

**SCHOOL OF WORKFORCE &
CONTINUING EDUCATION**

CREDIT SCHEDULE SUMMER 2019



WWW.CAPITALCC.EDU

(860) 906-5140

950 MAIN STREET, HARTFORD, CT 06103

Summer Session 1

Friday, May 31

Sunday, June 2

Monday, June 3

Wednesday, June 5

Monday, June 10

Wednesday, July 3

Thursday, July 4

Friday, July 12

Monday, July 15

Part of Term U (June 3 – July 12)

Last day to drop a class with 100% tuition refund

Last day to drop a class with 100% tuition refund (myCommNet)First day of classes. Withdrawal period begins. **(no refunds)**

Last day to add a class

Last day to switch to/from Audit status

Last day to withdraw

Independence Day- College Closed, No Classes

Last day of classes

Instructor's deadline to submit Final Grades in myCommNet

Summer Session 2

Friday, May 31

Sunday, June 2

Monday, June 3

Wednesday, June 5

Monday, June 10

Thursday, July 4

Thursday, July 18

Friday, July 26

Monday, July 29

Part of Term V (June 3 - July 26)

Last day to drop a class with 100% tuition refund on campus

Last day to drop a class with 100% tuition refund (myCommNet)

First day of classes. Withdrawal period begins.

Last day to add a class

Last day to switch to/ from Audit status

Independence Day- College Closed, No Classes

Last day to withdraw

Last day of classes

Instructor's deadline to submit final grades in myCommNet

Summer Session 3

Friday, July 5

Sunday, July 7

Monday, July 8

Wednesday, July 10

Monday, July 15

Thursday, August 8

Friday, August 16

Monday, August 19

Part of Term W (July 8 - August 16)

Last day to drop a class with 100% tuition refund in Person/on campus

Last day to drop a class with 100% tuition refund (myCommNet)

First day of Classes. Withdrawal period begins.

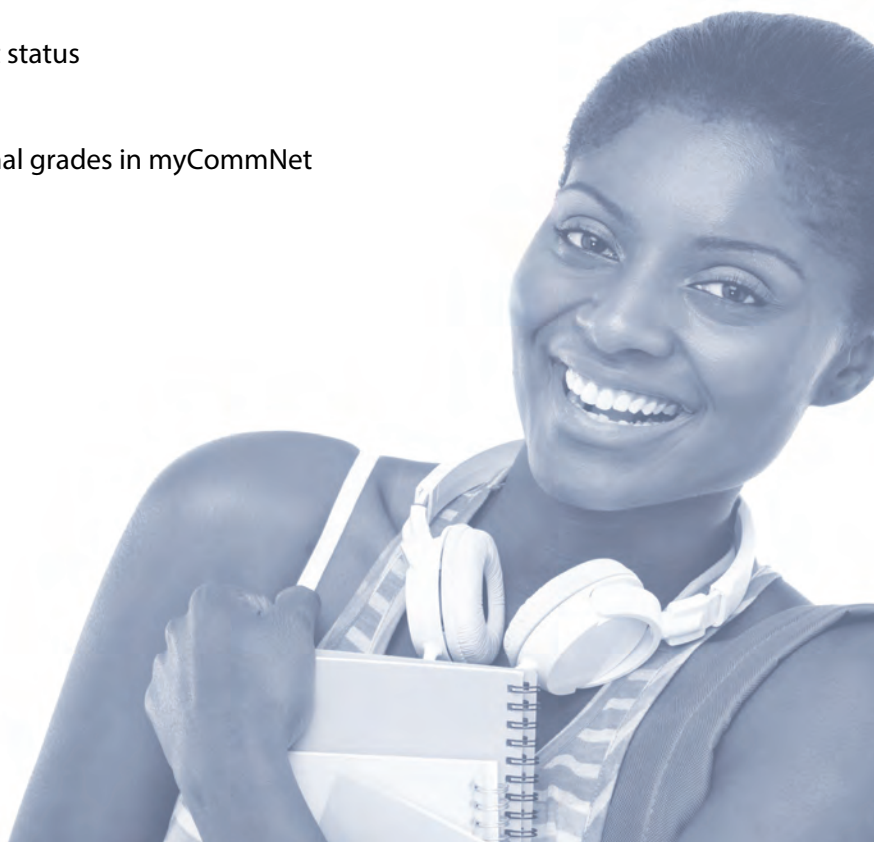
Last day to add a class

Last day to switch to/from Audit status

Last day to withdraw

Last day of classes

Instructor deadline to submit final grades in myCommNet



Summer Credit and Credit Equivalent Extension Fee Schedule

IN-STATE			
Semester Hours	Extension Fee	College Services Fee	Total Fees
1	\$176.00	\$81.00	\$257.00
2	\$352.00	\$88.00	\$440.00
3	\$528.00	\$94.00	\$622.00
4	\$704.00	\$99.00	\$803.00
5	\$880.00	\$118.00	\$998.00
6	\$1,056.00	\$134.00	\$1,190.00
7	\$1,232.00	\$152.00	\$1,384.00
8	\$1,408.00	\$167.00	\$1,575.00
9	\$1,584.00	\$185.00	\$1,769.00
10	\$1,760.00	\$200.00	\$1,960.00
11	\$1,936.00	\$218.00	\$2,154.00
12	\$2,112.00	\$236.00	\$2,348.00
13	\$2,288.00	\$236.00	\$2,524.00
14	\$2,464.00	\$236.00	\$2,700.00
15	\$2,640.00	\$236.00	\$2,876.00

OUT-OF-STATE			
Semester Hours	Extension Fee	College Services Fee	Total Fees
1	\$176.00	\$243.00	\$419.00
2	\$352.00	\$264.00	\$616.00
3	\$528.00	\$282.00	\$810.00
4	\$704.00	\$297.00	\$1,001.00
5	\$880.00	\$354.00	\$1,234.00
6	\$1,056.00	\$402.00	\$1,458.00
7	\$1,232.00	\$456.00	\$1,688.00
8	\$1,408.00	\$501.00	\$1,909.00
9	\$1,584.00	\$555.00	\$2,139.00
10	\$1,760.00	\$600.00	\$2,360.00
11	\$1,936.00	\$654.00	\$2,590.00
12	\$2,112.00	\$708.00	\$2,820.00
13	\$2,288.00	\$708.00	\$2,996.00
14	\$2,464.00	\$708.00	\$3,172.00
15	\$2,640.00	\$708.00	\$3,348.00

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 Credit and Credit Equivalent 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.commmnet.edu>.
- Your NetID is your 8-digit student ID number followed by @ccc.commmnet.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."

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 for Summer 2019

- Go to: <http://my.commmnet.edu>
- Enter: NetID (ex: 12345678@student.commmnet.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).

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 non-refundable \$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."

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

<http://cctc.bkstr.com/>
Phone: (860) 525-5956
Fax: (860) 728-0427
Email: cctc@bkstr.com or 0825mgr@follett.com
Location: 7th Floor

CCC Library

<http://ccc.commnet.libguides.com/library>
(860) 906-5020

Summer hours: June 3 - August 9

Monday9:00 a.m. to 8:00 p.m.
Tuesday9:00 a.m. to 5:00 p.m.
Wednesday9:00 a.m. to 5:00 p.m.
Thursday9:00 a.m. to 8:00 p.m.
Friday.....9:00 a.m. to 1:00 p.m.
Saturday & SundayCLOSED
July 4 and August 12 - 25th 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?

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

For more information visit the Placement Testing Center, Room 220 on 2nd floor.

Students With A Documented 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

Non-Discrimination Policy

English: Capital Community College does not discriminate on the basis of 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. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Spanish: Capital Community College no discrimina por motivos de raza, color, credo religioso, edad, sexo, origen nacional, estado civil, origen, historia pasada o presente de trastorno mental, problemas de aprendizaje o discapacidad física, orientación sexual, identidad de género y expresión o información genética en sus programas y actividades. Además, el colegio no discrimina en el empleo por motivos de ser veterano de guerra o tener antecedentes penales. El colegio tomara las medidas necesarias para asegurar que la falta de conocimientos del idioma ingles no sea una barrera para la admisión y participación en programas educativos.

Josephine Agnello-Veley
Director, HR & Labor Relations
Equal Employment Opportunity Officer/Title IX Coordinator
Jagnello-vey@Capitalcc.edu, (860) 906-5002

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

P: (860) 906-5140 • F: (860) 906-5129
E: 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.

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:

Haven't 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**.

NOTE:

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

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
	Number & Street	Apt. #	City	State	Zip
Permanent Address	Number & Street	Apt. #	City	State	Zip
	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 ☐ NoAre you currently a member of the National Guard or Reserve? (NGRE) ☐ Yes ☐ NoHave you ever served in the U.S. Armed Forces? (VET1) ☐ Yes ☐ NoAre 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

- ☐ Developmental (college prep) education (DV)
- ☐ English skills (ESL) (ES)
- ☐ Certificate - undergrad credit (CT)
- ☐ Fulfill other college's requirement (AC)
- ☐ Transfer without an associate degree (DN)
- ☐ Associate degree (DG)
- ☐ Earn associate degree, then transfer (DT)
- ☐ Personal development course(s) (PD)
- ☐ Job preparation/retraining course (JB)
- ☐ Job promotion (JP)
- ☐ Unsure at this time (UN)
- ☐ 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

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

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
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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

Credit Course Schedule Summer 2019

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: June 3 – July 12

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
Anthropology							
ANT*105	02	2160	Intro. to Cultural Anthropology	3.0	Online	Online	S. Fagbemi
Art							
ART*100	01	2002	Art Appreciation	3.0	Online	Online	A. Kessler-Quinones
Biology							
BIO*100	01	2014	Basic Biology	3.0	Online	Online	C. Rolle
BIO*260	01	2015	Principles of Genetics	3.0	Online	Online	K. Swider
Business, General							
BBG*236	01	2071	Commercial Law	3.0	Online	Online	G. Murphy
Business, Marketing							
BMK*201	01	2138	Principles of Marketing	3.0	Online	Online	M. Roussat
Communication and Speech							
COM*173	01	2049	Public Speaking	3.0	TR	6:00p-9:25p	J. Thomassen
Computers, Applications							
CSA*105	01	2012	Intro. to Software Applications	3.0	Online	Online	W. Brown
CSA*105	02	2141	Intro. to Software Applications	3.0	TR	9:00a-12:25p	M. Ligon
Computers, Technology							
CST*201	01	2081	Intro. to Management MIS	3.0	Online	Online	S. Freeman
CST*246	01	2142	Networking Security	3.0	Online	Online	S. Elhadad
Early Childhood Education							
ECE*101	01	2167	Intro. to Early Child. Educ.	3.0	Online	Online	M. Bryant
ECE*215	01	2052	The Exceptional Learner	3.0	Online	Online	M. Bryant
Economics							
ECN*101	01	2016	Principles of Macroeconomics	3.0	Online	Online	T. Strong
ECN*102	01	2054	Principles of Microeconomics	3.0	Online	Online	W. Towler
English							
ENG*101	01	2066	Composition	3.0	TR	9:00a-12:25p	D. Buda
ENG*101	02	2004	Composition	3.0	Online	Online	A. Carey
ENG*102	02	2067	Literature & Composition	3.0	TR	9:00a-12:25p	M. Roychoudhuri
ENG*102	03	2005	Literature & Composition	3.0	Online	Online	D. Ragusa
ENG*251	01	2166	African American Literature	3.0	Online	Online	A. Brim
English as a Second Language							
ESL*149	01	2146	Pronunciation Workshop	3.0	TR	9:00a-12:25p	A. Hall
ESL*149	02	2147	Pronunciation Workshop	3.0	TR	6:00p-9:25p	K. Devlin
History							
HIS*101	01	2055	Western Civilization	3.0	Online	Online	D. Maxfield
HIS*201	01	2018	U. S. History I	3.0	Online	Online	M. Lawson
Mathematics							
MAT*095	01	2151	Elem. Algebra Foundation	3.0	TR	9:00a-12:25p	R. Martinez, Jr.
MAT*104	01	2068	Quantitative Reasoning	3.0	Online	Online	A. Freeman

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
MAT*137	02	2028	Intermediate Algebra	3.0	TR	9:00a-12:25p	M. Proulx
MAT*137	03	2058	Intermediate Algebra	3.0	Online	Online	M. Proulx
MAT*167	01	2029	Principles of Statistics	3.0	TR	6:00p-9:25p	R. Martinez, Jr.
MAT*167	02	2030	Principles of Statistics	3.0	Online	Online	A. Freeman
MAT*172	01	2060	College Algebra	3.0	Online	Online	B. Konjusha
MAT*186	01	2082	Pre-Calculus	3.0	Online	Online	B. Konjusha
MAT*230	01	2181	Appl'd Calc. w/Modeling	3.0	TR	6:00p-9:25p	A. Freeman
Medical Assisting							
MED*131	01	2091	Clinical Medical Assist.	3.0	M, W	9:00a-12:45p	P. Abraham
Music							
MUS*101	01	2084	Music History & Appreciation	3.0	Online	Online	J. Hummel
Philosophy							
PHL*101	01	2007	Intro. to Philosophy	3.0	Online	Online	F. Bogle-Assegai
Political Science							
POL*111	01	2069	American Government	3.0	Online	Online	C. Antonucci
Psychology							
PSY*111	02	2022	General Psychology	3.0	TR	6:00p-9:25p	M. Malaspina
PSY*111	03	2023	General Psychology	3.0	Online	Online	S. Fagbemi
PSY*201	02	2024	Life Span Development	3.0	Online	Online	L. Martinez
PSY*204	01	2025	Child & Adolescent	3.0	Online	Online	M. Bryant
PSY*245	01	2026	Abnormal Psychology	3.0	Online	Online	L. Martinez
PSY*247	01	2165	Industry & Organizational	3.0	TR	6:00p-9:25p	L. Guzzo
Sociology							
SOC*101	02	2019	Principles of Sociology	3.0	Online	Online	M. White
SOC*210	01	2062	Sociology of the Family	3.0	Online	Online	H. Carrasquillo
SOC*235	01	2156	Intro. to Social Welfare	3.0	Online	Online	S. Adams-Roberts
Spanish							
SPA*101	01	2070	Elementary Spanish I	3.0	TR	9:00a-12:25p	I. Juarbe
SPA*101	02	2009	Elementary Spanish I	3.0	Online	Online	S. Rojas
SPA*102	01	2157	Elementary Spanish II	3.0	Online	Online	A. Glaviano
SPA*102	05	2172	Elementary Spanish II	3.0	TR	12:00p-3:25p	M. Santamaria
SPA*102	06	2173	Elementary Spanish II	3.0	TR	6:00p-9:25p	R. Chase
SPA*201	01	2179	Intermediate Spanish	3.0	TR	6:00p-9:25p	Staff

Credit Course Schedule Summer 2019

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 2: June 3 – July 26

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
Biology							
BIO*105	1.0	2035	Intro. to Biology Lecture 1	4.0	MW	9:00a-11:21a	A. Sanchez-Blanco
BIO*105	1.1	2036	Intro to Biology Lab 1	0.0	MW	12:30p-2:51p	A. Sanchez-Blanco
BIO*105	2.0	2085	Intro. to Biology Lecture 2	4.0	MW	5:30p-7:51p	C. Peterson
BIO*105	2.1	2086	Intro. to Biology Lab 2	0.0	TR	5:30p-8:00p	C. Peterson
BIO*115	1.0	2177	Human Biology Lecture 1	4.0	MW	2:30p-4:51p	Staff
BIO*115	1.1	2178	Human Biology Lab 1	0.0	MW	5:30p-7:51p	Staff
BIO*211	1.0	2037	Anatomy & Physiology I Lect. 1	4.0	MW	9:00a-11:21a	B. Bhushan
BIO*211	1.1	2038	Anatomy & Physiology I Lab 1	0.0	MW	12:30p-2:51p	B. Bhushan
BIO*211	2.0	2039	Anatomy & Physiology I Lect. 2	4.0	MW	6:00p-8:21p	P. Vats
BIO*211	2.1	2040	Anatomy & Physiology I Lab 2	0.0	TR	6:00p-8:30p	P. Vats
BIO*212	1.0	2079	Anatomy & Physiology II Lect. 1	4.0	MW	6:00p-8:21p	B. Bhushan
BIO*212	1.1	2080	Anatomy & Physiology II Lab 1	0.0	TR	6:00p-8:30p	B. Bhushan
BIO*235	1.0	2041	Microbiology Lecture 1	4.0	TR	9:00a-11:30a	K. Swider
BIO*235	1.1	2042	Microbiology Lab 1	0.0	TR	12:00p-2:30p	K. Swider
BIO*235	2.0	2043	Microbiology Lecture 2	4.0	MW	5:30p-7:51p	S. Ghosh
BIO*235	2.1	2044	Microbiology Lab 2	0.0	TR	5:30p-8:00p	S. Ghosh
BIO*235	3.0	2075	Microbiology Lecture 3	4.0	MW	2:30p-4:51p	C. Rolle
BIO*235	3.1	2076	Microbiology Lab 3	0.0	MW	5:30p-7:51p	C. Rolle
Chemistry							
CHE*111	1.0	2045	Concepts of Chemistry Lect. 1	4.0	TR	9:00a-11:30a	G. Muhlmann
CHE*111	1.1	2046	Concepts of Chemistry Lab 1	0.0	TR	12:00p-2:30p	G. Muhlmann
CHE*111	1.2	2092	Concepts of Chemistry Lab 1.2	0.0	MW	12:00p-2:21p	Staff
CHE*111	2.0	2047	Concepts of Chemistry Lect. 2	4.0	MW	5:30p-7:51p	R. Scarlett
CHE*111	2.1	2048	Concepts of Chemistry Lab 2	0.0	TR	5:30p-8:00p	R. Scarlett
CHE*121	1.0	2077	General Chemistry Lect. 1	4.0	MW	5:30p-7:51p	G. Muhlmann
CHE*121	1.1	2078	General Chemistry Lab 1	0.0	TR	5:30p-8:00p	G. Muhlmann

Credit Course Schedule Summer 2019

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 3: July 8 – August 16

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
Accounting							
ACC*115	01	2087	Financial Accounting	4.0	Online	Online	G. Murphy
Art							
ART*100	03	2003	Art Appreciation	3.0	Online	Online	A. Kessler-Quinones
ART*208	01	2088	Caribbean Art & Culture	3.0	MW	6:00p-9:08p	S. Cromwell
Business, Management							
BMG*202	01	2011	Principles of Management	3.0	Online	Online	N. La Guardia
Computers, Applications							
CSA*105	03	2013	Intro. to Software Applications	3.0	Online	Online	M. LaPierre-Dreger
CSA*105	04	2051	Intro. to Software Applications	3.0	MW	6:00p-9:08p	S. Freeman
Computers, Technology							
CST*281	01	2143	Data Comm. & Networking	3.0	Online	Online	S. Elhadad
Early Childhood Education							
ECE*275	01	2053	Child, Family & School	3.0	Online	Online	M. Bryant
Economics							
ECN*102	02	2017	Principles of Microeconomics	3.0	Online	Online	W. Towler
English							
ENG*101	03	2144	Composition	3.0	MW	6:00p-9:08p	D. Ragusa
ENG*101	04	2145	Composition	3.0	Online	Online	A. Brim
ENG*102	05	2072	Literature & Composition	3.0	MW	9:00a-12:08p	K. DiMaggio
ENG*102	06	2006	Literature & Composition	3.0	Online	Online	J. Christie
English as a Second Language							
ESL*149	03	2148	Pronunciation Workshop	3.0	MW	9:00a-12:08p	C. Guerriere
ESL*149	04	2149	Pronunciation Workshop	3.0	MW	6:00p-9:08p	T. Nelson
History							
HIS*121	02	2056	World Civilization	3.0	Online	Online	D. Maxfield
HIS*201	02	2057	U. S. History I	3.0	Online	Online	M. Lawson
HIS*202	01	2150	U. S. History II	3.0	Online	Online	C. Antonucci
Mathematics							
MAT*137	04	2032	Intermediate Algebra	3.0	Online	Online	M. Proulx
MAT*137	05	2031	Intermediate Algebra	3.0	MW	1:00p-4:08p	A. Freeman
MAT*167	03	2033	Principles of Statistics	3.0	Online	Online	R. Martinez, Jr.
MAT*167	04	2059	Principles of Statistics	3.0	Online	Online	B. Konjusha
MAT*167	05	2152	Principles of Statistics	3.0	MW	6:00p-9:08p	A. Freeman
MAT*172	02	2034	College Algebra	3.0	Online	Online	B. Konjusha
Music							
MUS*104	01	2073	World Music	3.0	Online	Online	J. Hummel

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
Philosophy							
PHL*111	C02	2008	Ethics	3.0	Online	Online	F. Bogle-Assegai
Psychology							
PSY*111	01	2153	General Psychology	3.0	MW	6:00p-9:08p	L. Guzzo
PSY*111	04	2061	General Psychology	3.0	Online	Online	L. Martinez
PSY*201	04	2027	Life Span Development	3.0	Online	Online	S. Fagbemi
PSY*204	02	2154	Child & Adolescent	3.0	Online	Online	L. Martinez
PSY*253	01	2089	Multicultural Issues	3.0	Online	Online	S. Fagbemi
Sociology							
SOC*101	03	2074	Principles of Sociology	3.0	MW	9:00a-12:08p	J. Ricardo
SOC*101	05	2020	Principles of Sociology	3.0	Online	Online	J. Ricardo
Spanish							
SPA*101	03	2063	Elementary Spanish I	3.0	Online	Online	S. Rojas
SPA*101	04	2175	Elementary Spanish II	3.0	MW	6:00p-9:08p	Staff
SPA*102	07	2174	Elementary Spanish II	3.0	Online	Online	A. Glaviano
SPA*102	08	2176	Elementary Spanish II	3.0	MW	6:00p-9:08p	Staff

Full Summer Session: May 20 – August 24

Subject	Sect	CRN	Title	Credit	Days	Times	Instructor
Paramedic							
PMD*112	0	2065	Paramedic II	8.0	TR	6:30p-9:30p	K. Goulet
PMD*115	0	2064	Paramedic III	7.0	MW	8:15a-11:15a	D. Tauber
PMD*117	0	2050	A&P for Emergency Care	2.0	TR	5:00p-6:00p	M. Suppich
Radiography							
RAD*103	01	2090	Radiography Seminar 5/20 - 6/28 only	3.0	TWR MF	9:30a-12:00p TBA	P. Creech
RAD*192	01	2001	Radiography Clinical 7/1 - 8/9 only	3.0	MTWRF	TBA	P. Creech

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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* 101 - Art History I

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.

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.



COURSE DESCRIPTIONS

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* 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.

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COURSE DESCRIPTIONS

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.

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COURSE DESCRIPTIONS

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 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).

BFN* 110 - Personal Finance

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 life skills management in the business environment. Students will create their own personal financial plan and will present the plan as a final project. Prerequisites: MAT* 095 or appropriate Mathematics Placement Test score.

FREE CLASS

BFN 110 3cr.

Personal Finance

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

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COURSE DESCRIPTIONS

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- Intro. to Mgmt. Info. 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.



COURSE DESCRIPTIONS

CST* 246 - Networking Security

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* 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* 101- Introduction to Early Childhood Education

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. Co-requisite: ENG 043.

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.

COURSE DESCRIPTIONS

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 ECON202. 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

COURSE DESCRIPTIONS

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. Co-requisite: 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.

HIS* 202 - U. S. History II

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. 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.

COURSE DESCRIPTIONS

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.

COURSE DESCRIPTIONS

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 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.

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.

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.



COURSE DESCRIPTIONS

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* 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* 247 - Industrial & Organizational Psychology

A comprehensive study that introduces the student to the applications of psychology in the work place. 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* 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.

COURSE DESCRIPTIONS

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.

SOC* 235 - Introduction to Social Welfare

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 (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).

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 speakers of Spanish may take SPA* 107.





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Apprenticeship Programs

Capital Community College is a true leader in developing and implementing innovative programs that support workforce development. The College's newest initiative uses apprenticeship programs to support occupations in insurance, financial services, food service, and hospitality management. The apprenticeship program at Capital Community College is a proven model which starts with a partnership between the college and the employer. This collaborative foundation thoroughly prepares students for the workforce and helps meet the growing need for reliable, highly skilled workers.

Insurance Claims

Capital Community College has partnered with The Hartford, the United States Department of Labor, and the Connecticut Department of Labor to design and implement a Registered Apprenticeship Program in Insurance Claims Operations. Apprentices participate in insurance-related instruction, paid on-the-job training, mentoring, and academic coaching while working on the final year of their associate degrees. Upon successful completion of the one-year program apprentices have completed their degrees, obtained non-credit certificates in Insurance Claims Operations, earned 12 college credits for the related insurance instruction, passed the Connecticut Adjuster's license exam, and received their CTDOL Registered Apprenticeship certificates. In a related collaboration with The Hartford, and in support of the apprenticeship program, Capital Community College has opened Connecticut's first simulated classroom for Insurance Claims Operations. In 2018, Capital Community College opened Connecticut's first simulated call center to support the Insurance Claims Operations apprenticeship and other related workforce development training programs.

Food Service & Hospitality Management

The Food Service & Hospitality Management Registered Apprenticeship Program is a one-year training program that prepares individuals for employment in the food service and hospitality industry. Apprentices receive classroom instruction on basic food service and hospitality foundations that are integrated with practical lab activities in a commercial food service operation. The apprentices develop and practice the skills required in the culinary profession while acquiring work experience. Upon successful completion of the program, apprentices are awarded a non-credit Food Service & Hospitality Management certificate of completion from Capital Community College, 6 college credits, the ServSafe® Food Handler certification, and the Connecticut Department of Labor Registered Apprenticeship Certificate.

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For more information contact:

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