<td>55</td>
</tr>
<tr>
<td>Visual Communication</td>
<td>55</td>
</tr>
<tr>
<td>Chemistry (Courses)</td>
<td>100</td>
</tr>
<tr>
<td>Child Development Associate</td>
<td>39</td>
</tr>
<tr>
<td>Credential Training</td>
<td></td>
</tr>
<tr>
<td>Chinese (Courses, Foreign Language)</td>
<td>114</td>
</tr>
<tr>
<td>College Calendar</td>
<td>6</td>
</tr>
<tr>
<td>College Career Pathways</td>
<td>29</td>
</tr>
<tr>
<td>College Level Examination Program</td>
<td>35</td>
</tr>
<tr>
<td>College Success Course</td>
<td>36</td>
</tr>
<tr>
<td>Communication and Speech (Courses)</td>
<td>100</td>
</tr>
<tr>
<td>Computer Laboratories</td>
<td>37</td>
</tr>
<tr>
<td>Computer-Aided Drafting (Courses)</td>
<td>102</td>
</tr>
<tr>
<td>Computers - Applications (Courses)</td>
<td>102</td>
</tr>
<tr>
<td>Computers - Computer Science (Courses)</td>
<td>103</td>
</tr>
<tr>
<td>Computers - Technology (Courses)</td>
<td>104</td>
</tr>
<tr>
<td>Construction Management (Courses)</td>
<td>106</td>
</tr>
<tr>
<td>CT Community Colleges Nursing Program</td>
<td>15</td>
</tr>
<tr>
<td>Application Process</td>
<td></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>27</td>
</tr>
<tr>
<td>Course Numbering</td>
<td>93</td>
</tr>
<tr>
<td>Prerequisites, Corequisites for Courses</td>
<td>93</td>
</tr>
<tr>
<td><strong>Course Descriptions</strong></td>
<td>94-126</td>
</tr>
<tr>
<td>(Look for Course Description categories indexed alphabetically)</td>
<td></td>
</tr>
</tbody>
</table>
Cross Registration .......................................................... 93
Degrees and Certificates Offerings ............................. 11

**Degree Programs** .......................................................... 56-89
(See Associate in Arts Degree Programs, p. 56 & Associate in Science Degree Programs, p. 60)

Developmental Education Program .......................... 10
Directions .................................................................. 10
Early Childhood Education (Courses) .................... 107
Economics (Courses) .................................................. 109
Educational Technology (Course) ......................... 109
EMT / Paramedic - Emergency Medical Response
(Courses) .................................................................... 109
EMT / Paramedic - Emergency Medical Services
Instructor Education (Courses) .......................... 110
EMT / Paramedic ......................................................... 110
English (Courses) ........................................................ 111
English-As-A-Second Language (ESL) ................. 40
English-As-A-Second Language (ESL) (Courses) ...... 112
English-As-A-Second Language (ESL) Support Services ...... 37
Faculty Directory ...................................................... 134-136
Faculty Emeriti .......................................................... 137
Fees................................................................. 23
FERPA – Family Educational Rights & Privacy Act .......... 128
Financial Aid Programs ............................................. 20-21
Federal Aid ............................................................. 21
State and Institutional Aid .................................... 21
Foundation Scholarships .................................... 22
Transfer Scholarships ............................................ 22
Veterans ................................................................ 22
Senior Citizens ....................................................... 22
Fire Science and EMS (Courses) ............................. 113
Foreign Languages (Courses)
Chinese .................................................................. 114
Spanish .................................................................. 114
Foreign Students, Admission .................................. 13
Fresh Start, Policy on ................................................. 32
Geography (Courses) ................................................. 114
Grade Point Averages .......................................... 31
Grade Reports .......................................................... 31
Grading System .......................................................... 30
Graduation Honors ................................................. 34
Graduation Requirements ................................... 33
Hartford Heritage Courses .................................. 36
Health Information Management (Courses) .......... 115
High School Partnership Program ......................... 29
High School Students, Advancement Placement of .... 29
History (Courses) ........................................................ 115
History of Capital Community College .................. 8
Home-Schooled Students, Admission of ............... 13
Honors At Graduation ............................................. 34
Housing .................................................................. 127
Humanities (Course) ............................................... 116
Human Services (Courses) ..................................... 116
Important Phone Numbers .................................... 2
Incomplete Work ...................................................... 31
Independent Study .................................................. 35
Insurance Industry Internships .......................... 41
Interdisciplinary Studies (Courses) ..................... 117
Internships .............................................................. 41
Library .................................................................. 37
Laboratory School .................................................. 37
Library Technical Assistant (Courses) .................. 117
Mathematics (Courses) .......................................... 117
Measles/Rubella Immunization .......................... 12
Medical Assisting (Courses) ................................. 118
Mission Statement .................................................. 7
Motorcycle Policy ...................................................... 10
Music (Courses) ........................................................ 119
NEASC Credit Hour Policy .................................. 30
New England Board of Higher Education,
Students Admission Policy .................................. 14
Nondiscrimination Policy ....................................... 127
Online Learning ......................................................... 42
Nursing Program ....................................................... 120
Parking ................................................................ 10
Participation Requirements ................................ 32
People with Disabilities Policy ......................... 127
Philosophy (Courses) .............................................. 122
Phone Numbers, Important ................................. 2
Photography (Courses) ............................................. 122
Physical Sciences (Courses) ............................... 122
Earth Sciences (Course) ........................................... 122
Physics (Courses) ..................................................... 123
Placement Testing ..................................................... 36
Plagiarism ................................................................. 32
Political Science (Courses) .................................... 123
Pre-Academic Programs ....................................... 39
President’s Message ............................................... 3
Professional Affiliations ........................................ 7
Programs for High School Students ..................... 29
Psychology (Courses) .............................................. 123
Quantum Program .................................................. 139
Racism and Acts of Intolerance, Policy on ......... 127
Radiologic Technology (Courses) ...................... 124
Refunds of Tuition and Fees .................................. 26
Repeated Courses: Credit And Grades ............... 31
Satisfactory Progress, Statement on ................. 31
Satisfactory Progress for Financial Aid Recipients, Policy on ....... 20
Scholarships ............................................................. 22
School of Workforce & Continuing Education ....... 90
Capital Crossroads to Careers ......................... 90
Customized Training for Business & Industry ....... 90
Science (Course) ......................................................... 125
Semester Honors ....................................................... 34
Senior Citizens .......................................................... 22
Sexual Misconduct Policy ..................................... 127
Smoking Policy ........................................................ 127
Sociology (Courses) ................................................ 125
Spanish (Courses, Foreign Language) .................. 114
Special Scholarships ............................................... 22
Staff Directory .......................................................... 138
Statway Program ......................................................... 32
Student Classification ............................................ 32
Student Employment ................................................. 21
Student IDs ............................................................... 10
Student Labor .......................................................... 21
Student Leadership and Programs ..................... 28
Student Services ....................................................... 12-29
Students with Disabilities, Support Services ........ 27
Table of Contents ...................................................... 4-5
Theater (Courses) ......................................................... 126
Transcripts ................................................................. 36
Transfer Opportunities ........................................... 91-93
Transfer Scholarships ............................................ 22
Transfer Students, Admission Policy .................. 14
Tuition, Fees and Payment Information .............. 23-24
Tuition Waivers for Connecticut Residents .......... 25
Refunds of Tuition & Fees ...................................... 26
U-Pass (Bus Pass) ......................................................... 10
Veterans Financial Aid ............................................. 22
Veterans Oasis Center ............................................. 28
Vision Statement ......................................................... 7
Welcome and Advising Center ......................... 27
Withdrawals ............................................................. 33
Work-based Opportunities ...................................... 41