



SUMMER 2020

Credit Courses



L.E.A.D. Center

Leadership, Excellence, Achievement & Development

Workforce Development, Continuing Education and Career Services

Catch Up. Get Ahead. Finish Strong.

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WELCOME TO CAPITAL COMMUNITY COLLEGE!

We are pleased you have chosen Capital Community College as you embark on your academic and career pathways and we are excited to guide you along the way. Whether you are fresh out of high school, exploring new career options or plan to transfer to a four-year college, our faculty and staff will meet you where your needs are to ensure you reach your goals!

With the world constantly changing, Capital provides you with the knowledge and skills you will need to adapt to these changes and even create change of your own. Through the variety of degrees and opportunities available, it is impossible not to generate a positive difference in the community and the world. Our partnerships with local businesses provide students with internships and experiences that are often the first steps in making a difference, along with the skills provided in our multitude of course options.

At Capital, it is not only the faculty and staff teaching the students, but it is also the students teaching the faculty and staff. Every student provides unique and diverse experiences that can be shared to learn and build from one another. Despite our different experiences and different pathways we see for our futures, we come together knowing we each have a common purpose at this school; to reach the goals we set for ourselves.

As you explore your goals, we encourage you to become deeply engaged with all that Capital has to offer you academically, personally, and socially. That may involve enhancing your academic journey at the Academic Advising Center, taking advantage of the Counseling Center workshops, networking with businesses through the L.E.A.D. Center, or signing up for one of our many clubs at the Office of Student Activities.

Although the world may be changing, the one thing that reigns true at Capital is that we have strived for our students' success for over 50 years and will continue to do so for many more years to come. As we welcome you to Capital Community College, our hope is that it is not only a welcome into your academic experience, but also a welcome to your new home.

Dr. Linda Guzzo

Dean, School of Workforce and Continuing Education & The L.E.A.D. Center

SUMMER 2020 ACADEMIC CALENDARS

Summer Session 1: Part of Term U (May 26 – July 3)

<i>Friday, May 22</i>	Last day to drop a class with 100% tuition refund in Person/On Campus
<i>Monday, May 25</i>	Last Day to drop a class with 100% tuition refund through the Web (myCommnet)
<i>Tuesday, May 26</i>	First day of classes
<i>Tuesday, May 26</i>	Withdrawal Period Begins
<i>Thursday, May 28</i>	Last day to add a class
<i>Tuesday, June 2</i>	Last day to switch to/from Audit status
<i>Thursday, June 25</i>	Last day to Withdraw
<i>Thursday, July 2</i>	Last day of classes
<i>Friday, July 3</i>	Independence Day Observed- College Closed, No Classes
<i>Monday, July 6</i>	Instructor's deadline to submit Final Grades in myCommNet

Summer Session 2: Part of Term V (May 26 – July 24)

<i>Friday, May 22</i>	Last day to drop a class with 100% tuition refund in Person/On Campus
<i>Monday, May 25</i>	Last Day to drop a class with 100% tuition refund through the Web (myCommnet)
<i>Tuesday, May 26</i>	First day of classes
<i>Tuesday, May 26</i>	Withdrawal Period Begins
<i>Thursday, May 28</i>	Last day to add a class
<i>Tuesday, June 2</i>	Last day to switch to/from Audit status
<i>Friday, July 3</i>	Independence Day Observed - College Closed, No Classes
<i>Thursday, July 16</i>	Last day to Withdraw
<i>Friday, July 24</i>	Last day of classes
<i>Monday, July 27</i>	Instructor's deadline to submit Final Grades in myCommNet

Summer Session 3: Part of Term W (July 6 – August 14)

<i>Thursday, July 2</i>	Last day to drop a class with 100% tuition refund in Person/On Campus
<i>Sunday, July 5</i>	Last Day to drop a class with 100% tuition refund through the Web (myCommnet)
<i>Monday, July 6</i>	First day of classes
<i>Monday, July 6</i>	Withdrawal Period Begins
<i>Wednesday, July 8</i>	Last day to add a class
<i>Monday, July 13</i>	Last day to switch to/from Audit status
<i>Thursday, August 6</i>	Last day to Withdraw
<i>Friday, August 14</i>	Last day of classes
<i>Monday, August 17</i>	Instructor's deadline to submit Final Grades in myCommNet

SUMMER CREDIT & CREDIT EQUIVALENT EXTENSION FEE SCHEDULE

IN-STATE			
Semester Hours	Extension Fee	College Services Fee	Total Fees
1	\$180.00	\$88.00	\$268.00
2	\$360.00	\$95.00	\$455.00
3	\$540.00	\$101.00	\$641.00
4	\$720.00	\$106.00	\$826.00
5	\$900.00	\$125.00	\$1,025.00
6	\$1,080.00	\$142.00	\$1,222.00
7	\$1,260.00	\$160.00	\$1,420.00
8	\$1,440.00	\$175.00	\$1,615.00
9	\$1,620.00	\$194.00	\$1,814.00
10	\$1,800.00	\$209.00	\$2,009.00
11	\$1,980.00	\$227.00	\$2,207.00
12	\$2,160.00	\$246.00	\$2,406.00
13	\$2,340.00	\$246.00	\$2,586.00
14	\$2,520.00	\$246.00	\$2,766.00
15	\$2,700.00	\$246.00	\$2,946.00

OUT-OF-STATE			
Semester Hours	Extension Fee	College Services Fee	Total Fees
1	\$180.00	\$264.00	\$444.00
2	\$360.00	\$285.00	\$843.00
3	\$540.00	\$303.00	\$843.00
4	\$720.00	\$318.00	\$1,038.00
5	\$900.00	\$375.00	\$1,275.00
6	\$1,080.00	\$426.00	\$1,506.00
7	\$1,260.00	\$480.00	\$1,740.00
8	\$1,440.00	\$525.00	\$1,965.00
9	\$1,620.00	\$582.00	\$2,202.00
10	\$1,800.00	\$627.00	\$2,427.00
11	\$1,980.00	\$681.00	\$2,661.00
12	\$2,160.00	\$738.00	\$2,898.00
13	\$2,340.00	\$738.00	\$3,078.00
14	\$2,520.00	\$738.00	\$3,258.00
15	\$2,700.00	\$738.00	\$3,438.00

Mandatory Usage Fees

Laboratory course fee: \$102.50-\$205

Materials fee: \$51

Per registration in a designated laboratory course

Seniors & Veterans

There are no tuition waivers for Summer Sessions

HOW TO REGISTER FOR SUMMER COURSES

1. Submit an Application for Admission

Visit the Admissions Office to learn how to submit an application, or see the form on pages 8-10.

Visiting students can apply as Non-Degree students with no additional documentation needed. Non-Degree students are not eligible for Financial Aid.

Once you have been admitted to CCC, you will be e-mailed a Student ID number and will be eligible to register for courses.

2. Set up your myCommNet account & register for classes

- Go to myCommNet: <http://my.commnnet.edu>.
- Your NetID is your 8-digit student ID number followed by @ccc.commnnet.edu
If you have never logged into myCommNet before, your password is:
1st three characters of birth month (with first letter capitalized)
Ampersand character (&)
Last 4 digits of social security number.
- You will be asked to change your password and set a security question the first time you log-on.
- Visit the Registrar's Office for myCommNet course schedule & registration instructions.
- **If the course you wish to register for has a pre-requisite, you must provide evidence of having met the requirement to the Counseling Office before your registration will be permitted.** If needed, submit a Pre-requisite Waiver Request Form along with unofficial transcripts to the Counseling Office.
- Once registered, print your "Student Detail Schedule Form."

All correspondence from CCC, including financial aid and registration information, will be through your provided e-mail address

3. Make payment arrangements the same day that you register

Registrations without payment MAY be subject to cancellation; see Special Note to Students on page 5.

Credit card payments can be made by logging into myCommNet.

4. Get your Student ID & textbooks

Bring your "Student Detail Schedule" Form with you

The ID office is in Room 714 and the College Bookstore is located in Room 705.

5. Get your Morgan Street Garage parking pass

Visit the Garage Office all other times. Bring your Student Detail Schedule Form, driver's license and license plate number with you.

Returning Students: Register Online

- Go to: <http://my.commnnet.edu>
- Enter: NetID (ex: 12345678@student.commnnet.edu) & password, (same ID & password used on college computers)
- Click: Login
- Click on the Student Tab
- Click on the Student Self-Service Channel link
- If prompted, Select: Capital Community College
- Select: Registration and Payment
- Select Term: Summer 2019 and click submit
- Select: Register (add/drop) classes
- Enter CRN: (4 digits) for each course section in boxes and click Submit Changes
- Verify registration was successful – registration status displays ****Web Registered****
- Follow link at bottom of registration screen to make payment with a credit card (Mastercard/Visa/Discover).

GENERAL INFORMATION

Extension Fund Credit & Credit Equivalent Courses Refund Policy

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. **If a student drops a course before the first day of class, a full refund will be processed**, except for the fees and nonrefundable \$20 application fee for credit courses. Course drops may be completed by logging into your myCommNet or in person at the Registrar's Office, Room 207. **Full or partial refunds are NOT issued after the last regular business day of the College before the first day of the course.**

A student may officially withdraw from a credit course any time after the first scheduled class, but before the start of the last week of class. The final examination day is not considered as a class day. To initiate the withdrawal process, or for more information, contact the Counseling Office at 860-906-5040. No refund will be issued for a course withdrawal.

PLEASE NOTE: If you register for a course, you are responsible for payment whether or not you attend. Do not assume you will be de-registered for a course if you do not pay. Tuition cannot be transferred to other semesters.

Full payment is due at the time of registration. If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar's Office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Refund appeals may only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College, or military transfer documented by a copy of transfer orders. The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, lack of technology for online course, or dissatisfaction with course content or instructor. All Appeals must be submitted in writing and include student ID, contact information, and appropriate documentation. Refund Appeals will only be considered during the term when the course was scheduled. Appeals

submitted after the official last day of the class will not be considered. Submit appeal documentation to Capital Community College School of Workforce & Continuing Education, Room 316, 950 Main St., Hartford, CT 06103.

Transfer of Credit

Before Registering: students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school. **There are no refunds after the allowable drop period whether a course is transferable or not.**

A signature is required to have an official transcript sent to another institution or yourself. Request forms are available in the Registrar's office or on our website: capitalcc.edu

Level of Study

While the number of weeks for each summer session is much shorter than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

\$20 Application Fee

If you are registering to take a credit course and have never attended CCC or another Connecticut Community College as a credit student, a one-time, non-refundable \$20 application fee is required. This fee is non-refundable even if a class is canceled by the College. If paying by check, please provide a separate check for \$20 payable to "CCC" for the application fee.

Minimum Enrollment

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

Veterans

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The college is approved for training of veterans' education benefits by the Board of Regents of the Connecticut Colleges & Universities system. Please contact Libby Daniels, Veterans Coordinator, at (860) 906-5123, Room 424, for more information.

Late Registration

Late registration will be accepted on a space-available basis by permission of instructor only.

Credit Confirmation

Students can print out their schedule by logging into their MyCommNet account (see page 4 for directions). Students who register in-person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the CCC Bookstore.

Class Requirements

For credit course prerequisites see course descriptions, starting on page 17.

Special Note

Before registering, students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school. There are no refunds past the allowable drop period, whether a course is transferable or not.

Financial Aid

For information regarding financial aid. email: ca-FinAidHelp@ccc.commnet.edu or call: (860) 906-5090.

Forms of Payment

Full payment must accompany your registration.

- Cash
- Credit Cards: MasterCard, Visa and Discover Card are accepted.
- Checks: Please make all checks payable to "CCC."

Academic Success Center

The Academic Success Center provides free tutoring to all registered students in most subjects.

For more information about tutoring schedules and how to access tutoring services in the Academic Success Center during the summer sessions, please email Marie Basche, ASC Director, at abasche@ccc.commnet.edu.

Textbooks/ Bookstore Hours

Textbooks and supplies can be purchased at the CCC Bookstore on the 7th floor of Capital Community College. The bookstore will be closed whenever the college is closed. For more information and summer session hours call (860) 525-5956.

eFollett Bookstore

www.capitalcc-shop.com

Phone: (860) 525-5956

Fax: (860) 728-0427

Email: cctc@bkstr.com or 0825mgr@follett.com

Location: 7th Floor

CCC Library

capital.libguides.com/library

(860) 906-5020

Summer hours: June 3–August 9

Monday 9:00 a.m. to 8:00 p.m.

Tuesday 9:00 a.m. to 5:00 p.m.

Wednesday 9:00 a.m. to 5:00 p.m.

Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 1:00 p.m.

Saturday & Sunday CLOSED

July 4 and August 12–25 CLOSED



General Placement Testing

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

Can I be exempt from the test?

Yes, you can be exempt from the test if you meet one of the following requirements:

1. Completion of a college English Composition or college mathematics course with a grade of “C” or better. A copy of a college transcript/grade report is required.
2. Achieving a score of 450 or above on the verbal/ critical reading portion of the SAT exam and/or a score of 500 or above on the math portion of the SAT exam.
3. You are 62 years old or older.

How do I prepare for the test?

To prepare for the test, visit the Academic Success Center on the 4th floor of the College, or call (860) 906-5200.

Take a practice test: capitalcc.edu/docs/accuplacer.pdf

How do I schedule time to take the test?

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

What should I bring when I come to take the test?

- Photo ID (e.g., driver’s license or school ID)
- Your 8 digit Banner ID number
- A writing utensil (pen/pencil)
- Scrap paper will be provided
- NO CALCULATORS are allowed

For more information visit the Placement Testing Center, Room 220 on 2nd floor or at www.capitalcc.edu/student-services/placement-testing/

Students with a Diagnosed Disability

Students with a Diagnosed Disability must self-disclose and provide appropriate documentation to the Disability Services Coordinator. This process must be done thirty (30) days prior to the beginning of the semester. If the student requires academic adjustments, the student should make a request every semester. For more information, contact Helena Carrasquillo, Disability Services Coordinator at (860) 906-5204 or email hcarrasquillo@capitalcc.edu

Continuing Notice of Nondiscrimination

English: Capital Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following people have been designated to respond to inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX Officer, Josephine Agnello-Veley, Diversity Officer, Capital Community College, 950 Main St, Hartford, CT, 06103-1211. Capital Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Spanish: Aviso continuo de no discriminación: Capital Community College no discrimina por motivos de raza; color; credo religioso; años; género; identidad o expresión de género; origen nacional; estado civil; ascendencia; historia actual o pasada de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física; estatus de veterano; orientación sexual Información genética o antecedentes penales. Las siguientes personas han sido designadas para responder consultas sobre las políticas de no discriminación: Jason Scappaticci, Oficial del Título IX, Josephine Agnello-Veley, Oficial de Diversidad, Capital Community College, 950 Main St, Hartford, CT, 06103-1211. Capital Community College es un Empleador de Acción Afirmativa / Igualdad de Oportunidades y alienta y recomienda las solicitudes de mujeres, minorías, personas con discapacidades y veteranos.

Statement of Change

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

CAPITAL COMMUNITY COLLEGE APPLICATION FOR ADMISSION

Enrollment Services: 950 Main Street, Hartford, CT 06103

Phone: (860) 906-5140 Fax: (860) 906-5129 E-mail: ca-admissions@capitalcc.edu

www.capitalcc.edu

The application process differs depending on whether you are a new student, transfer student, returning student or non-degree student. Choose the box below that best describes you and follow the steps outlined in that box.

PLEASE NOTE: Communication from the Admissions Office will be through the e-mail address you provide in this application. This will include your acceptance letter and next steps for registration.

A \$20.00 non-refundable application fee is required, except for applicants who have previously attended a CT Community College.

NEW STUDENT

First-time college student

1. Complete this **Application for Admission**.
2. Submit **proof of high school or GED completion or college degree completion**. An official transcript or diploma with graduation date is acceptable.
3. Submit **immunization records**. Please go to the Admissions home page at www.capitalcc.edu for more information on immunization requirements.

RETURNING STUDENT

Have not attended Capital in two or more years

1. Complete this **Application for Admission**.
2. Verify that Admissions has your **proof of high school or GED completion or college degree completion**.
3. Verify that Admissions has your **immunization records**.

TRANSFER STUDENT

Have attended a college or university other than Capital

1. Complete this **Application for Admission**.
2. Submit **proof of high school or GED completion or college degree completion**. An official transcript or diploma with graduation date is acceptable.
3. Submit **immunization records**. See #3 under "New Student".
4. Submit **official college transcripts** along with a **Transfer Credit Evaluation Form** available at the Enrollment Services Office.

NON-DEGREE STUDENT

Taking a college course but not completing a degree at Capital

1. Complete this **Application for Admission**.
2. If you wish to take a course that has a pre-requisite, you will need to fill out the **Pre-requisite Waiver Form** and submit it along with your college transcript to the Counseling Office. Please go to the Counseling home page at www.capitalcc.edu for more information.

APPLICATION for ADMISSION

CONTACT INFORMATION

Legal Last Name				Legal First Name				Middle	Previous Maiden/Last Name			
Social Security Number				(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)						Date of Birth		Gender
										(MM) (DD) (Year)	<input type="checkbox"/> M <input type="checkbox"/> F	
Email												
Mailing Address	Number & Street				Apt. #	City			State	Zip		
Permanent Address	Number & Street				Apt. #	City			State	Zip		
Phone Numbers	Cell Phone				Home Phone				Work Phone			
	() -				() -				() -			

ATTENDANCE & APPLYING

Have you previously attended this college?

☐ Yes ☐ No

If yes, when?

Have you previously attended a CT Community College?

☐ Yes ☐ No

If yes, where?

Are you transferring from another college?

☐ Yes ☐ No

For which semester are you applying?

☐ Fall (Aug-Dec)

☐ Spring (Jan-May)

☐ Winter (Dec-Jan)

☐ Summer (May- Aug)

☐ Summer continuing into fall

Year

CITIZENSHIP

Are you a United States citizen?

☐ Yes ☐ No

If no, are you a permanent resident? (green card holder)

☐ Yes ☐ No

IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?

☐ Yes ☐ No

2. If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?

☐ Yes ☐ No

3. Check here if applying under the New England Regional Student program (NEBHE).

☐ NEBHE

If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.

FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

- ☐ Neither attended college
☐ One or both attended college but did not earn a degree
☐ One or both earned an associate degree
☐ One or both earned a bachelor's degree or higher

ETHNICITY/RACE

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?

☐ Yes ☐ No

What is your race? (Select one or more)

- ☐ White (10) ☐ American Indian or Alaskan Native (50)
☐ Black or African American (20) ☐ Native Hawaiian or Other Pacific Islander (80)
☐ Asian (45)

MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces? (ACTD) ☐ Yes ☐ No

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

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

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

If you answered "Yes" to any of these questions, you may be entitled to benefits and should meet with the college's Veterans Certifying Official (VCO).

Received Date ____/____/____

Student Type _____

Application Fee Paid ☐ Yes ☐ No

Credit/Debit Card

BANNER @ _____

Entered By _____

Cash _____ Check # _____

Admit Type _____

Entered Date ____/____/____

Money Order _____ Waived _____

Exp. Date ____/____/____

EDUCATIONAL GOAL

Check only one

- | | |
|--|--|
| <input type="checkbox"/> Developmental (college prep) education (DV) | <input type="checkbox"/> Earn associate degree, then transfer (DT) |
| <input type="checkbox"/> English skills (ESL) (ES) | <input type="checkbox"/> Personal development course(s) (PD) |
| <input type="checkbox"/> Certificate - undergrad credit (CT) | <input type="checkbox"/> Job preparation/retraining course (JB) |
| <input type="checkbox"/> Fulfill other college's requirement (AC) | <input type="checkbox"/> Job promotion (JP) |
| <input type="checkbox"/> Transfer without an associate degree (DN) | <input type="checkbox"/> Unsure at this time (UN) |
| <input type="checkbox"/> Associate degree (DG) | <input type="checkbox"/> Goal not listed (NL) |

PREVIOUS COLLEGES ATTENDED

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?

☐ Yes ☐ No

Other Visa Holder (indicate type)	Visa Start Date
Visa Admission Number	Visa End Date
International Address	

COMMUNICATION & CONSENT

Email Communications

I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

Consent for the Disclosure of Education Records

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature

INTENDED PROGRAM OF STUDY

In which degree/certificate program do you plan to enroll? (use attached list)

Primary Major	Code
Secondary Major (optional)	Code

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

- | | |
|---|--|
| <input type="checkbox"/> No high school diploma or GED (01) | <input type="checkbox"/> Master's degree (09) |
| <input type="checkbox"/> High school diploma or GED (02) | <input type="checkbox"/> Other advanced degree (10) |
| <input type="checkbox"/> Some college (06) | <input type="checkbox"/> Doctoral degree (11) |
| <input type="checkbox"/> Undergraduate certificate (05) | <input type="checkbox"/> First professional degree (JD, MD, DDS, LLB) (12) |
| <input type="checkbox"/> Associate degree (07) | <input type="checkbox"/> Sixth-Year certificate (13) |
| <input type="checkbox"/> Bachelor's degree (08) | |

ACADEMIC BACKGROUND

Do you have a high school diploma?

☐ Yes ☐ No ☐ Pending

Name of High School	
City/State	Country

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)

☐ Yes ☐ No

Year	Town/State
------	------------

Are you a home school graduate? (100001)

☐ Yes ☐ No

Grad Year	Town/State
-----------	------------

Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?

☐ Yes ☐ No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)

☐ Yes ☐ No

Signature

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature	Date
Parent/Guardian Signature (if under 18)	Date

SUMMER 2020 CREDIT COURSE SCHEDULE

Schedule Legend

Class Days: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F

Students are responsible for meeting any required pre-requisites before registering. Students from other colleges should provide a grade report or unofficial transcript from their home school to a College counselor.

SESSION 1 MAY 26–JULY 3

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Anthropology								
ANT*G105	02	2081	Intro to Cultural Anthro	3	Online	Online	Online	S. Fagbemi
Art								
ART*G100	01	2002	Art Appreciation	3	Online	Online	Online	L. Kessler-Quinones
Biology								
BIO*G100	01	2011	Basic Biology	3	Online	Online	Online	C. Yiamouyiannis
BIO*G111	01	2162	Intro to Nutrition	3	Online	Online	Online	C. Yiamouyiannis
BIO*G260	01	2012	Principles of Genetics	3	Online	Online	Online	K. Swider
Business, General								
BBG*G236	01	2056	Commercial Law	3	Online	Online	Online	G. Murphy
Business, Management								
BMG*G202	01	2130	Principles of Management	3	Online	Online	Online	N. La Guardia
Communication & Speech								
COM*G173	01	2042	Public Speaking	3	Online	Online	Online	J. Thomassen
Computers, Applications								
CSA*G105	01	2131	Intro to Software Applications	3	Online	Online	Online	W. Brown
Computers, Technology								
CST*G201	01	2064	Introduction to Manag. MIS	3	Online	Online	Online	S. Freeman
CST*G231	01	2132	Data Comm & Networks	3	Online	Online	Online	S. Elhadad
Early Childhood Education								
ECE*G215	01	2143	The Exceptional Learner	3	Online	Online	Online	M. Bryant
Economics								
ECN*G101	01	2133	Principles of Macroeconomics	3	Online	Online	Online	T. Strong
ECN*G102	01	2045	Principles of Microeconomics	3	Online	Online	Online	W. Towler
English								
ENG*G101	02	2004	Composition	3	Online	Online	Online	A. Brim Bell
ENG*G101	01	2144	Composition	3	Online	Online	Online	J. Humphrey
ENG*G102	03	2005	Literature & Composition	3	Online	Online	Online	D. Ragusa
ENG*G102	02	2145	Literature & Composition	3	Online	Online	Online	M. Roychoudhuri
History								
HIS*G201	01	2014	U.S. History I	3	Online	Online	Online	M. Lawson

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Mathematics								
MAT*G137	02	2022	Intermediate Algebra	3	Online	Online	Online	M. Proulx
MAT*G137	03	2048	Intermediate Algebra	3	Online	Online	Online	R. Martinez Jr
MAT*G167	01	2146	Principles of Statistics	3	Online	Online	Online	A. Freeman
MAT*G172	01	2050	College Algebra	3	Online	Online	Online	B. Konjusha
MAT*G186	01	2065	Pre-Calculus	4	Online	Online	Online	B. Konjusha
MAT*G230	01	2087	Appld Calc w/Modeling Approach	3	Online	Online	Online	M. Proulx
Music								
MUS*G104	01	2134	World Music	3	Online	Online	Online	J. Hummel
Philosophy								
PHL*G101	01	2007	Intro to Philosophy	3	Online	Online	Online	F. Bogle-Assegai
Political Science								
POL*G111	01	2055	American Government	3	Online	Online	Online	C. Antonucci
Psychology								
PSY*G111	03	2017	General Psychology I	3	Online	Online	Online	S. Fagbemi
PSY*G201	02	2018	Life Span Development	3	Online	Online	Online	L. Martinez
PSY*G204	01	2019	Child & Adolescent Development	3	Online	Online	Online	M. Bryant
PSY*G245	01	2020	Abnormal Psychology	3	Online	Online	Online	L. Martinez
Sociology								
SOC*G101	02	2015	Principles of Sociology	3	Online	Online	Online	M. White
Spanish								
SPA*G101	02	2009	Elementary Spanish I	3	Online	Online	Online	S. Rojas
SPA*G102	01	2080	Elementary Spanish II	3	Online	Online	Online	A. Cerpa
Theatre								
THR*G110	01	2160	Acting I	3	Online	Online	Online	V. Butler

SESSION 2 JUNE 15–AUGUST 14

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Biology								
BIO*G105	1	2028	Introduction to Biology	4	Online	Online	Online	C. Yiamouyiannis
BIO*G105	1.1	2029	Introduction to Biology-Lab 1	0	Online	Online	Online	C. Peterson
BIO*G115	1.0	2142	Human Biology	4	Online	Online	Online	C. Rolle
BIO*G115	1.1	2147	Human Biology Lab 1		Online	Online	Online	C. Rolle
BIO*G211	1	2030	Anatomy & Physiology I	4	Online	Online	Online	B. Bhushan
BIO*G211	1.1	2031	Anatomy & Physiology I-Lab 1	0	Online	Online	Online	B. Bhushan
BIO*G211	2	2032	Anatomy & Physiology I	4	Online	Online	Online	P. Vats
BIO*G211	2.1	2033	Anatomy & Physiology I-Lab 2	0	Online	Online	Online	P. Vats

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Biology								
BIO*G212	1	2062	Anatomy & Physiology II	4	Online	Online	Online	B. Bhushan
BIO*G212	1.1	2063	Anatomy & Physiology II-Lab 1	0	Online	Online	Online	B. Bhushan
BIO*G212	2	2070	Anatomy & Physiology II	4	Online	Online	Online	C. McGinnis
BIO*G212	2.1	2171	Anatomy & Physiology II-Lab 1	0	Online	Online	Online	C. McGinnis
BIO*G235	1	2034	Microbiology	4	Online	Online	Online	K. Swider
BIO*G235	1.1	2035	Microbiology-Lab 1	0	Online	Online	Online	K. Swider
BIO*G235	1.2	2086	Microbiology-Lab 1	0	Online	Online	Online	K. Swider
BIO*G235	2	2036	Microbiology	4	Online	Online	Online	S. Ghosh
BIO*G235	2.1	2037	Microbiology-Lab 2	0	Online	Online	Online	S. Ghosh
BIO*G235	3	2058	Microbiology	4	Online	Online	Online	C. Rolle
BIO*G235	3.1	2059	Microbiology-Lab 3	0	Online	Online	Online	C. Rolle
BIO*G235	4	2172	Microbiology	4	Online	Online	Online	I. Schiano
BIO*G235	4.1	2173	Microbiology-Lab 4	0	Online	Online	Online	I. Schiano
Chemistry								
CHE*G111	1	2038	Concepts of Chemistry	4	Online	Online	Online	G. Muhlmann
CHE*G111	1.1	2039	Concepts of Chemistry-Lab 1	0	Online	Online	Online	G. Muhlmann
CHE*G111	2	2040	Concepts of Chemistry	4	Online	Online	Online	D. Srivastava
CHE*G111	2.1	2041	Concepts of Chemistry-Lab 1	0	Online	Online	Online	D. Srivastava
CHE*G121	1	2060	General Chemistry I	4	Online	Online	Online	R. Scarlett
CHE*G121	1.1	2061	General Chemistry I-Lab 1	0	Online	Online	Online	R. Scarlett
Physics								
PHY*G121	1.0	2140	General Physics I	4	Online	Online	Online	S. Fisscha
PHY*G121	1.1	2141	General Physics I Lab 1	0	Online	Online	Online	S. Fisscha

SESSION 3 JULY 6–AUGUST 14

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Accounting								
ACC*G115	01	2067	Financial Accounting	4	Online	Online	Online	G. Murphy
Art								
ART*G100	03	2003	Art Appreciation	3	Online	Online	Online	L. Kessler-Quinones
ART*G111	01	2158	Drawing 1 Lecture & Lab	3	Online	Online	Online	V. Garlick
ART*G111	1.1		Drawing 1 Lecture & Lab	0	Online	Online	Online	V. Garlick
Business, Marketing								
BMK*G201	01	2138	Principles of Marketing	3	Online	Online	Online	M. Roussat
Computer, Application								
CSA*G105	03	2010	Intro to Software Applic	3	Online	Online	Online	M. LaPierre-Dreger

Subj	Sect	CRN	Title	Credits	Days	Start	End	Instructor
Early Childhood Education								
ECE*G275	01	2044	Child, Family & School Rel.	3	Online	Online	Online	M. Bryant
Economics								
ECN*G102	02	2013	Principles of Microeconomics	3	Online	Online	Online	W. Towler
English								
ENG*G101	03	2077	Composition	3	Online	Online	Online	D. Ragusa
ENG*G101	04	2078	Composition	3	Online	Online	Online	A. Carey
ENG*G102	06	2006	Literature & Composition	3	Online	Online	Online	D. Buda
ENG*G102	05	2057	Literature & Composition	3	Online	Online	Online	K. DiMaggio
ENG*251	01	2166	African American Literature	3	Online	Online	Online	A. Brim Bell
History								
HIS*G102	01	2151	Western Civilization II	3	Online	Online	Online	M. Lawson
HIS*G122	01	2150	World Civilization II	3	Online	Online	Online	M. Lawson
Mathematics								
MAT*G095	01	2152	Elem Algebra Foundations	3	Online	Online	Online	R. Martinez Jr
MAT*G104	01	2153	Quantitative Reasoning	3	Online	Online	Online	A. Freeman
MAT*G137	05	2024	Intermediate Algebra	3	Online	Online	Online	A. Freeman
MAT*G137	04	2025	Intermediate Algebra	3	Online	Online	Online	M. Proulx
MAT*G167	03	2026	Principles of Statistics	3	Online	Online	Online	R. Martinez Jr
MAT*G167	04	2049	Principles of Statistics	3	Online	Online	Online	B. Konjusha
MAT*G172	02	2027	College Algebra	3	Online	Online	Online	B. Konjusha
MAT*G186	02	2159	Pre-Calculus	4	Online	Online	Online	M. Proulx
Music								
MUS*G101	01	2167	Music His & Appreciation	3	Online	Online	Online	J. Hummel
Philosophy								
PHL*G111	C02	2008	Ethics	3	Online	Online	Online	F. Bogle-Assegai
Psychology								
PSY*G111	04	2051	General Psychology I	3	Online	Online	Online	L. Martinez
PSY*G201	04	2021	Life Span Development	3	Online	Online	Online	S. Fagbemi
PSY*G253	01	2069	Multicultural Issues in Psyc	3	Online	Online	Online	S. Fagbemi
Sociology								
SOC*G101	05	2016	Principles of Sociology	3	Online	Online	Online	J. Ricardo
Spanish								
SPA*G101	04	2169	Elementary Spanish I	3	Online	Online	Online	A. Cerpa
SPA*G102	07	2157	Elementary Spanish II	3	Online	Online	Online	S. Rojas
Theatre								
THR*G112	01	2154	Voice and Diction	3	Online	Online	Online	D. Walsh

SUMMER 2020 COURSE DESCRIPTIONS

ACC*115 - Principles of Financial Accounting

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, MAT*095 or appropriate Mathematics Placement Test score.*

ANT*101 - Introduction to Anthropology

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.

ART*100 - Art Appreciation

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.*

ART*111 – Drawing I

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.

ART*208 - Caribbean Art and Culture

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 ESL*162.*

Career Training that Works!

- Need a little extra income while you are in school?
- Want to explore a new career focus?
- Think some new skills could boost your career?

Career certificates are available right here at Capital Community College.



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 105. Students who have completed BIO*105 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*153 A. (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 the 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.*

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 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).*

BIO*115 - Human Biology

Introductory course in human anatomy and physiology with brief consideration of the structure, histology, and functioning of the organ systems. Formerly listed as BIO 105, not open to students who have successfully completed BIO 105. *Prerequisite: 1. Level II score on reading placement test or successful completion of ENG*003. 2 or ENG*013. The alternate prerequisite is a grade of B- or better in ENG*153A (ESL level IV). Cannot be used to satisfy requirements of the Nursing degree curriculum.*

BIO*211 - Anatomy & 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. 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 & 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. 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. 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.*

BBG*236 - Commercial Law

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 regulatory 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).*

BMG*202 - Principles of Management

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. Co-requisite: ENG* 043: Writing: Paragraph to Essay.

BMK*201 - Principles of Marketing

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.*

PHY*121 - General Physics I

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.*

Healthcare Certificates Available

- Certified Nurse's Aide
- Pharmacy Technician
- Community Health Worker
- Social Services Assistant
- Medical Administrative
- Office Assistant

CHE*111 - Concepts of Chemistry

This course covers basic principles governing chemical changes. Topics include atomic structure, chemical bonding, stoichiometry, states of matter and solution chemistry. *Prerequisites:* MAT*085 with a grade of C- or better, MAT*095 with a grade of C- or better, MAT*104 with a grade of C- or better, or eligibility for MAT*137 via the mathematics placement test.

CHE*121 - General Chemistry I

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. *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.

COM*173 - Public Speaking

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.

CSA*105 - Introduction to Software Applications

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 Windows operating system. Formerly listed as CIS*105, not open to students who have successfully completed CIS*105. *Co-requisite:* ENG*073 or eligibility for ENG*101.

CST*201- Introduction to Management Information Systems (MIS)

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*281 - Data Communications & Networking II

This course (part 2 of 3) continues where CTS*231 concludes. The student progresses beyond the basics of communication 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.



ECE*215 - The Exceptional Learner

Emphasis is placed on how to identify, plan for, and work with children with various special education 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 site visits, observation and participation in an early childhood education setting. Formerly listed as EDUC*247. *Prerequisite: ECE*101.*

ECE*275 - Child, Family & School Relations

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.*

ECN*101 - Principles of Macroeconomics

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

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.*

ENG*101 - Composition

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. 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 ENG*043 and ENG*073. In unusual situations, the department chair may grant a written waiver of one of the prerequisites to students as they exit either ENG*013 or ESL*153A.*



ENG*102 - Literature & 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.*

ENG*251 - African-American Literature

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: ENG*102.*

ESL*149 - Pronunciation Workshop

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.*

HIS*101 - Western Civilization I

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*121 - World Civilization I

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.

HIS*201 - U.S. History I

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. *Co-requisite: ENG*043.*

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. Capitalcc.edu*

MAT*104 - Quantitative Reasoning

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*137 - Intermediate Algebra

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*085 with a grade of C- or better, MAT*095 with a grade of C- or better, MAT*104 with a grade of C- or better, or qualifying score on Placement Test.*

MAT*167 - Principles of Statistics

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*137, MAT*139, MAT*184, MAT*104 with a grade of C+ or better, or qualifying score on mathematics Placement Test.*

MAT*172 - College Algebra

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*137, grade of C- or better in MAT*139, grade of C- or better in MAT*184, or qualifying score on Placement Test.*



MAT*186 - Pre-Calculus

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 w/Modeling

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 TI83+). *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.*

MUS*101 - Music History & Appreciation I

A foundation for intelligent and appreciative listening and understanding through knowledge of 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*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.*

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.*

POL*111 - American Government

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.

PSY*111 - General Psychology I

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*201 - Lifespan Development

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 & Adolescent Development

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, Co-requisite: ENG*043.*

PSY*245 - Abnormal Psychology

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 brain disorders and aging. Formerly listed as PSY 260, not open to students who have successfully completed PSY 260. *Prerequisite: PSY* 111.*

PSY* 253 - Multicultural Issues in Psychology

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 relations 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.*

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. *Co-requisite: ENG*043.*

SOC*210 - Sociology of the Family

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.

SPA*101 - Elementary Spanish I

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

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 speaker of Spanish may take SPA*107.

THR*110 - Acting I

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: eligibility for ENG*101.*

THR*115 - Improvisation

An intensive course that will build an understanding of the technique and application of improvisational practice. Students will learn through physical and vocal exercises, theatre games and improvised scene work in order to promote concentration, and to free the actor's creative imagination. Students will develop their ability to interact and react, working moment-to-moment to create characters and scenes. This work will give the actor a heightened awareness and confidence in improvised work, as well as in scripted performances for theatre. *Prerequisites: None.*



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SNAP Education and Training Programs

The SNAP Education and Training Programs (SNAP E & T) provide short-term job training and support services to eligible individuals receiving nutritional assistance. Scholarships are offered for a variety of certificate programs in multiple employment industries.

Some of the certificate programs we offer are the following: Customer Service Representative; Administrative Medical Assistant; Certified Nurse Aide; Community Health Worker; EKG Technician; Pharmacy Technician; Safety & Security Guard; Social Services Assistant; Studio Production & Technology, and much more.

Eligibility Requirements:

- Receive SNAP benefits from the Department of Social Services; are NOT receiving TFA/TANF
- Are able and motivated to obtain employment upon successful completion of your program
- Have not previously received a SNAP E&T scholarship

Final scholarship eligibility is determined by the program coordinator in collaboration with the Connecticut Department of Social Services.

For more information please contact the SNAP Scholarship Program Coordinator, Joette Johnson, jjohnson1@capitalcc.edu or the Data & Career Specialist, Wendy Andino-Williams, wandino-williams1@ccc.commnet.edu.



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Fall Job Fair

Connect with Hartford's top employers on Thursday, September 24th. The focus of this fair is part-time jobs to help support students throughout the academic year and full-time jobs for recent graduates. We will have over 50 employers present representing a variety of industries including health care, insurance and financial services, public service, retail, hospitality and more!

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