2015-2016

Middlesex Community College
COLLEGE CATALOG

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WELCOME FROM THE PRESIDENT

OUR WORLD IS FULL OF POSSIBILITIES

So much depends on being prepared to seize them.

At Middlesex Community College, you can take the courses you need to transfer into a baccalaureate program with advanced standing. You can also earn the credentials required to start a career or change to a new one. And you can explore areas of study that have always fascinated you or follow your curiosity into fields of study you have never experienced before.

But college is so much more than taking courses and earning degrees or certificates. At Middlesex Community College, we know that it is the experience of college that makes the difference. That is why we work so hard to encourage our students to be fully engaged. We want you to form meaningful, lasting relationships with our faculty and students. And we want you to acquire the knowledge and skills you will need to make the most of all the opportunities that lie ahead for you.

Our courses are academically challenging and offered in a variety of formats, from lecture to discussion, seminar to laboratory, from field-based to online. Our transfer curriculum is constantly being updated and improved, linking it to upper division programs at bachelor degree granting colleges and universities. Every one of our occupational programs has an advisory board made up of employers in the field, ensuring that our programs are the right preparation for a successful career.

Outside the classroom, at both our Middletown campus and Meriden Center, all students have the chance to contribute, participate, and become involved in student organizations and activities. This is how we nurture students to become leaders, creators, thinkers, and explorers.

Faculty advisors, student affairs staff, tutors, librarians, and fellow students can all help you succeed in college. Years after you leave Middlesex, we want you to recall that this is the place where you developed a passion for learning, and where you found a warm and supportive community that prepared you to steer your own path into our complex and changing world.

Welcome to Middlesex Community College!

 Anna Wasescha, Ph.D.
President

COLLEGE VISION AND MISSION

Vision & Mission

In all it does, Middlesex Community College strives to be the college of its community. By providing high quality, affordable, and accessible education to a diverse population, the college enhances the strengths of individuals through degree, certificate, and lifelong learning programs that lead to university transfer, employment, and an enriched awareness of our shared responsibilities as global citizens.

Sustainability Statement

MxCC is committed to environmental stewardship and to the principles of sustainable development first articulated in the Brundtland Commission Report of 1987. Simply stated, sustainable development means meeting the needs of the current generation without compromising the ability of future generations to meet their needs. At MxCC, we will practice sustainability in the operation of our buildings and grounds, we will infuse sustainability across our curriculum, and we will provide opportunities for our college community to engage in sustainable activities outside the classroom and in the community.

Main Campus (Middletown): 860.343.5800
Meriden Center: 203.608.3012
Admissions Office: 860.343.5719
Internet: http://www.mxcc.edu

MxCC does not discriminate on the basis of race, color,national or ethnic origin, religion, age, sex, marital status, sexual orientation, physical disability, mental disability (or history thereof) or criminal record in its educational and employment practices. Political beliefs and veteranstatus are also part of the nondiscrimination coverage in the Board of Trustees' Policy on Student Rights.Further, racism and sexual harassment are prohibited.Inquiries regarding this policy should be directed to the Director of Human Resources at 860-343-5751, the Dean of Academic Affairs at 860-343-5706, or Dean of Students at 860-343-5759: MxCC, 100 Training Hill Road, Middletown, CT 06457.

LICENSE AND ACCREDITATION

Middlesex Community College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

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

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

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education

New England Association of Schools and Colleges

3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514

781-425-7785

E-mail: cihe@neasc.org

ACADEMIC CALENDAR

Winter Intersession 2015-2016

Day	Date	Descriptions
Monday	December 28	WINTER CLASSES BEGIN
Mon-Thur	Dec. 28-31	Classes Held
Friday	January 1	New Year's Day – COLLEGE CLOSED
Mon-Fri	January 4-8	Classes Held
Mon-Fri	January 11-15	Classes Held
Tuesday	January 19	Grades Due by 9:00AM

Spring Semester 2016

Day	Date	Description
Monday	January 18	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 19	Faculty Semester Begins
Tue-Wed	Jan. 19-20	Last-Minute Registration, Orientation Sessions
Tuesday	January 19	Adjunct Faculty Professional Development Event
Thursday	January 21	CLASSES BEGIN
Wednesday	February 3	Last Day to Add/Drop Courses Last Day for 50%Tuition Refund

Friday	February 12	Lincoln's Birthday – NO CLASSES, COLLEGE OPEN
Saturday	February 13	Faculty Holiday - NO CLASSES
Monday	February 15	Washington's Birthday (Observed) – COLLEGE CLOSED
Tuesday	February 16	"LATE START" CLASSES BEGIN
Wednesday	February 24	Last Day to Change from Credit to Audit Status
Saturday	March 19	Saturday Classes Meet (Spring Break starts next Monday!)
Mon-Sun	March 21-27	Spring Break – NO CLASSES, COLLEGE OPEN MARCH 21-24, CLOSED MARCH 25-27
Mon-Fri	April 4-29	Priority Advising & Registration for Continuing Students
Wednesday	April 6	Last Day to Make Up "Incompletes" from Fall 2015
Wednesday	April 13	Last Day to Withdraw from Classes
Friday	April 15	GRADUATION APPLICATIONS DUE
Friday	April 29	Academic Convivium
Thursday	May 5	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Friday	May 6	Academic Awards Night
Monday	May 9	Last Day of Classes
Tue-Mon	May 10-16	Final Exams
Tuesday	May 17	Final Exam Make-Up Day (necessary only if college is closed due to inclement weather or emergency on a day when Final Exams are scheduled)
Thursday	May 19	Grades Due by 9:00AM
Thursday	May 26	COMMENCEMENT, 6:00pm

Summer Semester 2016

Session I: Five Weeks -- May 23 - June 28

Day	**Date**	**Description**
Monday	May 23	Session I Classes Begin
Thursday	May 26	Commencement Day - NO CLASSES
Monday	May 30	Memorial Day - NO CLASSES, COLLEGE CLOSED
Friday	June 17	Last Day to Withdraw from Session I Classes
Tuesday	June 28	Last Day of Session I Classes

Session II: Five Weeks -- June 29 - August 5

Day	**Date**	**Description**
Wednesday	June 29	Session II Classes Begin
Friday	July 1	NO CLASSES
Monday	July 4	Independence Day - NO CLASSES, COLLEGE CLOSED
Friday	July 22	Last Day to Withdraw from Session I Classes
Wednesday	August 3	Last Day of Session II Classes that meet MTWR
Friday	August 5	Last Day of Session II Classes that meet MWF and Online

Session III: Ten Weeks -- May 23 - August 2

Day	**Date**	**Description**
Monday	May 23	Session III Classes Begin
Thursday	May 26	Commencement Day - NO CLASSES
Monday	May 30	Memorial Day - NO CLASSES, COLLEGE CLOSED
Friday	July 1	NO CLASSES
Monday	July 4	Independence Day - NO CLASSES, COLLEGE CLOSED

| Friday | July 15 | Last Day to Withdraw from Session III Classes |
| Tuesday | August 2 | Last Day of Session III Classes |

Session IV: Seven Weeks -- June 13 - August 3

Day	**Date**	**Description**
Monday	June 13	Session IV Classes Begin
Friday	July 1	NO CLASSES
Monday	July 4	Independence Day - NO CLASSES, COLLEGE CLOSED
Friday	July 15	Last Day to Withdraw from Session III Classes
Monday	August 1	Last Day of Session IV Classes that meet MWF
Tuesday	August 2	Last Day of all other Session IV Classes

Fall Semester 2016

Day	**Date**	**Description**
Mon-Fri	Aug. 22-26	Last-Minute Registration, Orientation Sessions
Thursday	August 25	Faculty Semester Begins
Thursday	August 25	Orientation for New Adjunct Faculty
Monday	**August 29**	**CLASSES BEGIN**
Saturday	September 3	Saturday Classes Begin – CLASSES HELD
Monday	September 5	Labor Day – COLLEGE CLOSED
Monday	September 12	· Last Day to Add/Drop Courses · Last Day for 50% Tuition Refund
Monday	September 19	Constitution Day Observed – CLASSES HELD
Monday	September 19	"LATE START" CLASSES BEGIN

Saturday	September 24	Adjunct Faculty Professional Development Day
Monday	September 26	Last Day to Change from Credit to Audit Status
Monday	October 10	Columbus Day – CLASSES HELD
Mon-Fri	Oct 31-Nov 22	Priority Advising & Registration for Continuing Students
Friday	November 4	Last Day to Make Up "Incompletes" from Spring/Summer 2014
Friday	November 11	Veterans' Day – CLASSES HELD
Friday	November 11	Last Day to Withdraw from Classes
Friday	November 11	Graduation Applications Due for December Completers
Wed-Sun	Nov. 23-27	Thanksgiving Recess – NO CLASSES Wed., 11/23 – Veterans' Day Observed (College Open, Faculty Holiday) Thur., 11/24 – Thanksgiving Day (College Closed) Fri., 11/25 – Day After Thanksgiving (College Open, Faculty Holiday) Sat., 11/26 and 11/27 – No Classes (College Closed)
Tuesday	December 6	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Thursday	**December 8**	**Last Day of Classes**
Friday	December 9	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Sat-Fri	**December 10-16**	**Final Exams**
Saturday	**December 17**	**Final Exam Make-Up Day (necessary only if college is closed due to inclement weather or emergency on a day when Final Exams are scheduled)**
Tuesday	December 20	Grades due by 9:00am Faculty Semester Ends

Winter Intersession 2016-2017

Day	Date	Description
Tuesday	December 27	**WINTER CLASSES BEGIN**
Tues-Fri	Dec. 27-30	Classes Held
Monday	January 2	New Year's Day Observed – COLLEGE CLOSED
Tue-Fri	January 3-6	Classes Held
Mon-Fri	January 9-13	Classes Held
Tuesday	January 17	Grades Due by 9:00AM

Spring Semester 2017

Day	Date	Description
Monday	January 16	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 17	Faculty Semester Begins
Tue-Wed	Jan. 17-18	Last-Minute Registration, Orientation Sessions
Wednesday	January 18	Adjunct Faculty Event
Thursday	**January 19**	**CLASSES BEGIN**
Wednesday	February 1	· Last Day to Add/Drop Courses · Last Day for 50%Tuition Refund
Friday	February 17	Lincoln's Birthday Observed – NO CLASSES, COLLEGE OPEN
Saturday	February 18	Faculty Holiday - NO CLASSES
Monday	February 20	Washington's Birthday Observed – COLLEGE CLOSED
Tuesday	February 21	"LATE START" CLASSES BEGIN
Wednesday	February 22	Last Day to Change from Credit to Audit Status
Saturday	March 11	Saturday Classes Held (Spring Break starts on Monday!)

Mon-Sun	March 13-19	Spring Break – NO CLASSES, COLLEGE OPEN
Mon-Fri	April 4-29	Priority Advising & Registration for Continuing Students
Wednesday	April 5	Last Day to Make Up "Incompletes" from Fall 2015
Fri-Sun	April 14-16	Days of Reflection – COLLEGE CLOSED
Monday	April 17	Last Day to Withdraw from Classes
Monday	April 17	GRADUATION APPLICATIONS DUE
Friday	April 28	3rd Annual Academic Convivium
Thursday	May 4	Reading/Make-Up Day – COLLEGE OPEN, NO REGULARLY SCHEDULED CLASSES
Friday	May 5	Academic Awards Night
Monday	**May 8**	**Last Day of Classes**
Tue-Mon	**May 9-15**	**Final Exams**
Tuesday	**May 16**	**Final Exam Make-Up Day (necessary only if college is closed due to inclement weather or emergency on a day when Final Exams are scheduled)**
Thursday	May 18	Grades Due by 9:00AM
Thursday	May 27	COMMENCEMENT, 6:00pm

COLLEGE ADMINISTRATION & ACADEMIC DIVISIONS

College Administration

The President

The President is the College's chief executive officer and the liaison between the College and the state's educational system. The President is the vital link between the college and the community and possesses the final authority in all areas.

The Dean of Academic Affairs

The Dean of Academic Affairs is the College's chief academic officer. As such, the Dean is responsible for all of the College's academic programs (credit and non-credit), academic standards, grading policies, evaluation of teaching faculty and academic support staff, as well as professional staff development.

The Dean of Students

As the advocate of students' rights, the Dean of Students is responsible for all programs and services in admissions, records, financial aid, counseling, placement, student academic and disability support, student activities, and health.

The Dean of Administrative Services

As the chief fiscal, administrative and business officer of the College, the Dean of Administrative Services is responsible for budgets, finances, purchases, security, food services, plant operations, human resources, information technology, media services, and the bookstore.

Human Resources and Labor Relations

The Human Resources (HR) office provides consultation and guidance to management and to individual employees on a wide variety of employment-related matters. HR recruits staff, plans and conducts new employee orientation, and administers a wide variety of HR policies and procedures, as well as assuring compliance with relevant state and federal employment rules and regulations. The Director also interprets and administers the four collective bargaining agreements covering Middlesex CC employees, including the handling of complaints, disputes and grievances.

Academic Division

SCHOOL OF ALLIED HEALTH, BUSINESS, and STEM (Science, Technology, Engineering & Math)
Dr. Lin Lin, Interim Director — Wheaton Hall room 217 — 860-343-5763
Lisa Civitillo, Secretary — Wheaton Hall room 313 — 860-343-5755

Academic disciplines — accounting, astronomy, biology, business administration, chemistry, computer information technology, computer engineering technology, engineering, environmental science, health information management, management, manufacturing, mathematics, marketing, ophthalmic design & dispensing, ophthalmic medical assisting, physics, radiologic technology, and veterinary technology.

Degrees and certificates — Accounting, Advertising and Sales Promotion, Biotechnology, Business Administration, Computer Information Technology, Computer Engineering Technology, Customer Service Management, Electric Power Pathway (Technology Studies), Engineering, Entrepreneurship, Environmental Science, Help Desk Technician, Marketing, Management Information Systems, Machine Manufacturing Technology (Technology Studies), Ophthalmic Design and Dispensing, Ophthalmic Medical Assisting, Radiologic Technology, Technology Studies, and Veterinary Technology.

SCHOOL OF ARTS & MEDIA, HUMANITIES, and SOCIAL SCIENCES

Mr. Jaime Flores, Director — Snow Hall room 508 — 860-343-5757

Patricia Inferrera, Secretary — Snow Hall room 508 — 860-343-5809

Academic disciplines — anthropology, fine art, broadcast cinema, communication, digital arts, economics, English, geography, history, modern languages, multimedia, music, philosophy, political science, psychology, sociology, speech, and theatre.

Degrees and certificates — Broadcast Cinema, Child Development Associate, Communication, Corporate Media Production, Criminal Justice, Early Childhood Education, Fine Arts, Graphic Design, Human Services, Juvenile Justice, Multimedia, News & Sports Production, Substance Abuse Education, and Therapeutic Recreation.

FAST TRACK ALLIED HEALTH & NON-CREDIT PROGRAMMING

Diane Bordonaro, RN, Coordinator — Snow Hall, Room 514 — 860-343-5716

The College has an outstanding reputation for quality, non-credit healthcare training programs. These include entry-level training, such as Certified Nurse Aide (CNA) as well as more advanced training for those currently employed in the healthcare field. Certificate programs Include: Patient Care Technician, Medical Billing and Coding, Ophthalmic Medical Assisting, Pharmacy Technician, Human Services Assistant, and Veterinary Assistant. Online certificate programs for professional continuing education are available. For more information, call 860-343-5716 or e-mail mx-cehelp@mxcc.edu.

ADMISSIONS

Middlesex Community College admits individuals for both fall and spring terms on a full or part-time basis. Applicants may apply as either a degree or non-degree seeking student.

The following selective programs require personal interviews, recommendations, and/or a special academic background:

- Radiologic Technology
- Veterinary Technology

Admissions requirements vary for these selective programs. Additional programs such as Broadcast Cinema, Human Services and Ophthalmic Design and Dispensing may require an interview with the Program Coordinator. Please contact the Admissions Office at 860-343-5719 for

information about these programs and application instructions.

Requirements for Degree Seeking Students:

- Submit an application to the Admissions Office with a copy of your high school diploma, transcripts or GED. Students without a high school diploma should contact the Admissions Office, 860-343-5719, and meet with the Director of Admissions to discuss your options.

- Pay the one-time college application fee of $20.00 (non-refundable).

- Provide documentation that you have been immunized (two doses) against measles, mumps, rubella, and varicella. See the policy, "Measles/Mumps/Rubella/Varicella (MMRV) Immunization Requirement", below for details and exemption information.

- Take the College Basic Skills Assessment. Please see the section "Placement Testing-Basic Skills Assessment" on the next page for details and exemption information.

Requirements for Non-Degree Seeking Students:

Complete steps 1 and 2 noted above. Depending on your educational background, the courses you are interested in taking and/or their prerequisites, you may have to take the College Basic Skill Assessment. Please see the section Placement Testing- Basic Skills Assessment, on the next page for details and exemption information. Application materials should be sent to:

Office of Admissions

Middlesex Community College

100 Training Hill Road

Middletown, CT 06457

Admission of Current High School Students

Applicants currently attending high school are asked to submit their application materials (application and official copy of transcript) through their Guidance Office. Upon graduation, a copy of the high school diploma or a final transcript must be forwarded to the Admissions Office. You may apply as either a full- or part-time, non-degree seeking student. Please refer to the appropriate degree category above for instructions.

High School Partnership Program

Middlesex Community College has signed agreements with many area high schools which permit eligible high school juniors and seniors to enroll in general fund supported credit courses at no cost. In order to participate in the college's High School Partnership Program, students must:

- Have at least a "B" average

- Be in the top 20 percent of their class

- Have the written recommendation of their principal or designated representative

- Submit an official high school transcript, and a High School Partnership application form

- Take the Basic Skills Assessment

For additional information contact the Admissions Office, 860-343-5719.

College Career Pathways

Middlesex Community College has articulation agreements with several public secondary education institutions. The College Career Pathways Program enables high school students to enroll in articulated high school academic,

business and career courses for possible college credit, at no cost, upon successful completion of high school courses. College Career Pathways students may earn up to twelve college credits for their high school courses of study. Applications for the Program must be submitted through the high school guidance office. For additional information about the College Career Pathways Program call Mensimah Shabazz at 860-343-5784.

Other High School-age Students

Middlesex Community College will accept for early admission to the College outstanding high school-age students that demonstrate sufficient academic ability and maturity. These students must demonstrate sufficient academic ability as evidenced by high school grades and the results of the College's Basic Skills Assessment (skills assessment is required), and provide a written recommendation by their principal or guidance counselor. A current, official copy of the applicant's high school transcript must accompany the College application. All high school or homeschooled students must have appropriate placement scores, satisfy course prerequisites and meet with the Director of Admissions prior to registering. Students may register for credit courses (according to placement test results), but are considered non-degree seeking. Upon completion of high school, students may move to degree-seeking status.

Homeschooled Students

Middlesex Community College welcomes qualified home-educated students seeking admission to the College. A home-educated applicant is someone who has graduated from a homeschooling program that meets the minimum requirements of their local school district.

Homeschooled students who do not have a high school diploma may still attend Middlesex, but only as a part-time, non-degree seeking student. All homeschooled students must demonstrate sufficient academic ability and satisfy course prerequisites before they can register for classes. Homeschooled students should also meet with the Director of Admissions for an interview before registering for classes.

Placement Testing – Basic Skills Assessment

Purpose of the Assessment

Before a student enrolls in academic programs, the College requires a BasicSkills Assessment (BSA) in mathematics, reading and English. The College uses the Computerized Placement Test (CPT) developed by the College Board to provide information about a student's level of accomplishment in these areas,and to help ensure a student's success in college. Academic advisors also use the BSA results when defining the appropriate level of course work for each student.

Who Must Take the Basic Skills Assessment?

The College requires all full-time and part-time students, and those enrolled in a degree or certificate program, take the BSA. In addition, non-degree seeking students, all high school partnership, as well as home-school students seeking early admission to the college, are required to take the BSA. Exemptions to this requirement are:

- Students who already possess an associate degree or higher

- Students who have completed college level mathematics and English (unofficial transcripts required)

Students who believe they are exempt from the BSA should contact the Admissions Office at 860-343-5719.

Administration of the Computerized Placement Test for the Basic Skills Assessment

The CPTs are administered on a computer. Students follow the instructions and questions on the computer monitor and select answers using the keyboard or mouse. No computer experience is necessary and assistance is available.

After applying to MxCC, a student can make an appointment to take the BSA at the College Learning Center, located in the lower level of Chapman Hall. Call 860-343-5770 in Middletown, or 203-608-3012 for the Meriden Center. Students with special needs can make arrangements through the Learning Specialist by calling 860-343-5879.

ACT Scores and the BSA

Math: Students who have taken the math portion of the ACT within the last four years may receive a waiver from the Math Placement (BSA) Test. A score of 19-21 will place the student into MAT* 137, and a score of 22 or higher will place the student into a math course with a prerequisite of MAT* 137, such as MAT* 146, 168, or 173. However, we strongly encourage these students to take the placement test since they may place into a higher course.

English: Students who have taken the English portion(s) of the ACT within the last four years may receive a waiver from the English Placement (BSA)Test. A score of 20 or higher on the ACT English portion or a score of 47or higher on the ACT English and Reading portions will place a student into ENG* 101.

SAT Scores and the BSA

Math: Students who have taken the math portion of the SAT within the last four years may receive a waiver from the Math Placement (BSA) Test. A score of 501-550 will place the student into MAT* 137, and a score of 551 or higher will place the student into a math course with a prerequisite of MAT* 137, such as MAT* 146, 168, or173. However, we strongly encourage these students to take the placement test since they may place into a higher course.

English: Students who have taken the verbal portions of the SAT within the past two years and have achieved a score of 500 on the Critical Reading portion of the SAT will be placed into ENG* 101.

Advanced Placement Scores

Students who scored a 3 or higher on their high school Advanced Placement (AP) courses may receive college credit through MxCC's College Entrance Examination Board's Advanced Placement Program. Official scores should be submitted to the Office of Admissions for consideration. When credit is awarded, it is entered on the student's college transcript, but the grade is not included in the college grade point average.

Measles/Mumps/Rubella /Varicella (MMRV) Immunization Requirement

In order to minimize both the school and state-wide health impact of measles, the Connecticut Legislature passed SHB 7171 AAC Proof of Immunization Against Measles, Mumps, Rubella, and Varicella for Certain Persons at Institutions of Higher Education. This law, which became effective July 1,1989, states that if an individual was born after December 31, 1956 and enrolls as a part-time or full-time matriculated student at an institution of higher education in Connecticut, the individual must present either a certificate of immunization against measles, mumps,

rubella and varicella, or laboratory evidence demonstrating said immunity. Students will not be permitted to register without proper State immunization documentation.

Exemptions to this requirement include:

- Individuals born before January 1, 1957

- Laboratory confirmation of immunity to such disease

- Documentation from a physician stating that the student is medically contraindicated from receiving such vaccine

- Documentation from the student that such immunization is contrary to his/her religious beliefs

- Documentation from a physician or director of health that the student has had a confirmed case of such disease

Adequate Immunization:

Students must have two (2) doses of each of the following vaccine administered at least one (1) month apart to ensure adequate immunization:

- Measles, Mumps, Rubella: Two doses administered at least one month apart.

- Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease. Students born in the United States before 1980 are exempt from the Varicella requirement.

A student's health and that of the campus community depend upon compliance with this legislation. For additional information, contact the Dean of Students at 860-343-5759.

Transfer Students

Students wishing to transfer from other institutions of higher education to MxCC must comply with the application requirements for admission into a degree program outlined above (see Application to Degree Programs). In addition, transfer students, wishing to transfer course work completed at another college or university or by CLEP, must request an official transcript

of previous college work from that institution. This transcript must be sent (hand-carried documents will not be accepted) to the Admissions Office at MxCC. For transfer credit, a course must either correspond to one offered at the college or be pertinent to a specific program.

The Board of Regents Policy on Transfer

At all community colleges, degree and certificate credit shall be granted only for credit courses completed at all institutions within the Connecticut State System of Higher Education and at all other collegiate institutions accredited by an agency recognized by the Council for HigherEducation Accreditation as either a Regional Accrediting Organization or aSpecialized and Professional Accrediting Organizations in accordance with the following:

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

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

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

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

- This policy shall appear in all college catalogs.

Readmission

Former MxCC students who have been absent for more than two years and who wish to be considered for readmission to the College, should complete a Readmit Application. If the student attended another college during his/her absence from MxCC, he/she must request that an official transcript be forwarded to the Admissions Office at Middlesex. Students who apply for readmission do not pay an application fee if previously paid.

Senior Citizens

Senior citizens must follow the same application procedures as all other students. Legislation requires that all senior citizens (62 or older) who wish to apply for tuition and fee waivers must enroll at the end of the regular registration periods on a space available basis. Call the Admissions Office at 860-343-5719 for additional information.

International Students

Any international student seeking admission to the college is required to provide all documents listed below to the Office of Admissions. The international student deadline is July 1 for the fall semester and November 1 for the spring semester. All documents must be translated into English and validated or notarized as being an accurate and official

translation. An I-20 cannot be issued until all items noted below have been submitted to the Admissions Office:

- Completed application and $20 (U.S.) application fee).
- Proof of completion of secondary school (high school), in the form of official transcripts or diploma. Foreign students who have completed university level studies in their home country must have their academic records evaluated to U.S. academic equivalencies if they wish to apply any of their previous work to their MxCC degree program. Information regarding the evaluation of foreign credits is available through the Office of Admissions.

- Results from the Test of English as a Foreign Language (TOEFL) exam, unless English is the only official language of their home country. Currently, the minimum required TOEFL score is 500 on the written version, 173 on the computerized version, and 61 on the internet-based version. Information about the TOEFL test is available at American Embassies, consulates and offices of the United States Information Service.

- Affidavit of support (DHS form I-134), notarized bank statement and other relevant financial documents (in English with currency values in U.S. dollar equivalencies).

- Proof of immunization against measles, mumps, rubella and varicella; two doses are required with a least one dose being given after 1980 (per Connecticut State law).

- Proof of their intended housing/living arrangement while attending MxCC (as housing is not available on-campus).

- Copy of valid passport.

After acceptance to the College, and upon arrival on campus, applicants must take the Basic Skills Assessment (BSA) in mathematics, reading and English. This Computerized Placement Test (CPT) provides information about the student's level of accomplishment in mathematics, reading and English. Please refer to Placement Testing- Basic Skills Assessment.

If there are any questions, please contact: The Admissions Office, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457. Phone: 860-343-5719.

Students with Disabilities

MxCC is committed to excellence and accessibility in education for all students. The College provides an equal educational opportunity to students with disabilities under section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA, 1990). MxCC strives to provide students with disabilities the opportunity to receive a positive college experience.

Students with disabilities who may require special accommodations should contact the Office of Disability Support Services (D.S.S.) at 860-343-5879.Students are also encouraged to disclose their disability to the Learning Specialist upon notification of admission to the college. Disclosure of a documented disability will enable the support staff to provide assistance with the Basic Skills Assessment, program planning, course scheduling, and classroom accommodations appropriate to the individual's needs. Instructors are under no obligation to provide accommodations unless the student has disclosed the nature of the disability to the designated service provider on campus. The college reserves the right to determine the nature and extent of the accommodations provided.

MxCC strives to provide services within the guidelines and spirit of the American with Disabilities Act.

Students in need of ambulatory assistance should contact the Office of the Dean of Administration at 860-343-5704, so that emergency evacuation plans can be made. The individual student is responsible for personal service attendant.

Students with Medical Problems

Students are responsible for notifying the Dean of Students and instructors of any chronic medical problem. Through this process, faculty and administration can better provide services for students with such medical problems.

New England Regional Student Program

The New England Board of Higher Education's Tuition Break provides a discount on out-of-state tuition to Connecticut residents when they enroll in approved degree programs at specific state colleges and universities in Maine, Massachusetts, New Hampshire, Rhode Island or Vermont. Connecticut residents are eligible for the Tuition Break Program if they enroll in an approved major that is not offered by the public colleges and universities in their home state. Visit www.nebhe.org/tuitionbreak for details.

ACADEMIC SUPPORT & STUDENT SERVICES DEPARTMENT

Career Development and Counseling Center

The Career Development and Counseling Center provides comprehensive career, academic, transfer and guidance services for all MxCC students. Professional counselors are available to assist students with a wide range of questions and concerns throughout their academic careers. Among the services available to students are:

Career Counseling/Personal Guidance
- Assistance in selecting a career or major

- Information on self-assessment and career alternatives

- Access to computerized interactive guidance systems

- Critique on resumes and cover letters

- Support in interviewing techniques and job strategy preparation

- Information on labor market trends

- Support for college adjustment issues

Academic Advising and Transfer Assistance
- Assistance with course and program selection

- Information on transfer articulation agreements

- Support in identifying and selecting four-year colleges and universities

- Opportunities to meet with college and university representatives at the Annual Transfer Fair

- Access to the Career Library with holdings on other schools as well as career and scholarship information.

Employment

- Access to summer, full and part-time employment listings

- Information on internship opportunities

The Career Development and Counseling Center is located in Founders Hall, Room 121. Click Career Development and Counseling Center on the MxCC web site to learn more about our services. Students also are encouraged to stop by the office or call 860-343-5826 to schedule an appointment.

Academic Success Center

With free basic skills assessment and academic assistance (tutoring) in a variety of subjects. While some professors may recommend specific tutoring for students, all students are welcome to visit these facilities for tutoring or study space anytime. The Center is staffed by a coordinator and tutors who have demonstrated competency in specific subjects.

Corporate Media Center

Since 1986, Middlesex Community College's Corporate Media Center (CMC) has been producing award-winning corporate, industrial, and training videos for a wide variety of clients. The CMC provides video production services to the community while giving students "real world" production experience through the CMC's close affiliation with the Broadcast Cinema degree and certificate programs.

CMC productions have won dozens of awards, including 10 national awards such as the Telly, Ava, and

Communicator awards for clients such as Connecticut's Department of Environmental Protection, Connecticut Department of Labor, Unilever, Stanley Tools, United Technologies, Hamilton Sundstrand and Sikorsky Aircraft.

Students enrolled in the course COM* 293 "Corporate Media Practicum" act as crew members on these productions under the supervision of CMC Coordinator Dan Nocera. If your business or agency is interested in hiring the CMC to produce your next video contact Dan Nocera at 343-5812 or Dnocera@mxcc.edu

Insurance for Students

All full and part-time students enrolled in credit courses are automatically covered under the School Time Only Accident Insurance Plan. Full and part-time students are eligible to subscribe to the Optional 24-HourAccident and Sickness Insurance Plan. In addition, students who elect Accident and Sickness Insurance may also enroll their eligible dependents. Complete details regarding student insurance are available in the office of the Dean of Students.

Student Activities

The Student Activities Office (SAO) brings enrichment, involvement and fun to the MxCC campus! The office works with the Student Senate, campus clubs and organizations to assist in the administration and planning of co-curricular activities designed to enhance the classroom experience and promote student leadership development. SAO staff organizes educational, cultural, social and recreational programming in accordance with student interest and involvement, and is funded largely by student activity fees. Programs have included hosting speakers and performers, organizing state capitol and museum

excursions, day trips to Boston and New York, art shows and theatre and many other special events. The SAO promotes civic engagement through blood drives, voter registration efforts, community service programs, food and clothing drives and fundraising to support area charitable organizations.

Collegiate student clubs and organizations include the Journalism, Veteran's, Creative Writing, Math and Computer clubs, Human Services Student Association, Phi Theta Kappa, and S.P.E.A.K., the college's GLBTQ alliance. Club activity levels vary with student interest and students may propose new clubs on campus anytime throughout the academic year.

Students are encouraged to participate in campus activities, assist in New Student Orientation and assume leadership roles that foster skill building, campus connections and educational enrichment.

Student Retention Services

Student Retention Services assists students who need one-on-one attention while enrolled at the college and those struggling with issues that could interfere with their attendance and/or progress at the college. Our student retention specialists can assist you with the following:

- Help with specific academic issues (test-taking, time management, etc)

- Effective study skills and learning strategies

- Assessing barriers & creating an academic success plan

- Academic Advising

- Exploration of career and degree options

- Referral to other appropriate campus resources

For more information, or to schedule an appointment, call the Meriden Center at 203-608-3017 or the main campus at 860-343-5715.

Student Senate

The Senate, an annually elected assembly of students who represent the entire student body, functions as an advocate for the interests of MxCC students in its dealings with the college faculty, staff and administration. Using funds collected through student activity fees, the Student Senate provides financial support for campus clubs and organizations as well as for on and off campus events and programs. Members of Senate, as well as any interested student may also serve on committees at the college including the College Council, standing committees and other ad-hoc committees. Located in Founders Hall, the Student Senate meets weekly to plan programs and address campus and system-wide issues affecting students.

All interested students are encouraged to visit the office, Call 860-343-5748 and visit the college website for more detailed information.

Veterans' Affairs

Students interested in applying for veterans' benefits should contact the Veterans' Certifying Official at 860-343-5720. On an average, approximately 125 veterans receive benefits each semester.

MERIDEN CENTER

The Meriden Center is located at 55 West Main Street in downtown Meriden. The Center provides quality educational opportunities and programs to a diverse student and community population, through day, evening and weekend credit and non-credit courses, accelerated classes, business and industry training, and seminars. Most services offered at the main campus are also available at the Center:

- On-site Registration
- Admissions
- Placement testing
- Advising
- Academic Success Center (Tutoring and Testing)
- Online access to the Jean Burr Smith Library
- Multimedia access, instruction
- Career Development & Counseling
- Financial Aid
- Fast Track Allied Health Programs

The campus is located on floors 1, 4 and 5 of a multi-level downtown facility, featuring classrooms equipped with the latest instructional equipment and technology; plus a student lounge, easily accessible administration offices, ample free parking – and building security. The Meriden Center has 10 classrooms and two high-tech computer labs, with a total of 48 computer workstations for student use.

In 2010 the Center opened the "Meriden Foundation Allied Health Lab," to be used by students in the Certified Nurse Aide (CNA) and Patient Care Technician (PCT) certificate programs. The Lab helps to create a real-life health care environment – complete with patient beds and other

hospital furniture, mannequin ("patients"), blood pressure and phlebotomy simulation trainers, and other crucial patient care equipment – to prepare students to provide direct patient care later in their studies an throughout their careers. Contact 203–608-3000.

ONLINE DISTANCE LEARNING

MxCC provides students living domestically and internationally with opportunities to learn in a supportive online learning environment. Our broad selection of general education (academic) requirements is taught mostly fully online; interested students need not visit campus while taking fully online courses during a semester. Students taking hybrid courses are required to attend campus meetings specified by the course instructor. New students who are interested in taking fully online or hybrid courses need to first contact the Admissions Office. See procedures for admissions and registration.

How Does It Work?

Most of our fully online classes are asynchronous— you do not have to sign on at a specific time. Our online classes (ONLN code) are offered by semester. For example, if you enroll in a fall online class, you would start the first day of the semester, just like you would in an on-ground course. Like in a traditional class, you follow a syllabus that provides information on readings, assignments, projects, and exams. You submit your assignments or take your exams within a designated timeline, but the time and day on which you complete it is up to you. The class is available 24 hours a day, 7 days a week. This flexibility allows you to work your class into your current obligations instead of scheduling everything else around your class.

Benefits

- Sign on anywhere anytime as long as you have Internet access.

- Everything is available, always. You can read and reread material for an in-depth understanding and you don't need to worry about incomplete or illegible notes.

- Active participation in lively online discussions is always cited as being a student's favorite part of his/her online class.

- You have direct communication with professors via e-mail at any time. You do not need to schedule an appointment during office hours or wait for a convenient time during class to have questions answered.

- By taking classes online, you've saved yourself the time and expenses incurred when taking classes on campus.

- Online learners come from a variety of places and have a variety of backgrounds, which mean students provide diverse contributions to the class.

Frequently Asked Questions

I have never taken an online class. How do I know if I am suitable for learning online?

You can take a self-assessment test to find out if you are ready for learning online. The assessment information can be found at Take a SmartMeasure Test (link will open in new window)

Where do I get help in getting started with an online course?

We have two options to help you log on and get familiar with our courses. As a new online student, you can attend an on-campus orientation. You can take our online orientation. The on-campus orientation schedule and online orientation can be found at http://www.mxcc.edu/distance (link will open in new window). Click on Campus Orientation or Online Orientation (left column). We recommend all new online students visit our distance learning web site upon registration and go over online orientation even prior to attending an on campus orientation.

Do I need a computer?

Yes. You must have a computer with high speed Internet connection (DSL or cable). You also should have a back-up plan in case something happens with your connection or computer.

How much time does it take?

You will be studying in an online course for the same amount of time or more than you would be in a classroom. Just like in an on-campus class, you must read textbooks and complete assignments, papers, projects, and exams.

How can I learn about a specific class?

Visit http://www.mxcc.edu/distance (link will open in new window). Click on Online Classes (left). Click the desired term. If you do not see a syllabus for that term, look for the same class/professor in a prior semester. If the course is a new offering, you may contact the course professor to obtain a tentative syllabus.

Does an online class cover the same material as an on-campus class?

Yes, the same information is covered. Course descriptions can be found in the course catalog or online at the College website :http://www.mxcc.edu (link will open in new window).

How can I learn more about online classes?

You can visit http://www.mxcc.edu/distance (link will open in new window). There are links to How to Register, Take a SmarterMeasure Test, Online Classes, What to Do, How to Log on, Technical Help, Online Orientation, Campus Orientation, and Success Tips. Explore various links for more information about our online offerings.

MXCC FOUNDATION, INC.

The Middlesex Community College Foundation's purposes are to support the College and its students by receiving, managing, and distributing funds for scholarships and other educational purposes; and, to generate and strengthen communication and collaboration among the College, the Foundation, and business, industry, professional, civic, and educational leaders in the communities served by the College – all of Middlesex County, Meriden and Wallingford in New Haven County, and Rocky Hill in Hartford County. The Foundation's Board of Directors includes community and business leaders, alumni, faculty and student representatives, and administrators at MxCC.

The Foundation strongly supports the college's mission, especially through fundraising efforts that enhance student scholarships, academic programs, and campus projects. Each year the Foundation awards approximately 50 scholarships in the range of $500 to $2,000 each. The Foundation and scholarship recipients thank individual donors, civic groups, businesses, charitable foundations, alumni, and college faculty and staff who provide the support that makes this possible. Donors establish scholarships to honor the memory and achievements of family, faculty or friends, to express their personal appreciation for their educational experiences at MxCC, or because they truly believe that community colleges are a purely American institution designed to make higher education accessible and affordable to all. Each year, the MxCC Foundation organizes The MxCC Classic golf tournament, the $cholarship 5K, and the MxCC Bowlathon to raise funds that support student scholarships and college programs.

MAPS – CHAPMAN HALL
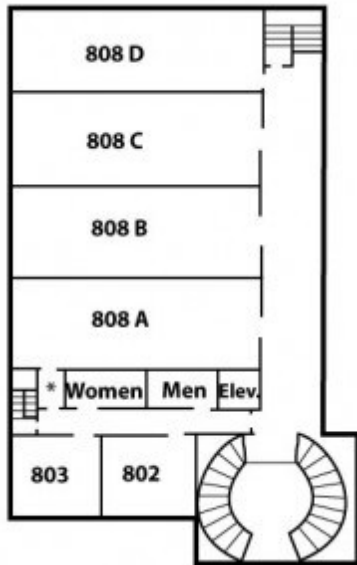
Upper Floor

802 Institutional Research

803 Conference Room

808A Multipurpose Room A

808B Multipurpose Room B

808C Multipurpose Room C

808D Multipurpose Room D

* Catering Kitchen
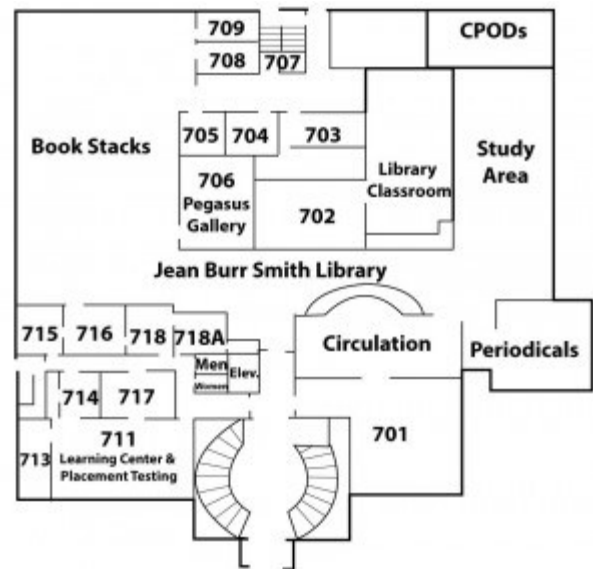
Ground Floor

701 Circulation / Cataloging

702 Archive

703 Office

704 MILE Office

705 Study Room

706 Pegasus Gallery

707 Assistive Technology

708 TV Viewing Room/Group Study

709 Listening Room

711 Learning Center & Placement Testing

713 Office

714 Office

715-716 Veteran's OASIS Center

718 Office

718A Staff Workroom

Lower Floor

601 Storage

602 Mechanical Room

603 OD&D Workshop

604 Storage

605 Classroom/Viewing Room

606 Classroom

609 Contact Lens Clinic

610 New Media Classroom

612 New Media Classroom/Lab

613 Classroom

622 Elevator Machine Room

623 Mechanical Room

625 OD&D Faculty Office

626 Dispensing Lab.

627 Dispensing Clinic

628 Conference Room

629 Under Construction

630 Under Construction

631 Under Construction

632 Under Construction

633 Under Construction

634 Under Construction

MAPS – FOUNDERS HALL
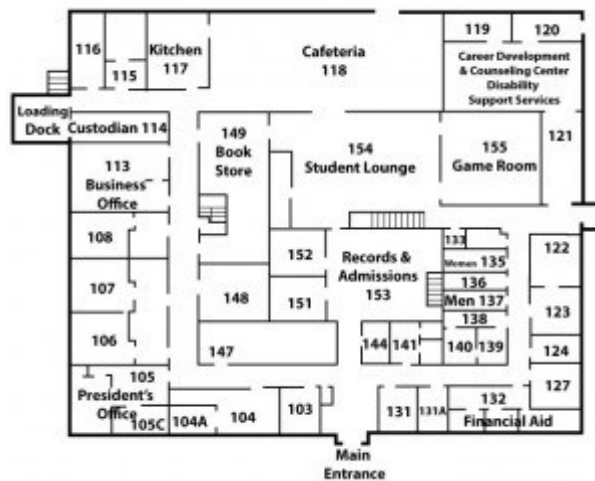
Main Floor

103 Presidents Conference Room

104 Allied Health

104A Health Life Sciences

105 President

105C Exec. Assistant to President

106 Dean of Administration, Finance & Planning

107 Dean of Academic Affairs

108 Director of Finance and Administrative Services

113 Business Office/Purchasing

114 Loading Dock / Custodian

115 Human Resources

116 Payroll Office

117 Kitchen

118 Cafeteria

119-121 Career Dev. & Counseling Center Disability Support Services

122-123 Dean of Students

124 Director of Advising

127 Student Activities

131 Distance Learning Support

131A Director of Distance Learning & Director of Academic Initiatives

132 Financial Aid

133 Pump Room

135 Women's Lav.

136 Janitor

137 Men's Lav

138 Stock Room

139 Staff – Women's Lav

140 Staff – Men's Lav

141 Director, Center for New Media

144 Mechanical Room

147 Information / Communication Center

148 Maintenance Office

149 Bookstore

151 Admissions Director

152 Registrar

153 Admissions and Records

154 Student Lounge

155 Game Room

FM
3

Enter from Student Lounge

FM-1 Records
Office Storage

FM-2A
Marketing &
Public Relations

FM-2B
Foundation Office

CONNTAC

Upper Level

FM-1 Records Office Storage

FM-2A Marketing & Public Relations
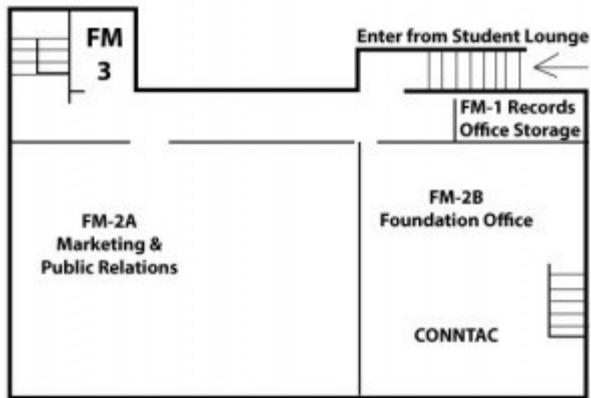
College Career Pathways

FM-2B Foundation Office & CONNTAC

FM-3 Staff Lounge

MAPS – SNOW HALL

Ground Floor

403 Mechanical Room

406 English & Math Lab

407 Art & Multimedia Office

408 Sculpture Studio

409 Drawing & Painting Studio

410 Art Studio

412 Multimedia Lab

413 Multimedia Computer Room

414 Adjunct Faculty Office

415 Classroom

416 Collaborative Learning Lab

418 Office

419 Classroom

421 Men's Locker Room

426 Hot Water Heater

427 Women's Locker Room

430 Women's Lav.

431 Janitor

433 Men's Lav.

Upper Floor

502 Storage

503 Student Lounge

504 Classroom

505 Classroom

506 Classroom

507 Classroom

508 Social Science Div. Office

509 Classroom

510 TV Studio

512 TV Studio Control Room

514 Green Room

515 Broadcast Communications Office

516 Media Studies

517 Foreign Language Office

518 Corporate Media

520 Humanities Division Office

521 Classroom

525 Women's Lav.

526 Janitor

528 Men's Lav.

MAPS – WHEATON HALL
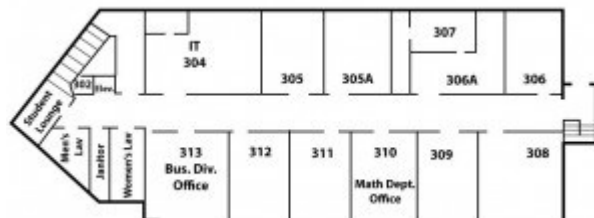
Upper Floor

304 Information Technology Department

305 Open Computer Lab

305A Computer Classroom

306 Computer Classroom

306A Media Services

307 Business Office Technology

308 Computer Classroom

309 Classroom

310 Math Dept. Office

311 Classroom

312 Classroom

313 Business Division Office

315 Women's Lav.

316 Janitor

318 Men's Lav.
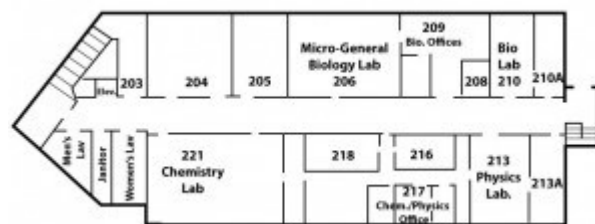
Ground Floor

203 Mechanical Room

204 Classroom

205 Classroom

206 Microbiology Lab

207 Biology Storage

208 Conference Room/Adjunct Office

209 Biology Office

210 Biology Lab

210A Classroom

213 Physics Lab

213A Classroom

214 Physics Prep.

216 Instrumentation Lab

217 Chemistry/Physics Office

218 Chemistry Storage

220 Chemistry Prep.

221 Chemistry Lab

223 Women's Lav.

224 Janitor

226 Men's Lav.

MAPS- MERIDEN CENTER
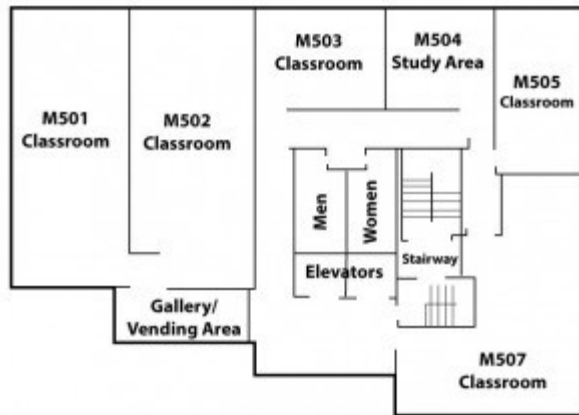
Fourth Floor

Fifth Floor

501 Classroom

502 Classroom

503 Classroom

504 Study Area

505 Classroom

507 Classroom
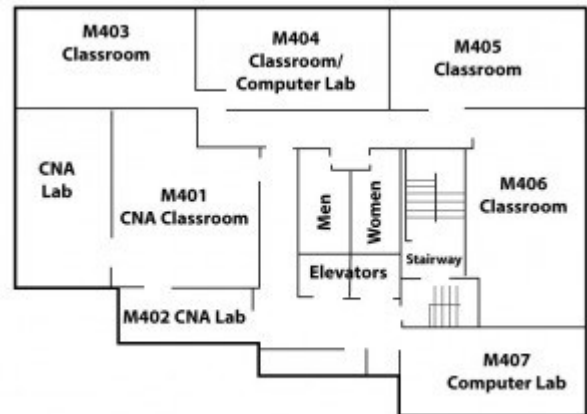
401 CNA Classroom/Lab

402 CNA Lab

403 Classroom

404 Classroom/Computer Lab

405 Classroom

406 Classroom

407 Computer Lab

RECORDS

Fresh Start

The Fresh Start Policy allows students who have not attended college for a period of two or more years and who have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students accepted for enrollment under Fresh Start will return in the status of academic probation.

All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. In accordance with the system policy on transfer grades, if the Fresh Start option is approved, the student will receive credit for courses with a grade of "C-" or above, including "P" (Pass). Keep in mind:

- The Fresh Start option can be used only once

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

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

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA)affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official [colleges may specify further if they wish], written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

The right to consent to disclosure of personally identifiable information contained in the student's education records,

except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A 'school official' includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

To comply with a judicial order or a lawfully issued subpoena;

To appropriate parties in a health or safety emergency;

To officials of another school, upon request, in which the student seeks or intends to enroll;

In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;

To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;

To accrediting organizations to carry out their functions;

To organizations conducting certain studies for or on behalf of the College;

The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

Directory information as defined in the policy of the Board of Regents.

The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing [location to be inserted by each College]. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College,in writing, to remove it.

5. The right to file a complaint with the U.S. Department ofEducation concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Directory Information

The Board of Regents has designated the following as directory information: student names and addresses, dates of attendance, full

vs. part-time student status, awards, programs of study/major, and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

Access to Student Information by Military Recruiters

Section 514B of the Omnibus Consolidated Appropriations Act of 1997 (the 'Solomon Amendment') requires, as a condition of receipt of federal funds, that educational institutions provide military recruiters with access to the following information with respect to students who are 17 years of age or older and enrolled at the covered institution:

- Student name

- Address

- Telephone listing

- Student ages (if known)

- Levels of education (if known)

- Majors (if known)

Connecticut Public Act 97-2 ('An Act Concerning Military Recruitment')incorporates the requirements of federal law, providing that each constituent unit of higher education must comply to the extent necessary to prevent loss of federal funds. This statute effectively overrules Gay and Lesbian Students Association v. Board of Regents of the University of Connecticut, 236 Conn. 453(1966), which held that military recruitment in public colleges was prohibited because of another provision of state

law (Connecticut General Statutes sections 46a-81I & j) prohibiting discrimination on the basis of sexual orientation.

Therefore, in compliance with the Solomon Amendment and Public Act 97-2, and strictly for purposes of access by military recruiters only, MxCC has also designated the following as directory information:

- Telephone listing

- Student ages (if known)

- Levels of education (if known)

- Majors

Veterans

Veterans should follow the application procedures as outlined. In addition, veterans who are eligible to receive educational benefits must bring a copy of their DD-214 (separation papers) to the CollegeVeterans Office, as well as their VA file-claim number if previous benefits have been received. Married veterans must also submit a copy of the marriage certificate and birth certificates of any children when applying for educational benefits. In order to receive a tuition waiver, eligible veterans must submit a copy of their DD-214 to the Business Office.

A veteran of the Armed Forces who served on active duty during time of war is entitled to a waiver of General Fund tuition provided that the veteran:

- Received an honorable discharge

- Is a resident of Connecticut at the time he/she is accepted for admission to the college

- Served at least ninety (90) days of active duty during any of the following U.S conflicts: World War II, Korean War, Vietnam War, Lebanon, Grenada, Operation Earnest Will, and Desert Storm. Note: Training, National Guard, and Reserve time are excluded.

Veterans are responsible for notifying the Records Office and the Veterans Office when any change of status occurs (add/drop

courses, birth of child, etc.), as well as at the beginning of each academic year. All fees must be paid as they are due unless arrangements have been made in advance with the Director of Financial Aid.

Fresh Start

The Fresh Start Policy allows students who have not attended college for a period of two or more years and who have a poor academic record to refresh their Grade Point Average (GPA) and develop a more favorable academic record. Students accepted for enrollment under Fresh Start will return in the status of academic probation.

All grades previously earned will remain on the student's transcript. The semesters for which Fresh Start is invoked will include a transcript symbol indicating that the policy is in effect. The original GPA will not be included in any subsequent computation of the new GPA. In accordance with the system policy on transfer grades, if the Fresh Start option is approved,the student will receive credit for courses with a grade of "C-" or above, including "P" (Pass). Keep in mind:

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- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the

registrar, dean, head of the academic department, or other appropriate official [colleges may specify further if they wish], written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A 'school official'

includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;

- To appropriate parties in a health or safety emergency;

- To officials of another school, upon request, in which the student seeks or intends to enroll;

- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;

- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;

- To accrediting organizations to carry out their functions;

- To organizations conducting certain studies for or on behalf of the College;

The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

Directory information as defined in the policy of the Board of Regents.

The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing [location to be inserted by each College]. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TUITION AND FEES

To see the most up-to-date tuition and fees, please click here: http://ct.edu/admission/tuition

Tuition and Fees may change as the result of Board action.

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	$3,600	$432	$20	$4,072
12 or more**	$1,800	$216	$10	$2,036
11	$1,650	$201	$10	$1,861
10	$1,500	$184	$10	$1,694
9	$1,350	$170	$10	$1,530
8	$1,200	$154	$10	$1,364
7	$1,050	$139	$10	$1,199
6	$900	$124	$10	$1,034
5	$750	$108	$10	$868
4	$600	$92	$10	$702
3	$450	$87	$10	$547
2	$300	$81	$10	$391
1	$150	$74	$10	$234

Mandatory Usage Fees

Laboratory Course Fee	$88 - Per registration
Studio Course Fee	$94 - Per registration
Clinical Program Fee-Level 1	$301 - Per semester

Clinical Program Fee-Level 2	$215 - Per semester

Out of State Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	$10,800	$1,296	$0	$12,096
12 or more**	$5,400	$648	$0	$6,048
11	$4,950	$603	$0	$5,553
10	$4,500	$552	$0	$5,052
9	$4,050	$510	$0	$4,560
8	$3600	$462	$0	$4,062
7	$3,150	$417	$0	$3,567
6	$2,700	$372	$0	$3,072
5	$2,250	$324	$0	$2,574
4	$1,800	$276	$0	$2,076
3	$1,350	$261	$0	$1,611
2	$900	$243	$0	$1,143
1	$450	$222	$0	$672

NEBHE Tuition Rates

Credit Hours	Tuition	Services Fee	Student Activity Fee	Total
Annual Full-time	$5,400	$648	$0	$6,048
12 or more**	$2,700	$324	$0	$3,024
11	$2,475	$301.50	$0	$2,776.50
10	$2,250	$276	$0	$2,526
9	$2,025	$255	$0	$2,280
8	$1,800	$231	$0	$2,031
7	$1,575	$208.50	$0	$1,783.50
6	$1,350	$186	$0	$1,536

5	$1,125	$162	$0	$1,287
4	$900	$138	$0	$1,038
3	$675	$130.50	$0	$805.50
2	$450	$121.50	$0	$571.50
1	$225	$111	$0	$336

***Excess Credits Tuition Charge - An additional flat tuition charge of $100 per semester shall apply when total registered credits exceed 17 for the semester*

Footnotes:

1. Waivers:

a. Complete waiver of tuition for dependent child of a person missing in action or a former prisoner of war.

b. The Connecticut Tuition Waiver is available for veterans who served on active duty in the U.S. Armed Forces during time of war and were released from active duty under honorable conditions. The periods of conflict are: Persion Gulf War (8–2–90 to ongoing), the Vietnam Era (12–22–61 to 7–1–75), the Korean Hostilities (6–27–50 to 1–31–55), World War II (12–7–41 to 12–31–46), World War I (4–6–17 to 11–11–18) and any previous periods of conflict as far back as the Spanish–American War (4–21–89 to 8–13–89). The 100 percent tuition waiver is available for veterans if they were residents of Connecticut upon entry into service or became residents while in service during the periods indicated and are residents when accepted for admission.

c. Tuition, general fees and the application fee are completely waived for those persons 62 years of age or over who register during the Senior Registration Period. Special fees other than the application fee must still be paid.

d. Tuition shall be waived for any student attending the Connecticut State Police Academy who is enrolled in a law enforcement program at the Academy which is offered in coordination with a Regional Community College which accredits courses taken in the program. This waiver applies only to courses taken at the Connecticut State Police Academy and not to course work required for a degree taken at the college.

e. The tuition fees of any eligible member of the Connecticut Army or Air National Guard shall be waived. To be eligible for such waiver, a member of the Connecticut Army or Air National Guard must be: (1) a resident of Connecticut, (2) hold present certification by the Adjutant General or his designee as a member in good standing of the Guard, and (3) be enrolled or accepted for admission to a Regional Community College on a full–time or part–time basis in a degree-granting program. The tuition waiver shall be reduced by the amount of any educational reimbursement received from an employer.

f. The tuition fees for veterans of the Armed Forces, who served in either a combat or combat–support role in the invasion of Grenada or the peace-keeping mission in Lebanon, Operation Earnest Will, shall be waived. To be eligible for such waiver, a veteran must be a resident of Connecticut at the time he or she is accepted for admission, and was a resident either at the time he or she entered the Armed Forces or while serving in the Armed Forces, and be honorably discharged or released under honorable conditions from active service in the Armed Forces. Combat or combat-support role means assigned to the theater of operations during the invasion or peace-keeping mission.

The dates of service shall be defined as:

Grenada: 10–25–83 to 12–15–83

2. General fees are applicable to all credit courses.

3. Students (in-state and out-of-state) who register for MORE THAN 17 credits in any semester will be charged an additional flat amount of $100 tuition. This tuition will also be subject to the regular tuition refunding schedule (i.e. the 50% refund during the first two weeks).

4. Not applicable for the following: (a) CONNTAC applicants, (b) Upward Bound applicants, and (c) needy and deprived students as determined by the college.

5. Not applicable if student paid the $20.00 application fee.

6. Fees; College Service Fee and Student Activity Fee are not refundable.

REGISTRATION & FEE DEPOSIT AND REFUND POLICY

General Fee Deposit (Non–Refundable)

Full–time and part–time students at the time of registration must pay a non-refundable deposit of all general fees applicable to the courses for which registered.

Withdrawals and Refunds – General

1. A registered student wishing to withdraw must submit a withdrawal request, in writing, to the Records Office. The effective date of withdrawal is the date the request is received by the Records Office. In counting calendar days, if the latest date for acceptance of a withdrawal falls on a Saturday or Sunday, the following Monday shall be the effective date. If the latest date for acceptance of withdrawal falls on a legal holiday, the next business day shall be the effective date.

2. For request for withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of total tuition will be granted for both full–time and part–time students.

3. For request for withdrawal received on the first day of classes and through the fourteenth calendar day of that semester, a refund of 50 percent of total tuition applicable to the courses for which registered will be granted for both full and part–time student.

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

5. No refund of tuition will be granted for either full–time or part–time students beyond the fourteenth calendar day after the first day of classes.

6. Prorated refunds are applicable to compressed courses (less than 16 weeks).

Withdrawals and Refunds- – Specific

1.) One-hundred (100) percent refund of tuition and fees will be granted students entering the Armed Forces before earning degree credit in any semester upon their

submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.

a) Those covered by sub-section (b) of section 10–38(h) of the General Statutes (veterans and dependent children of certain veterans) pay no tuition; only their fees will be refunded, as with all other students.

b) All other veterans and other eligible persons (war orphans, children of disabled veterans, etc.) studying at an unaccredited college under educational grants administered by the Veterans Administration will be granted a refund of tuition.

FINANCIAL AID

Financial Aid Information
Student Financial Aid

The objective of the financial aid program at Middlesex Community College is to provide financial assistance to students who, without such assistance, would be unable to attend the College. Financial aid is any grant, loan, or employment offered as part of a "package" to meet college expenses. It is based on the student's calculated "need" as determined by the federal needs analysis system. Students awarded aid will receive notification via the college assigned email address and will be directed to view their financial aid award on the myCommNet Self Service portal.

How to Apply

To be considered for financial assistance, a student must complete the Free Application for Federal Student Aid (FAFSA), each academic year. The FAFSA is available online at www.fafsa.ed.gov. The application process begins January 1 for the academic year that begins in August. The results of the federal need analysis system are transmitted to the College, and are also sent to the student in the form of a Student Aid Report (SAR) via email or regular mail. Students should check the SAR for accuracy. If any information is inaccurate, the student should make a correction to the application immediately.

The Federal Processor selects approximately 30% of all applications for verification, to determine the accuracy of the information submitted on the FAFSA. The Financial Aid Services Office may also select applications for verification, if it has reason to believe that an error has been made, or has conflicting information. If selected for verification, a student will be asked to provide additional information such as IRS Tax Transcripts, a Verification Form, as well as other documents and forms. Incomplete applications will not be reviewed.

Financial aid is not automatically renewed each year. To be considered for aid from one academic year to the next, students must reapply. The amount and type of aid programs awarded are contingent upon the family's financial situation each year, and the funding sources that are available.

Application Priority Deadlines

Students are expected to complete the annual financial aid application within the published timeframe. All students are encouraged to file well in advance of those dates. Late applications will be processed based on the availability of funds at the time the application is reviewed:

August 1   Fall and Spring Semesters

December 1   Spring Semester Only

May 1   Summer Term

Description of Financial Aid Programs
Grants

Grants are gifts of aid to students, which normally would not have to be repaid. However, if a student completely withdraws from classes before the 60 percent point of the semester, the

student will owe a partial repayment to the Federal government for any Title IV funds received (Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG)),* and Federal Direct Loans. Other available grants include the Governor's Need-Based Scholarship and Middlesex Community College (MxCC) Grant.

For more detailed information, please see Return of Title IV Funds Policy in this catalog or contact the Financial Aid Office.

Federal Pell Grant

The program provides need-based grants to low income undergraduates, to promote access to postsecondary education. The amount of money a student can receive is dependent upon the program funding for the year, the family's expected family contribution, cost of attendance, and whether the student is enrolled full–time or part–time. The student must be in an aid eligible degree or certificate program. A student is eligible for the Pell Grant until a first bachelor's degree is earned. Please note that students are limited to 6 years of full-time Pell Grant eligibility (or its equivalent).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Program provides grants to undergraduate students who have not earned a bachelor's degree and demonstrate exceptional need. Exceptional need is defined as those students who are Pell eligible and exhibit the lowest estimated family contributions (EFC) at the College.

Governor's Need-Based Scholarship

The program provides need-based grants to Connecticut residents who are enrolled full-time or part-time and are pursuing their first associate degree. Applicants must have an EFC equal to or below the eligible cutoff, as determined by the Office of Higher Education. Students must be enrolled in a degree program.

MxCC Grant

The program, which is funded by the College, provides need-based grants to Connecticut residents who demonstrate need and have not earned a bachelor's degree. Students must be enrolled in an aid eligible degree or certificate program.

Loans

All loans certified and issued by the college must be repaid. Loans are repaid with accrued interest. Eligibility for loans is not automatic. Students interested in borrowing loans, must contact the Financial Aid Services Office directly.

Federal Direct Loan Program

This loan is also known as the Stafford Loan. Students who apply for federal student loans will be awarded either a subsidized or unsubsidized loan based on financial need. Students must be enrolled in at least six credits and maintain satisfactory academic progress. During the in-school period, interest is paid by the federal government on subsidized loans. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the student. Students will have the option of paying the interest while in school or deferring the interest until repayment is required. Repayment begins six months after the student graduates or ceases attendance at the College. Students must complete the FAFSA in order to apply for a Direct Loan.

Parents may choose to borrow the Federal Direct PLUS Loan for students enrolled at least half-time. Eligibility is based upon an approved credit check. Students must complete the FAFSA to apply for the PLUS loan.

Federal Work–Study

Students may be awarded a Federal Work-Study award as part of their financial aid package. This federal program provides funds for students to be employed while enrolled, at least half-time, in an eligible program of study. Students may gain part-time work experience through employment opportunities at the

Middletown campus, Meriden Center, or through the Community Service Program (typically off-campus).

Satisfactory Academic Progress Policy for Financial Aid Recipients

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

A student must successfully complete two-thirds (66.66 percent) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, noncredit remedial courses (with appropriate credit equivalency evaluation), and ESL courses will also be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

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

Earned Credits	Minumum GPA
<=15.99	1.50
>=16.00	2.00

A student's cumulative academic history will be evaluated at the end of each enrollment period and prior to the subsequent term's financial aid disbursement. This policy will be used to evaluate all students; regardless of their enrollment level.

Repeated/Audit Coursework

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

Maximum Credit Hours

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

Communication

A student will receive notification prior to the start of a period of enrollment via postal mail or email that will describe any changes to the status of their academic progress. Updates to academic progress standing may also be made available to students through the use of myCommNet online access (http://my.commnet.edu).

Financial Aid Warning

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

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. The college will communicate the Termination status to the student and inform the student of the available Reinstatement and Appeal Process.

Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress standard. Reinstatement to the financial aid programs may also occur upon a successful appeal by the student (see Appeal Process below).

Financial Aid Probation

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Warning period will become ineligible from the financial aid programs at the college. Ineligible students have the opportunity to file an appeal regarding their termination from the financial aid programs. Students that have failed the academic progress standard and have been approved with a successful appeal will be considered on Financial Aid Probation.

Appeal Process

A student may request consideration for reinstatement to the financial aid programs through the following Appeal Process:

If the student feels his/her failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Office. Some personal mitigating circumstances could include illness or injury of the student or dependent of the student; a death in the family; or other undue hardship as the result of special circumstances. An appeal form is available in the Financial Aid Office.

To provide consistency in decision-making, a Financial Aid Appeals Committee will make all appeal decisions in a timely manner after the receipt of the appeal form. The student must: 1) explain the extenuating circumstances causing the non-compliance; 2) substantiate it with third party documentation, (i.e. letter from the doctor who treated the student); and 3) give a detailed explanation of specifically what has changed that will allow satisfactory progress to be demonstrated at the next evaluation.

Should an appeal be approved and the student is not mathematically able to return to satisfactory academic progress at the conclusion of subsequent enrollment period, the Financial Aid Appeals Committee will devise an appropriate academic plan for the upcoming semester with the student. For example, the terms of an academic plan may be as follows:

- Register and successfully complete a minimum of six (6) credits; and

- Successfully complete these courses with a minimum GPA of 2.0.

At the end of the semester, grades will be evaluated. If the student has met the required terms of the academic plan, the student may continue to receive financial aid the following semester. If the student fails to meet the terms of the academic plan in any subsequent semester, the student will become ineligible to participate in the financial aid programs until the student is able to once again meet the minimum requirements for academic progress. The student's progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with Connecticut Community Colleges' satisfactory academic progress policy.

If the student's appeal is denied and the student is already registered for the upcoming semester, the student is responsible for any monies owed to the college. If the student pays for the next semester and successfully completes all

classes with a GPA of 2.0 or better, the student may appeal again after that semester.

Withdrawal from Classes

Financial aid is awarded to a student under the assumption that the student will attend for the entire period for which the assistance is awarded. When a student withdraws or stops attending, the student may no longer be eligible for the full amount of the aid that the student was paid or scheduled to receive. Withdrawals from courses after the semester begins will have a negative impact on the student's academic progress and future financial aid eligibility. Students who never attend classes are ineligible to receive any financial aid that was awarded for the academic period. Students who plan to withdraw from any classes must complete the appropriate Withdrawal Form available in the Records Office, and report to the Financial Aid Services Office. Please refer to the section on "Satisfactory Academic Progress for Financial Aid Recipients" and the "Return of Title IV Funds" policies for "Official" and "Unofficial" Withdrawals.

Return of Title IV Funds Policy for Official Withdrawals

Students who received, or are eligible to receive, federal Title IV financial aid funds, and officially withdraw from all classes, prior to the 60 percent point in the semester, are subject to a pro-rated calculation to determine the amount of earned and unearned Title IV aid they are eligible to receive. Any unearned portion of Title IV aid must be returned to the Title IV program(s). This is the responsibility of the student. If the student owes a refund to any federal aid program, the student is not eligible to receive Title IV funds, and possibly other forms of financial aid, until this is resolved. The Title IV programs include the Federal Pell and FSEOG grants and Direct Loans.

The formula is as follows:

The percentage of Title IV aid earned equals the number of

days in attendance, divided by the number of days in the semester, times the amount of Title IV aid received. The unearned Title IV aid is calculated by deducting the amount of Title IV aid earned from the total amount of Title IV aid received. Any student allowances are deducted from this amount to determine the amounts to be returned to the Title IV programs, per federal regulations.

Owing a refund to one or more of the Title IV programs, will result in the student having an outstanding debt to the College. This is the student's financial responsibility. The student will be notified in writing, according to federal regulations, of the amount of earned and unearned Title IV aid and the amount of outstanding debt to the College. The student is responsible for contacting the institution to make satisfactory repayment arrangements to Title IV programs and the institution. All funds will be returned to the appropriate Title IV funds according to federal regulations.

Students who withdraw from classes beyond the 60 percent point in the semester will have earned 100 percent of the Title IV financial aid and will not owe a refund to any financial aid programs.

Return of Funds Policy for Unofficial Withdrawals for Title IV Student Aid Recipients

Students who withdraw from all classes without officially notifying the College (by completing the appropriate withdrawal paperwork), and do not pass any classes for the semester, will be considered unofficial withdrawals. The student will be considered to have attended 50 percent of the semester. The Financial Aid Services Office will recalculate the federal financial aid eligibility, based on the required federal formula. Owing a refund to one or more of the Title IV programs, will result in the student having an outstanding debt to the College. This is the student's financial responsibility. The student will be notified in writing, of the amount of

earned and unearned Title IV aid and the amount of outstanding debt to the College. The student is responsible for contacting the institution to make satisfactory repayment arrangements to Title IV programs and the institution. All funds will be returned to the appropriate Title IV program in accordance with federal regulations.

Student Responsibility

- Pay special attention to your FAFSA application. Complete it accurately and submit it by the published deadline date. Errors can prevent or delay the receipt of financial aid.

- Provide all required documentation, forms, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

- Read and understand all forms that you are asked to sign, and retain a file copy.

- Accept responsibility for signed promissory note and all other agreements that you sign.

- If you have a loan, you are responsible for repayment. Notify the loan servicer of changes in your name, address or school status.

- If you withdraw from classes, follow the proper institutional procedures, notify Financial Aid Services and repay any refunds due to federal financial aid programs.

- Perform, in a satisfactory manner, the work that is agreed upon when accepting a college work–study job.

- Know and comply with the deadlines for application. Re-file the FAFSA each academic year.

- If financial aid funds are not applied due to an incomplete application, or if financial aid funds do not pay the student's entire costs for attending MxCC, the financial responsibility for debts owed to the institution is the student's responsibility.

Financial Aid Refund Checks

Financial Aid student refund checks for grant aid and student loan checks are scheduled for disbursement approximately one month into each semester for which the student received Financial Aid. The student must be currently attending classes, and the student's financial aid file must be complete, with all necessary documentation, prior to the release of refund checks.

Scholarships

The MxCC Foundation annually awards scholarships to eligible students at its Scholarship Reception, which is usually held in early May. To be considered, students must apply. Winners are selected by the foundation's Scholarship Committee.

Scholarship applications are posted on the foundation's website (www.mxccfoundation.org) and distributed at prominent locations throughout campus, normally at the beginning of each spring semester. The application form lists criteria and required materials that must accompany a completed application. A strict deadline for receipt of applications is noted on the application form. Please see the Foundation Scholarship Application and web site for specific details and a complete list of available scholarships.

Private Scholarship and Financial Aid Resource Information

An extensive listing of financial assistance information and private scholarship information can be found on the college's website. Examples of websites that are highly recommended include the following:

www.fastweb.com
www.studentaid.ed.gov
www.collegeboard.com
www.finaid.org
www.wiredscholar.com

American Opportunity Tax Credit

The American Opportunity Tax Credit allows students or parents to reduce their federal income tax by as much as $2500 per student for tuition, fees, books and supplies expenses not covered by financial aid grants. For more information, please contact the Internal Revenue Service or your tax preparer.

Lifetime Learning Credit

Taxpayers may be able to claim a tax credit up to $2000 for qualified education expenses. For more information, please contact the Internal Revenue Service or your tax preparer.

Connecticut Talent Assistance Cooperative (CONNTAC)

CONNTAC is a federally funded program in the state of Connecticut that provides free educational counseling and support services to individuals throughout the state who demonstrate financial, academic, cultural, or social need. Eligibility to use these services is determined by the CONNTAC Counselor. Colleges will waive the Admissions application fee for students referred by CONNTAC. Connecticut high school students can obtain further information about CONNTAC from their high school counselors or the college's Admissions Office. For additional information, call the CONNTAC Counselor at the Middletown Campus at 860-343-5800, ext. 6999, or the Meriden Center at 203-238-6202.

Other

The Dean of Students is authorized to modify the tuition refund policy for specific students on a case-by-case basis under the following extenuating or extraordinary circumstances:

- Severe illness documented by a doctor's certificate

- Erroneous advisement by the College

- Military transfer

MXCC FOUNDATION SCHOLARSHIP OPPORTUNITIES

Each year in May the MxCC Foundation awards student scholarships that are funded by donations from individuals, businesses, service and civic organizations, alumni, and charitable foundations and by proceeds from special Foundation events, notably the $cholarship 5K road race and The MxCC Classic golf tournament.

In 2012, the Foundation presented 55 scholarships totaling $32,500, bringing the total awarded since 2010 to $117,000. Most students receive scholarships ranging from $500 to $1,500. Contributions to the Foundation's general scholarship fund are always welcome. Or, with a minimum donation of $1,000, donors can create new scholarships in memory of a loved one, to honor a favorite professor, or for students in a particular academic program.

Students must apply for scholarships, and are selected for awards by the Foundation's Scholarship Committee which is chaired by Prof. Donna Leonowich, faculty representative on the Foundation Board of Directors. To get this process started, students can find scholarship applications posted on the College and Foundation websites beginning in the late fall.

Financial aid awards will not be reduced for students who receive private or MxCC Foundation scholarships unless the combined amount of financial aid and student resources exceeds a student's financial need, as determined by the federal needs-analysis determination.

CAMPUS POLICIES

Non-Discrimination and Affirmative Action Policy

MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, gender identity or expression, physical disability, mental disability (or history thereof) or criminal record in its educational and employment practices. Political beliefs and veteran status are also part of the nondiscrimination coverage in the Board of Regent's Policy on Student Rights. Further, racism and sexual harassment are prohibited. Any student or staff person having a question or complaint pertaining to equal educational and employment opportunity can take the following steps:

- Contact the college's Director of Human Resources and Labor Relations / Affirmative Action Officer at 860-343-5751.

- On student disability matters, notify the Dean of Students, who serves as the Section 504 Coordinator, in Founders Hall, Room 108, or call 860-343-5759.

- For matters relating to the Americans with Disabilities Act (ADA), contact the ADA coordinator who is the Affirmative Action Officer at 860-343-5751, Room 115 in Founders Hall.

- On questions relating to sexual harassment, contact the Director of Human Resources and Labor Relations / Affirmative Action Officer in Founders Hall, Room 115, or call 860-343-5751.

- Utilize the college's affirmative action grievance procedures as outlined in the Affirmative Action Plan, Section XIV, which is available in the Jean Burr Smith Library's reserved reading area.

- Contact the State of Connecticut Commission on Human Rights and Opportunities at 90 Washington Street, Hartford, Connecticut 06105, or,

- Contact the Boston office of the United States Equal Employment Opportunities Commission, John Fitzgerald Kennedy Building, Room 409B, Boston, MA 02203.

People with Disabilities: Policy Statement

The Board of Regent's of Community Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm the commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the central office of the Board of Regents.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to the cutting off of a person from some valued experience, activity, or role. Higher education is therefore especially important to persons with disabilities, since its goal is to increase every student's access to those valued experiences, activities, and roles. Improving access for students and employees means removing existing physical,programmatic and attitudinal barriers, as well as taking such corrective measures to prevent the erection of any new barriers.

The efforts of the community colleges to accommodate persons with disabilities should be measured against the goals of full participation and integration.Such services and programs best promote full participation and integration when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of persons with disabilities requires cooperative efforts within

and among higher education.The Board of Regents will work in cooperation with the Board of Governors to achieve this higher level of services and appropriate delivery methods at all Connecticut community colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way replaces the Equal Opportunity Policy Statement.

ADA Grievance Procedure for the General Public

A grievance is an allegation that an agent of the college has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq. (ADA). The following procedure shall apply only to members of the public.

How to file a Grievance:
- Submit a grievance to the ADA coordinator (or other appointee of the president) within 30 days of the date of the alleged violation

- Include description of the discriminatory action

- State briefly the underlying facts

Procedure for grievance resolution:
- The ADA coordinator shall investigate the grievance in consultation with the college's affirmative action officer

- Within thirty (30) days from the time the grievance was submitted, ADA coordinator shall recommend to the president a disposition of the grievance

- The president shall notify the grievant of the final disposition within fifteen (15) days of receiving the recommendation.

Policy on AIDS and Other Communicable Diseases

The community college system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti discrimination laws and regulations. Sound and compassionate legal, ethical, moral and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the community college community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current scientific knowledge.

Racism and Acts of Intolerance

Community colleges have historically been committed to providing educational opportunities to all that desire and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action,and equal opportunity. The Board and the colleges recognize that an important part of providing such opportunity is through the creation of a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge in the protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which may protect even unpopular or divisive ideas and perspectives.

Such Constitutionally protected expression can contribute to the production of an unwelcoming and even offensive social and educational environment for some individuals in the College community, particularly when it concerns race, sex,sexual orientation, disability, or ethnicity; and, the First

Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment.

Therefore, the community colleges recognize their obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person, and his or her right to an atmosphere not only free of harassment, hostility, and violence but supportive of individual academic, personal, social and professional growth.

Therefore, any acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differences and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

MxCC condemns all forms of racism, religious intolerance, and any acts of hatred or violence based on differences. Such behaviors will not be tolerated at the College, and may be subject to disciplinary action.

In adopting this policy, the College affirms the following principles:

- Every student should be treated with dignity and assured security and equality in the pursuit of higher learning.

- Acts of violence and harassment reflecting bias or intolerance of race, religion, and ethnic or cultural origin are unacceptable behaviors. Since these acts are inconsistent with the teachings and values of higher education, individuals who persist in such behaviors have no place on a college campus.

- The promotion of pluralism within higher education is a responsibility of both individuals and the higher education community.

- Colleges and universities have a duty to foster tolerance and encourage diversity-elements central to the mission of higher education.

- Individuals may not exercise personal freedoms in ways that invade or violate the rights of others.

Parking Policy

The College's parking regulations have been developed pursuant to State Statutes, Chapter 185b, Title l0a, Section l0a-79, 1983. Effective 24 hours a day throughout the entire year, these regulations are applicable to all students, staff, faculty, and visitors operating or parking motor vehicles on campus. Further, it is the responsibility of each vehicle registrant and operator to know and comply with these regulations. A complete copy of the regulations is posted on bulletin boards and is available through the Student Senate and the Maintenance Department.

Gambling and Narcotics

Gambling in any form on school premises is prohibited. Any student found gambling will be subject to dismissal. Any student found possessing or consuming narcotics on campus will be subject to dismissal from the College and to civil prosecution.

Smoking

In a continuing effort to promote employee health and wellness, MxCC is committed to maintain a healthy, safe and productive work environment. Therefore, smoking is prohibited in all campus buildings.

The main campus in Middletown is a Smoke Free Campus. There are however, designated areas for smoking which are upper and lower parking lots. Signs have been posted and stand-alone ashtrays have been placed in the parking lots.

At the Meriden Center and the PMI lab, there are designated areas outside each building where smoking is allowed. People are asked to move 20 feet away from the doorway of the buildings when smoking.

This policy includes electronic cigarettes.

Alcoholic Beverages and Controlled Substances

Normally, MxCC does not allow alcohol on campus. The consumption of alcoholic beverages on campus is generally prohibited; however the president has the authority, under her discretion, to permit alcoholic beverages for certain events with consideration to state law, federal law and Board policy and subject to the following conditions as appropriate:

- when a dram shop act insurance has been purchased;
- when a bartending certificate or license ("Liquor Permit") has been provided;
- when a Caterer Liquor Permit Notification Form has been submitted to the CT State Department of Consumer Protection; and
- when written permission is granted by the President.

If you wish to have alcohol at your event, you must put your request in writing. Submit your intent to Nancy Walter at NWalter@mxcc.edu. Nancy will forward the request to the President of the College for her review. Approval of alcoholic beverages is at the discretion of the President. If approved, you will be responsible for obtaining from the liquor vendor, the dram shop act insurance naming Middlesex Community College as additional insured and indemnifying the College from any liability, as well as a copy of the liquor permit. You

are also responsible for informing the liquor vendor to submit to the CT State Department of Consumer Protection, a Caterer Liquor Permit Notification Form. Copies of all documents must be submitted to Nancy Walter in advance of your event.

Weapons on College Campuses

All firearms, ammunition, and explosives including fireworks are prohibitedon college property. (Policy Manual, Board of Regents, Section 4.23 and CTGeneral Statutes Section 53-206).

The use or possession of weapons (as defined in 1 Sec. 53-206 of the Connecticut General Statutes) is prohibited on college campuses or at college activities except as authorized by Board or College policies. Any person required to carry a firearm because of employment with a local, state or federal police or law enforcement agency must present a letter from the chief of police or director of the authorizing agency stating such a requirement. All such letters should be addressed to the Dean of Academic Affairs.

1 Sec. 53-206: slung [sic] shot, air rifle, BB gun, black jack, sandbag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle,having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in Sec. 53a-3, or any other dangerous or deadly weapon or instrument. Sec. 53a-3(6): any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.

Campus Safety

A. Uniform Campus Crime Report:

In accordance with Connecticut Public Act 90-259, Campus Safety Act, each institution of higher education within the State is annually required to prepare a Uniform Campus Crime Report (UCCR), which is consistent with the FBI's Uniform Crime Reporting System (UCR). The report is the annual statistical report of campus-based crime at MxCC for each calendar year. Copies of the latest and past reports are available to all students and employees, and upon request, to prospective students and employees, from the Dean of Finance and Administration. Reports are also on file for reference in the college library, located in Chapman Hall.

B. Sex Offender Registry:

The Connecticut Department of Public Safety (CDPS) publishes the names of persons who have been convicted of criminal sex offenses and who are required to register in Connecticut. MxCC is required by law to inform students that sex offender registry information is available at CDPS offices throughout the State, at local police departments and at state police troops with jurisdiction over your region. It is also available online at http://www.state.ct.us/dps/Sex_Offender_Registry.htm (link opens in new window).

C. Student Safety Responsibilities:

In order to maintain a safe environment, the college relies on the awareness and involvement of the faculty, staff and student body. Staff and students alike must assume responsibility for their own personal safety and the security of personal property. This can be accomplished through the application of the following common sense guidelines:

- Always lock vehicles when leaving them unattended.

- Do not leave valuable items in vehicles in plain view. Lock them in the trunk.

- When walking to a vehicle, walk with others use the Buddy System.

- Have keys ready when returning to a vehicle. Always look around the area to ensure that no stranger is hiding near or behind the car.

- Do not leave belongings unattended.

- Do not give personal information to strangers.

- If a crime is committed, report it to the College at once.

- Students, staff and faculty may call campus security for an escort to their vehicle for any reason. Campus security can be reached as follows:

- Monday through Friday during the hours of 8:00 a.m. – 3:00 p.m., dial x6904 or x6735 from any college phone or call 860-343-6904 or 6735. If you do not reach security, dial x5800 for the main line or call directly at 860-343-5800. Choose '0' to be connected to an operator.

- Monday through Friday between 3:00 p.m. – 4:00 p.m., dial x5704 from any College phone for Dean Sykes or call 860-343-5704.

- Monday through Friday after 4:00 p.m., call campus security at 860-463-5062.

- Saturdays, call campus security at 860-463-5062.

D. Reporting Crimes or Emergencies:

All crimes and emergencies should be reported to the Dean of Finance and Administration at 860-343-5704. After 4:30 p.m., contact the security guard at 860-463-5062.

To reach police, fire or medical assistance in an emergency, dial 911 from college telephones.

College Closings, Delayed Openings or Early Release due to Inclement Weather or other Emergencies

Please click here.

ACADEMIC POLICIES

The Academic Credit Hour

Middlesex Community College's policy on credit hours follows that of the U.S. Department of Education and the New England Association of Schools and Colleges. A credit hour represents academic work requiring the equivalent of (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Grading System

The grades A, B, C, D, F are given for each course at the end of the semester and are used to compute the grade point average (GPA). Several other administrative notations may appear on a student's grade report or transcript. These include: AU (Audit), I (Incomplete), M (Maintaining Progress – used for developmental courses only), P (Pass), TR (Transfer), or W (Withdrawal).

Grade points:

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0.0

The letter grades shown above, with an additional designator of the # sign, shall also be used for grades awarded to students in developmental courses.

Withdrawals from Courses

A student may withdraw from any course after the add/drop period, until the end of the 11th week of the semester (for the Fall and Spring semesters). This deadline is published in the Academic Calendar. The withdrawal deadline for accelerated courses (late start/early end, winter, and summer) is the date at which 75% of the total course time has been completed.

A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with his or her academic advisor, and/or the Instructor in the course. A student who wishes to withdraw from a course must:

- Obtain a withdrawal form from the Records Office,

- Fill in and sign the form,

- Obtain the signature of the course instructor, and (if applicable) financial aid staff member and/or veterans counselor, and

- Return the completed form to the Records Office prior to the deadline.

- A student who is taking an online course and is unable to come to campus, should contact the course instructor to request a withdrawal electronically, prior to the deadline.

A student who wishes to completely withdraw from MxCC must notify the Records Office of that intention. The College prefers the student to come in personally and obtain signatures as described above. However, notification may be made in writing.

A withdrawal will be recorded as a "W" on the student's transcript. Withdrawing from a course makes the student ineligible for Dean's List recognition in that semester.

A student who misses the withdrawal deadline, and who has extenuating circumstances, may choose to file an "Appeal for Late Withdrawal" form with theDean of Academic Affairs. This form must be signed by the instructor indicating his/her permission for withdrawal before the appeal will be considered.

Any student who stops attending a class and fails to complete a withdrawal form will receive a letter grade for that course (A – F).

Course withdrawals may affect state and federal benefits programs. If a student who is receiving financial aid withdraws from a course, he or she must notify the Financial Aid Office immediately.If a veteran withdraws from a course, he or she must notify the Veterans' Counselor immediately.

A student may not obtain a transcript notation of "W" in a course if there exists substantial reason to believe the student has engaged in a violation of academic integrity in the course. A transcript notation of "W" will only be permitted for such student when the final resolution results in a finding that the student did not commit a violation of academic integrity in the course.

Incomplete Grade

An "incomplete" is a temporary grade assigned by a faculty

member when coursework is missing and the student agrees to complete the requirements. Although a student may request an incomplete, the faculty member is not required to honor the request. The faculty member should assign an incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by this policy.

If an incomplete is assigned, the faculty member will set forth in writing a description of the work to be completed, the date by which the work must be submitted (i.e. the end of the 10th week of the next standard semester), and a statement that the "I" will change to a specified letter grade if the work is not completed by the due date. An "I" will convert to an "F" grade if no make-up grade has been specified.

Students with an "I" are temporarily ineligible for semester or graduation honors. Upon conversion of the "I" to a letter grade, students may retroactively receive semester or graduation honors and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

Audit (AU)

Students not wishing a course grade and college credit may "audit" a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor's course work.

Students may register as auditors under the following conditions:

- Full tuition and fees must be paid.

- "Audit" status must be declared at the time of registration, or can be changed from credit status to audit status within the first four weeks of the course. All permissions and registrations for auditing courses must be filed in the Records Office by this deadline.

- The course grade will be entered as "AU," which is an administrative transcript notation signifying no credit was awarded.

- Full-time students must obtain the consent of their academic advisor.

Students auditing a course may not change to credit status. Declaring audit status is an irrevocable decision.

Repeating Courses

No course may be attempted more than three times. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.

Pass/Fail Option

Students may elect to be graded on a satisfactory/unsatisfactory basis in any unrestricted elective (appears in the program designs simply as "elective"). The Records Office must be notified of this intention at the time of registration. Grades received in these courses will be entered on the transcript as "P" or "F." Credit towards graduation will be given for no more than four courses taken under this option. Because course transferability may be affected by this option, a student should consult with an advisor prior to choosing this method.

ACADEMIC STANDING

Developmental Courses

When the instructor of a developmental course (e.g., ENG*096, MAT*085, MAT*095) wishes to indicate that a student has made progress but has not completed all the needed developmental work, the instructor may issue an "M" (Maintaining Progress) for the course. Please note that remedial/developmental courses do not count towards degree requirements.

Transcripts

Official transcripts of grades will be mailed to students or directly to educational institutions or prospective employers by arrangement with the Records Office.

Academic Probation and Dismissal

Satisfactory completion of 50 percent of the courses attempted will be the minimum standard for good standing. Students who have completed 11 or fewer credits, and whoseCumulative Grade Point Average (CGPA) falls below 1.5, will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.

Students placed on academic probation will be required to take a reduced course load for one semester.

Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above, will be notified in writing that they are suspended for one semester.

After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the College.

Religious Accommodation

If your religious obligations conflict with the course calendar requirements and you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor,you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Plagiarism and Academic Honesty Statement

Both plagiarism and cheating are grounds for a student's immediate dismissal from the College. At MxCC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Regents' Proscribed ConductPolicy in Section 5.2.1 of the Board of Regents' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials,plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own,

either intentionally or unintentionally. (Board of Regents' Policy 5.2.1)

Academic Appeals

In the event of severe illness or other extenuating circumstances, students may appeal their academic standing to the Dean of Academic Affairs.

Graduation

Students should indicate their intention to graduate by filling out the appropriate form in the Records Office no later than April 15 of the academic year in which they intend to graduate. To be eligible,students must have:

- Successfully completed an entire curriculum pattern, including the total credits for the pattern

- Earned a cumulative G.P.A. of 2.0 or better

- Earned a minimum of 15 semester hours at MxCC

- Met the "L" course and "D" course requirements. Note that transfer students entering with 30 or more credits are exempt from "L" and "D" course requirements.

- Satisfied all financial obligations to the College

Second Degree

Students who already hold academic degrees may earn second degrees in a different curriculum at a community college. Such students a retreated as transfer students with respect to the minimum number of credits they must take for the second degree. Students who wish to earn a second degree fromMxCC will be required to:

- Complete a minimum of 15 credits (25 percent of the minimum requirements for the second degree) beyond the number required for the initial degree

- Fulfill all second degree requirements

Dean's List / Connecticut Community College Academic Honors

Honors for exemplary academic achievement are awarded to Connecticut Community College students at the end of each semester and at graduation. The Board of Regents, in accord with recommendations from college administrators and faculty, adopted a common policy for all colleges in the system that governs the awarding of honors for exemplary academic achievement. This policy includes the following eligibility requirements:

Semester Honors (Dean's List)

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

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

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

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

Graduation Honors

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

- Summa Cum Laude/Highest Honors for students with a 3.9 – 4.0 grade point average

- Magna Cum Laude/High Honors for students with a 3.7 – 3.89 grade point average

- Cum Laude/Honors for students with a 3.4 – 3.69 grade point average

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

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

Academic Prizes

The following prizes are awarded at the Annual Awards Program in May:

Middlesex Community College Foundation Student Senator Prize*

Established to honor a member of the Student Senate who has demonstrated outstanding service to the College and its students.

Jesse J. Salafia Prize

Established by Mr. Jesse J. Salafia, a member of the original College AdvisoryCouncil, and awarded to a student planning a career in nursing.

Shapiro Prize*

Established by the Shapiro family of Middletown and awarded for excellence in marketing.

Wilbert and Jeanette Snow Prize*

Established to honor Governor Wilbert Snow, one of the

founding fathers of theCollege, and his wife Jeanette. Awarded for exemplary competence and high potential in business.

Thirteen additional prizes in various academic areas also are awarded by theMiddlesex Community College Foundation, Inc.

These prizes are administered through the Middlesex Community College Foundation, Inc.

Presidential Medallion for Academic Excellence

The Presidential Medallion for Academic Excellence is awarded in recognition of outstanding academic accomplishment of associate degree graduates of the community colleges and is presented at commencement. To be eligible, a recipient must be a graduating student who has earned a cumulative grade point average of 4.0 and must have completed at least 50% of the degree requirements in residence at Middlesex Community College.

POLICY ON STUDENT CONDUCT

I. STUDENT CODE OF CONDUCT PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and

Universities ("CSCU") has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

INTRODUCTION

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

PART A: DEFINITIONS

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

- "Accused Student" means any student accused of violating this Student Code.
- "Advisor" means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses,

or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).

- "Appellate Body" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
- "Calendar Days" means the weekdays (Mondays through Fridays) when the University or College is open.
- "College" means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
- "Complainant(s)" means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
- "CSCU" means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
- "CSCU Affiliates" means individuals and/or entities with whom or with which the College or University has a contractual relationship.
- "CSCU Official" means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
- "CSCU Premises" means all land, buildings, facilities, and other property in the possession of, or owned, used,

- and/or controlled by, the University or College, either solely or in conjunction with another entity.
- "Disciplinary Officer" or "Conduct Administrator" means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
- "Hearing Body" or "Hearing Panel" means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
- "Institution" means the University or College within CSCU.
- "Instructor" means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
- "Member of the CSCU Community" means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
- "Policy" means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
- "Prohibited Conduct" means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
- "Reporting Party" means any person who alleges that a student has violated this Code.
- "Student" means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
- "Student Code" or "Code" means this Student Code of Conduct.
- "Student Organization" means an association or group of persons that have complied with the formal requirements for University or College recognition.
- "Support Person" means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
- "University" means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
- "Shall" and "will" are used in the imperative sense.
- "May" is used in the permissive sense.

PART B: APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester

Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the

administration of the Non-Academic Misconduct portion of the Student Code.

PART C: SCOPE OF AUTHORITY

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor

do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

PART D: PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

a. Misuse of University or

College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.

b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

(a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

6.   Intimate partner violence is defined as:
- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7.   Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping

areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:
- The contacting person knows or should know that the contact is unwanted by the other person; and
- The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or

drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19.   Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals.   A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20.   Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21.   Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22.   Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23.   Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24.   Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25.   Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26.   Unauthorized use of CSCU property or the property of members of the CSCU

Community or of CSCU Affiliates.

27.   Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

- Unauthorized access to CSCU computer programs or files;
- Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
- Unauthorized use of another individual's identification and/or password;
- Deliberate disruption of the operation of CSCU computer systems and networks;
- Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
- Use of computing facilities and resources to send obscene messages (which are
  defined as messages which appeal mainly to a prurient, shameful or morbid
  interest in nudity, sex, excretion, sadism or masochism, go well beyond
  customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
- Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28.   Abuse of the CSCU conduct and disciplinary system, including but not limited to:

- Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
- Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
- Initiation of a conduct or disciplinary proceeding knowingly without cause;
- Disruption or interference with the orderly conduct of a disciplinary proceeding;
- Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a

Hearing Body prior to, and/or during the course of, the disciplinary proceeding;

- Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- Failure to comply with the sanction(s) imposed under the Student Code; and
- Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

- At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
- The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
- Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be

conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; and (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings.

- In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
- Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
- The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

PART F: CONDUCT AND DISCIPLINARY RECORDS

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act

(FERPA).   A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution.   Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently. While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

PART G: INTERPRETATION AND REVISION

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU.

Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1above)forCommunity College Students as set for in this Section III of the Code.

PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

- "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

- "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a

good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
- a concise statement of the alleged facts;
- the provision(s) of Section I.D. that appear to have been violated;
- the maximum permissible sanction; and
- a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:
- to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
- if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
- to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
- to hear and to question the information presented;
- to present information, to present witnesses, and to make a statement on his or her behalf; and
- to receive a written decision following the hearing.

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is

subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or

b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,

c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

PART B: DISCIPLINARY SANCTIONS

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A "sanction" may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

- "Expulsion" is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
- "Suspension" is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
- "Removal of College Privileges" involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
- "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
- A "Warning" is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
- "Community Restitution" requires a Student to perform a number of hours of service on the campus or in the community at large.

POLICY ON STUDENT RIGHTS

Section 1: Rights of Students

It is the policy of the Board of Regents of the Community College system that the educational offerings of the colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability including but not limited to blindness, or prior conviction of a crime (unless the provisions of Sections 4-6a-60(b), or 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling) or there is a bona fide educational qualification (excluding persons in one of the above protected groups), political beliefs, veteran status, or sexual orientation.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree or political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

A grievance is an allegation by a student that, as to him or her, an agent of the College has violated Board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

How to file a grievance:
- Students must submit a grievance in writing to the Dean of Students or other such college official as the president may designate, within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation
- The written grievance shall specify the right claimed to have been violated
- Grievance must briefly state the underlying facts

Procedures for grievance resolution:

The Dean of Students shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:
- In the course of each investigation, the Dean of Students shall consult with the dean responsible for the area of college operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Students shall consult with the College's affirmative action officer during the course of the investigation.
- In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance.

Advisory Committee:

The president may establish an advisory committee of students and staff which may be charged with the responsibility of

making recommendations regarding a grievance at either the level of the deans or the president. The president may appoint and remove members of the committee.

Section 3: Review of Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedures:

- The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen (15) calendar days of the student's awareness of the decision.
- If agreement on the matter is not reached within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs by filing a written appeal. The appeal must be filed with the Dean of Academic Affairs within thirty (30) calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor (program coordinator or cluster chair) for informal consideration prior to Step 3 below.
- The Dean of Academic Affairs or other official(s) designated by the Dean of Academic Affairs shall afford review as provided below. The Dean of Academic Affairs will review the appeal and may either determine on the basis of his/her own investigation the outcome of the appeal or may refer the appeal to a grade appeals committee. If the appeal is referred to a grade appeals committee, the student will be contacted by the chair of that committee and will be apprised of the procedures for handling the appeal. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty (30) days of the completion of his or her

presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

- The foregoing decision may be appealed to the president by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.
- The time frames provided herein may be modified by the president for good cause shown.

DEGREE PROGRAMS

MxCC Degree Programs

Degree Programs	Contact
Accounting	**Nancy L. Kelly** **Professor, Accounting** Phone: 860-343-5761 Email: nkelly@mxcc.edu Office Location: Wheaton 313 Office Hours: *Monday, Tuesday, Wednesday, & Thursdays* 8:30 – 9:00 AM, *Tuesdays* 10:50 AM – 1:20 PM Read Biography
Biotechnology	**Michelle Kraczkowski** **Assistant Professor & Biotechnology Program Coordinator** Phone: 860-343-5747 Email: MKraczkowski@mxcc.edu Office Location: Wheaton 217 Office Hours: *Tuesdays & Thursdays* 1:00 – 4:00 PM Read Bio
Broadcast Cinema	**Richard Lenoce** **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Chapman Hall 606 Read Biography
Business Administration	**Susan Lugli** **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Communication	**Richard Lenoce** **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Chapman Hall 606 Read Biography
Computer Information Systems	**Donna Hylton** **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Snow 512

Degree Programs	Contact
	Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM Read Biography
Criminal Justice	Rebecca Rist-Brown **Asst. Professor, Criminal Justice Program Coordinator** Phone: 860-343-5849 Email: rristbrown@mxcc.edu Office Location: Snow Hall, Room 508 Office Hours: *Mondays & Wednesdays* 11:00 AM – 12:30 PM Program Coordinator Office Hours: *Tuesdays & Thursdays* 1:00 PM – 2:30 PM
*Early Childhood Education	Norma Rosado-Javier **Assistant Professor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu Office Location: Snow 508 Office Hours: *Wednesdays* 6:00 – 7:00 PM Meriden Center Office Hours: *Thursdays* 3:30 – 5:30 PM Program Coordinator Office Hours: *Tuesdays* 1:00 – 4:00 PM
Engineering Science	Lin Lin **Interim Division Director: School of Allied Health, Business, and STEM** Phone: 860-343-5763 Email: llin@mxcc.edu Office Location: Wheaton 209 Read Biography
Environmental Science	Christine Witkowski **Associate Professor/Program Coordinator, Environmental Science** Phone: 860-343-5781 Email: cwitkowski@mxcc.edu Office Location: Wheaton 217 Office Hours: *Mondays* 2:45 – 4:15 PM, *Wednesdays* 11:00 PM – 12:30 PM & 2:45 – 4:15 PM, *Thursdays* 11:00 AM – 12:30 PM Read Biography
Fine Arts & Graphic Design Track	Judith DeGraffenried **Professor, Coordinator of Fine Arts/Graphic Arts** Phone: 860-343-5871 Email: jdegraffenried@mxcc.edu Office Location: Snow 407 Office Hours: *Tuesday & Thursdays* 1:00-5:00 PM Program Coordinator Office Hours: *Fridays* 10:00 AM – 12:00 PM & 4:00-6:00 PM Read Biography
General Studies	Jaime Flores **Division Director, School of Arts & Media, Humanities, and Social Sciences** Phone: 860-343-5757 Email: jflores@mxcc.edu Office Location: Snow 508

Degree Programs	Contact
	OR **Mary Rayappan** **Academic Division Director, School of Allied Health, Business, and STEM** Phone: 860-343-5791 Email: mrayappan@mxcc.edu Office Location: Wheaton 209
Health Information Management	Donna Hylton **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Snow 512 Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM Read Biography
Human Services	Judith Felton **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs**, **Coordinator, Center for Community Engagement** Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508 Office Hours: M – 3:30-5:30 PM in Meriden, T, Th – 1:00-2:00 PM, W – 10:30-12:30 PM (Program Coordinator Office Hours) Read Biography
Liberal Arts __Humanities Track __Science Track	Jaime Flores **Division Director, School of Arts & Media, Humanities, and Social Sciences** Phone: 860-343-5757 Email: jflores@mxcc.edu Office Location: Snow 508 OR **Mary Rayappan** **Academic Division Director, School of Allied Health, Business, and STEM** Phone: 860-343-5791 Email: mrayappan@mxcc.edu Office Location: Wheaton 209
Management Information Systems	Donna Hylton **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Snow 512 Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays*

Degree Programs	Contact
	& Thursdays 11:30 AM – 12:30 PM & 2:00 – 2:30 PM Read Biography
Marketing	**Susan Lugli** **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Multimedia	**Richard Eriksen** **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Chapman 606 Office Hours: *Mondays* 11:00 AM – 12:00 PM, *Tuesdays* 10:00-11:00 AM, *Wednesdays* 12:00-1:00PM Program Coordinator Office Hours: *Thursdays* 10:00 – 11:00 AM & 2:00 – 4:00 PM
**Ophthalmic Design and Dispensing	**Raymond Dennis** **Professor, Coordinator of Ophthalmic Design and Dispensing** Phone: 860-343-5845 Email: rdennis@mxcc.edu Office Location: Chapman 625 Office Hours: *Mondays, Tuesdays, Wednesdays, & Thursdays* 9:30 – 11:45 AM Read Biography
***Radiologic Technology	**Judy Wallace** **Coordinator, Radiologic Technology, Computed Tomography & Mammography Programs** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209 Office Hours: *Tuesdays & Thursdays* 8:00 – 9:30 AM & 2:00 – 3:15 PM, *Saturdays* 8:30 – 9:00 AM
Technology Studies: Computer Engineering Technology Option	**Lin Lin** **Interim Division Director: School of Allied Health, Business, and STEM** Phone: 860-343-5763 Email: llin@mxcc.edu Office Location: Wheaton 209 Read Biography
Technology Studies: Engineering Technology Option	**Lin Lin** **Interim Division Director: School of Allied Health, Business, and STEM** Phone: 860-343-5763 Email: llin@mxcc.edu Office Location: Wheaton 209 Read Biography

Degree Programs	Contact
Technology Studies: Electric Power Pathway	Mark D. Busa **Professor, Physical and Earth Sciences** Phone: 860-343-5779 Email: mbusa@mxcc.edu Office Location: Wheaton 217 Office Hours: *Mondays & Wednesdays* 10:00 AM – 12:00 PM, *Mondays* 1:00 – 2:00 PM Read Biography
Technology Studies: Manufacturing Machine Technology Option	Hubert Godin **Associate Professor in Manufacturing Machine Technology** Phone: 860-343-5776 Email: hgodin@mxcc.edu Office Location: Meriden Center, room 403 Office Hours: *Wednesdays from 12-3 in room 403 at the Meriden Center or by appointment* Read Biography
Veterinary Technology	Dr. Chris Gargamelli **Assistant Professor/Program Coordinator: Veterinary Science** Phone: 860-343-5842 Email: cgargamelli@mxcc.edu Office Location: Snow 407

* Accredited by the National Association for the Education of Young Children

** Accredited by the Commission on Opticianry Accreditation

***Accredited by the Joint Review Committee on Education in Radiologic Technology

****Accredited by the American Veterinary Medical Association – Committee on Veterinary Technician Education and Activities

ACCOUNTING

Associate Degree in Accounting

This program is designed to serve both the student who wishes to acquire the requisite skills to pursue a career in accounting upon graduation or improve present skills, and for the student who wishes to transfer to a four-year college. Students intending to transfer should meet with the Coordinator of the Accounting program for advising.

Learn More About This Program >

Learning Outcomes

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

1. Organize, analyze, and interpret numerical data through knowledge and comprehension of accounting concepts and principles.
2. Identify, gather, measure summarize, verify, analyze, and interpret useful financial and non-financial data.
3. Identify and solve unstructured problems in unfamiliar setting and exercise judgment based on facts.
4. Communicate through development of proficiency in oral/written/electronic communication skills and the development of the ability to explain financial data to others.
5. Demonstrate leadership skill through the development of the ability to work collaboratively with a diverse team, including organization, control, and assessment of group-based work, and provide leadership when appropriate.
6. Apply current technology including the ability to use spreadsheet software to analyze business problems, communicate using work processing and presentation software, develop accounting information using general ledger software, access information via internet, and understand information integrity and security issues.
7. Develop a professional orientation through awareness of legal, regulatory, and ethical issues facing the profession, awareness of global financial practices, and understanding the methods for creating and managing change in organizations.

Graduation Checklist

Accounting Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Accounting by Degree Requirements

General Education Requirements	**24 -27 Credits**
+ ENG*101 Composition	3
+ English or Communications Elective	3
Mathematics Electives ++	6-8
Fine Arts Elective	3
+ ECN*102 Principles of Microeconomics	3
+ ECN*101 Principles of Macroeconomics	3
Science Elective	3-4
Accounting Program Requirements	**14 Credits**
+ ACC*115 Financial Accounting	4
+ ACC*118 Managerial Accounting	4
+ ACC*271 Intermediate Accounting I	3
+ ACC*272 Intermediate Accounting II	3
Other Business Requirements	**18 Credits**
+ BMG*202 Principles of Management	3

+ BMK*201 Principles of Marketing	3
+ BBG*231 Business Law I or + BBG*234 Legal Environment of Business	3
+ BMG*204 Managerial Communications	3
Computer Course Elective (CSC*101, CSA*135, CSA*140, or CST*201)	3
+ BFN*201 Principles of Finance or CSA*135 Spreadsheet Applications	3

Open Electives   **6 Credits**

Total credits: 62-65

Accounting by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester (Fall)	**16-17 Credits**
+ ENG*101 Composition	3
Mathematics Elective ++	3-4
+ ACC*115 Financial Accounting	4
Computer Course Elective (CSC*101, CSA*135, CSA*140, or CST*201)	3
+ BMG*202 Principles of Management	3

Second Semester (Spring)	**16-17 Credits**
+ English or Communications Elective	3
+ ACC*118 Managerial Accounting	4
Mathematics Elective ++	3-4
+ BMK*201 Principles of Marketing	3
Fine Arts Elective	3

Third Semester (Fall)	**15-16 Credits**
+ ACC*271 Intermediate Accounting I	3
+ ECN*102 Principles of Microeconomics	3
+ BBG*231 Business Law I or + BBG*234 Legal Environment of Business	3
Science Elective	3-4
Open Elective	3

Fourth Semester	**15 Credits**
+ ACC*272 Intermediate Accounting II	3
+ ECN*101 Principles of Macroeconomics	3
+ BFN*201 Principles of Finance or CSA*135 Spreadsheet Applications	3
+ BMG*204 Managerial Communications	3
Open Elective	3

Total Credits: 62-65

 Notes: + *These courses have a prerequisite.* ++ *Placement testing is required. MAT*137 or higher. Open Electives should be chosen after consultation with an Accounting faculty advisor.*

BIOTECHNOLOGY

Associate in Science Degree

The Associate in Science Program in Biotechnology is designed for students who wish to enter the field of scientific research or who wish to transfer to a four-year program in biology, chemistry or a related field. The program will provide students with skills and knowledge necessary to work in the biotechnology, pharmaceutical, or basic research fields. This program will also provide the majority of the freshman and sophomore level coursework required of biology majors at most four-year institutions. Students may be either full-time or part-time. This program is appropriate for the traditional or non-traditional student. Graduates of the program will able to find employment in a variety of research settings, including the biotechnology and pharmaceutical industries, private and university research laboratories and State run labs. In addition, graduates of this program are well prepared to continue their education in a biology related field immediately after graduation, or later in their careers.

Learn more about this program >

Learning Outcomes

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

1. Conduct themselves as lab technicians in a biotechnology laboratory with the basic skills and knowledge required to function effectively in a research setting.
2. Demonstrate proficiencies in both basic and advanced principles of chemistry and biology that are required by a person working as a lab technician or planning to enter into a four-year college science program.
3. Explain the basic principles of genetics, molecular biology, cell biology, chemistry, biochemistry, and microbiology.
4. Employ sterile technique in the handling of microbial cultures with knowledge of what is safe and what is hazardous.
5. Prepare solutions and perform accurate measurements using precision instruments such as balances and micropipettors.
6. Demonstrate skills in the use of recombinant DNA techniques, PCR, DNA sequence analysis, HPLC, gas chromatography, mass spectroscopy, IR spectroscopy, UV/VIS spectroscopy, as well as the use of the computer to collect and analyze experimental data.
7. Recognize the ethical issues that are relevant to the field of biotechnology.

Graduation Checklist

Biotechnology – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Biotechnology by Degree Requirements

BIO*109 Principles of Biotechnology	3
ENG*101 Composition	3
MAT*168 Elementary Statistics and Probability	4
MAT*173 College Algebra with Technology (or higher)	4
CSC*101 Introduction to Computers	3
ENG*202 Technical Writing or COM*173 Public Speaking	3
Fine Arts Elective	3
Social Science Elective	3
CHE*121 General Chemistry I	4
CHE*122 General Chemistry II	4
CHE*220 Biochemistry	4

CHE*250 Instrumental Analysis	4
BIO*121 General Biology I	4
BIO*263 Molecular Genetics	4
BIO*222 Biotechniques	4
BIO*235 Microbiology	4
BIO*296 Biotechnology Internship	3

Total Credits: 61

Biotechnology Program (sequence by semester)

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

Semester 1	**13 Credits**
* ENG*101 L Composition	3
CSC*101 Introduction to Computers *or higher*	3
CHE*121 General Chemistry I	4
BIO*109 Principles of Biotechnology	3

Second Semester	**16 Credits**
BIO*121 General Biology I	4
CHE*122 General Chemistry II	4
BIO*222 Molecular Biotechniques	4
MAT*168 Elementary Statistics and Probability	4

Semester 3	**15 Credits**
MAT*173 College Algebra w/ Tech *or higher*	4
BIO*235 Microbiology	3
BIO*263 Molecular Genetics	4
ENG*202 Technical Writing or COM*173 Public Speaking	4

Semester 4	**17 Credits**
CHE*220 Biochemistry	4
CHE*250 Instrumental Analysis	4
Fine Arts Elective	3
Social Science Elective	3
BIO*296 Biotechnology Internship	3

Total Credits:	61

denotes a course that does NOT have any pre-requisites. All other courses have prerequisites.

BROADCAST-CINEMA

Broadcast-Cinema, Associate in Science Degree

The Broadcast-Cinema program prepares students for careers in broadcasting, film and emerging media industries. Students will learn the production techniques necessary to succeed in media production while applying innovative approaches to content creation and visual aesthetics. The program provides a balance between journalism, documentary and narrative storytelling. In their first year, students learn the foundations of media production through courses in writing,media studies, aesthetics and production. The second year is devoted to the selection of a series of specialized classes in preparation for a senior thesis project and internship. Admission to the program requires placement in ENG*101 and an advising session with program faculty.

Learn More About This Program >

Learning Outcomes

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

1. Express ideas using the aesthetic elements used in film and broadcast media including photography, mise en scene, editing, audio, scriptwriting, acting, etc.
2. Develop narratives including fiction, documentary, news and prepare scripts for production through the pre-production process
3. Compose, light and record images as part of the production process.
4. Produce programming using the industry-standard professional production and post production tools including cameras, lighting, studio equipment, editing software, digital effects and graphics, and duplication and distribution methods.
5. Through internships, practicums and service learning experiences, students will know proper set etiquette and work ethics unique to the broadcast industry.
6. Demonstrate critical thinking skills to analyze and evaluate program content and quality to improve their writing and production skills.
7. Record audio using proper microphone and mixing techniques.
8. Apply field and studio production techniques to various applications including news, talk, sports, short films, long form video, documentary, corporate media, advertising and marketing.
9. Demonstrate an understanding of how varying production conditions and specific techniques such as lighting, audio, varying editing, adding effects, can develop a unique visual and personal style while enhancing communication effectiveness.

Graduation Checklist

Broadcast Cinema Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

General Education Requirements	21-22 Credits
ENG*101 (to be taken during first semester)+++	3
Mathematics Elective (MAT*104 is recommended)+++	3
Science Elective	3-4
Humanities Elective	3
Social Science Elective	3

ART*147 Digital Cinematography or ART*250 Digital Photography	3
+ COM*101 Intro. To Mass Communication (to be taken first semester)	3

Program Requirements	**22 Credits**
COM*104 Careers in Media or COM*125 / DGA*125 New Media Production	3
+ COM*111 Scriptwriting	3
COM*142 Television Production (to be taken during first year)	4
COM*203 Media Literacy (to be taken concurrently with COM*142)	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*287 Advanced Media Production	3
+ COM*295 Internship I	3
Program Electives:	**12 Credits**
Any additional Communications or Digital Arts course beyond the program requirements can be used to fulfill a program elective with permission of a Broadcast-Cinema, Communications or Multimedia faculty. Please see complete listing in the course catalog or contact a faculty member for more information. Broadcast-Cinema Program Coordinator, 860-343-5796.	12
Open Electives ++	6

Total Credits: 61 (62)

Broadcast-Cinema (by semester)

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester (Fall)	15 Credits
ENG*101 Composition+++	3
+ COM*101 Mass Communications	3
COM*104 Careers in Media or + COM*125/ DGA*125 New Media Production	3
ART*147 Digital Cinematography or ART*250 Digital Photography	3
Mathematics Elective (MAT*104 or Higher)+++	3

Second Semester (Spring)	16 Credits
+ COM*111 Scriptwriting	3
COM*142 Television Production	4
COM*203 Media Literacy	3
Open or Program Elective++	
Social Science Elective	

Third Semester (Fall)	15-16 Credits
+ COM*228 Broadcast Journalism	3
Program Elective (COM*153 Film Production for students interested in film)	3

Program Elective	3
Humanities Elective	3
Science Elective	3-4
Fourth Semester (Spring)	**15 Credits**
+ COM*287 Advanced Media Production	3
+ COM*295 Internship I	3
Program Elective	3
Program Elective	3
Open or Program Elective++	3

Total Credits: 61 (62)

*+ This course has a prerequisite. ++ Electives can be taken from the following: Art, Business, Communications, Marketing, Digital Arts, English, Languages, Social Sciences, and Philosophy. PHL*111 (Ethics) is recommended. +++ Placement testing required.*

BUSINESS ADMINISTRATION

Business Administration, Associate in Science Degree

This program is designed to prepare students for exciting and dynamic career opportunities in the 21st century. It is designed to qualify students for entry level managerial and administrative positions or transfer to a four-year institution. With proper advising, students have successfully transferred with a maximum of earned college credit.Before registering, it is the student's responsibility to seek advising with a Business Administration faculty advisor or counselor.

Learn More About This Program >

Learning Outcomes

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

1. Analyze principles, techniques and major functions of management and business organizations
2. Work independently and with others of diverse backgrounds
3. Rationalize and present solutions to problems using business knowledge and knowledge from humanities, social sciences, mathematics and science disciplines
4. Develop a sound ethical, philosophical and moral skill-set necessary to success in business
5. Demonstrate a responsible attitude in relationships with employers and peers
6. Demonstrate proficiencies in reading, writing, listening, presentation and analytical skills
7. Prepare and interpret financial statements and use accounting for managerial decisions
8. Understand and discuss financial issues dealing with the external environment and the market
9. Understand the U.S. legal system and be able to apply the principles to the legal environment in which organizations conduct business
10. Understand marketing principles and methods as they apply to satisfying consumers and society as a whole
11. Demonstrate computer proficiency in word processing, electronic spreadsheet, database management, general ledger accounting systems and presentation software
12. Demonstrate an understanding of how the American economic system is organized, how it functions and how it impacts the global economy

Graduation Checklist

Business Administration Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Business Administration by Degree Requirements

General Education	27-30 Credits
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Mathematics Electives ++	6-8
+ Psychology or Sociology Elective +++	3
Fine Arts Elective	3
Science Elective	3-4
+ ECN*102 Principles of Microeconomics	3
+ ECN*101 Principles of Macroeconomics	3

Program Requirements	22-23 Credits
+ BMG*202 Principles of Management	3
+ BMK*201 Principles of Marketing	3
+ BBG*231 Business Law 1 or	
+ BBG*234 Legal Environment of Business	3
+ ACC*115 Financial Accounting	4
+ ACC*118 Managerial Accounting or + BFN*201 Principles of Finance	3-4
BBG*115 Business Softwar Applications or	
CST*201 Intro to Management Information Systems	3
+ BMG*204 Managerial Communications	3
Business Elective	**3**
Open Elective	**3**
Directed Business Electives (Choose 2)	**6 Credits**
BES*118 Small Business Management	
BMG*210 Principles of Organizational Behavior	
+ BFN*201 Principles of Finance	
+ BBG*234 Legal Environment of Business	
+ BMG*220 Human Resource Management	
+ BBG*295 Cooperative Work Experience I	
+ BBG*294 Business Internship	

Total Credits: 61-65

Business Administration by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	15-16 Credits
+ ENG*101 Composition	3
BBG*115 Business Software Applications or	
CST*201 Introduction to Management Information Systems	3
Mathematics Elective ++	3(4)
+ BMG*202 Principles of Management	3
+ BBG*231 Business Law 1 or	
+ BBG*234 Legal Environment of Business	3

Second Semester	15-16 Credits
+ BMG*204 Managerial Communications	3
+ Psychology or Sociology Elective	3
Mathematics Elective ++	3-4
+ BMK*201 Principles of Marketing	3
Directed Business Elective	3

Third Semester	16 -17 Credits
+ COM*173 Public Speaking	3

+ ACC*115 Financial Accounting	4
+ ECN*102 Principles of Microeconomics	3
Fine Arts Elective	3
Science Elective	3-4
Fourth Semester	**15-16 Credits**
+ ACC*118 Managerial Accounting or	
+ BFN*201 Principles of Finance	3-4
+ ECN*101 Principles of Macroeconomics	3
Directed Business Elective	3
Business Elective	3
Open Elective	3
Total Credits:	61- 65

+ *This course has a prerequisite. ++Placement testing is required. MAT*137 or higher.*

COMMUNICATION

Associate in Arts Degree

This program provides a foundation of skills and knowledge in communication and media as well as a solid core of liberal arts courses.The program is primarily designed for students intending to transfer to a bachelor degree program in communication or media, or a related field such as writing, public relations, journalism, advertising,organizational or corporate communications. It can also prepare students for employment in fields where communication skills and knowledge are valuable.

Learn More About This Program >

Graduation Checklist

Communications Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Communication by Degree Requirements

Communication Skills Requirements	**12 Credits**
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Advanced Writing Electives (choose two courses from below):	

COM*111 Scriptwriting	
COM*226 Journalism I	
ENG*102 Literature and Composition	6
+ ENG*200 Advanced Composition	
+ ENG*202 Technical Writing	
ENG*281 Creative Writing	

Media Communication Requirements	**15 Credits**
COM*101 Intro. to Mass Communication	3
COM*203 Media Literacy or COM*154 Film Study and Appreciation	3
COM*142 TV Production or	
DGA*101 Introduction to Digital Arts or	3
DGA*110 Computer Graphics	
Communications or Digital Arts Elective	6

General Education/Liberal Arts Requirements	**21-23 Credits**
Mathematics Elective (MAT*137 or higher)	3-4
Science Elective	3-4
Social Science Elective	3

History Elective	3
Literature Elective	3
Philosophy Elective	3
Fine Arts Elective (Art, Music or Theatre)	3
Open Electives +++	**12**

<div align="center">

Total Credits: 60-62

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Communication by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	**15 Credits**
ENG*101 Composition	3
COM*101 Introduction to Mass Communications	3
Fine Arts Elective (Art, Music, or Theatre)	3
Social Science Elective	3
Open Elective	3
Second Semester	**15-16 Credits**
Mathematics Elective (MAT*137 or higher) +	3-4
COM*173 Public Speaking	3
COM*203 Media Literacy or COM*154 Film Study and Appreciation	3
COM*142 TV Production or	
DGA*101 Intro to Digital Arts or	3
DGA*110 Computer Graphics	
Open Elective	3
Third Semester	**15 Credits**
Writing Elective (COM*111 Scriptwriting or	
COM*226 Journalism I or	
ENG*102 Literature & Composition or	
ENG*200 Adv. Composition or	3
ENG*202 Technical Writing or	
ENG*281 Creative Writing)	
Communication or Digital Arts Elective	3
Literature Elective++	3
History Elective	3
Open Elective	3
Fourth Semester	**15-16 Credits**
Writing Elective	3
(COM*111 Scriptwriting or	

COM*226 Journalism I or

ENG*102 Literature & Composition or

ENG*200 Adv. Composition or

ENG*202 Technical Writing or

ENG*281 Creative Writing)

Communication or Digital Arts Elective	3
Science Elective	3-4
Philosophy Elective	3
Open Elective	3

Total Credits: 60 – 62

ENG 200-Advanced Writing is a specific requirement at some transfer institutions, e.g. SCSU. Check your transfer institute requirements carefully.

*A 200-level literature is usually required for a bachelor's degree which has an intro literature prerequisite. ENG*102(included in the Adv. Writing options above) may fulfill the prerequisite for this degree.*

* At least two semesters of foreign language are required by many bachelor degree programs. Check your transfer institution for verification and additional requirements.

*+ Most Bachelor degree programs require a math higher than MAT*137; some programs require specific math courses; check your transfer institution carefully.*

COMPUTER INFORMATION TECHNOLOGY

Associate in Science Degree

About the Program:

The Computer Information Technology (CIT) degree program is designed to provide students with a well-rounded technical foundation and offer options in which they can concentrate their skills in either software development or networking. For students who enter the program without a firm grasp on a career direction, the program's core gives a broad range of subject areas that the students can experience before formalizing their concentration.

A report published by the U.S. Bureau of Labor explains, *"To keep IT systems running, a large workforce is needed to maintain networks, create new software, and ensure information security. In addition, the proliferation of smart phones has given rise to a new "app economy," in which new employment opportunities are available for workers who create the programs that run on mobile devices."* The CIT degree incorporate courses networking, programming, network security, and mobile device programming. All of these are high-demand areas of IT.

An internship experience enhances the curriculum and allows the student to apply their skills to an on-the-job experience. Upon graduation the student is prepared to obtain a job in the Information Technology field or pursue an advanced degree at a four-year college or university.

Learn More About This Program >

Learning Outcomes

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

1. Develop the ability to analyze, develop, and design code through knowledge and comprehension of information systems concepts and skills.
2. Develop the strategic and critical thinking skills through development of the ability to identify, gather, measure summarize, verify, analyze, design, develop and test programs and hardware design.
3. Develop the ability to identify and solve unstructured problems in unfamiliar setting and exercise judgment based on facts.
4. Develop communication through development of proficiency in oral/written/electronic communication skills and the development of the ability to explain programming concepts and code and related technical issues to others.
5. Develop leadership skill through the development of the ability to work collaboratively with a diverse team, including organization, control, and assessment of group-based work, and provide leadership when appropriate.
6. Develop the skills to apply current technology, analyze business problems, and design and develop software and solve technical issues; apply word processing, spreadsheet, database, presentation, email, and collaborative software skills in a professional context.
7. Develop the skills to communicate using network technologies, access information via internet, and understand information integrity and security issues.

Downloadable Program Forms & Documents

Computer Information Technology Graduation Checklist

General Education Requirements	
+ ENG*101 Composition	3
+ ENG*202 Technical Writing	3
+ COM*173 Public Speaking	3
+ MAT*137 Intermediate Algebra or higher	3
Sociology or Psychology elective	3
+ ECN*102 Principles of Microeconomics	3
Science Elective	3/4
Fine Arts Elective	3
Open Elective	3
	27-28 Credits

Program Core	
+ CSC*105 Programming Logic or CSC*115 Introduction to Programming with Alice	3
+ CST*120 Introduction to Operating Systems	3
+ CST*201 Introduction to MIS	3
+ CST*270 Network Security Fundamentals	3
+ CSA*140 Database Applications	3
+ CSC*231 Database Design I	3
DGA* elective OR + CST*141 Computer Hardware OR CS* elective	3/4
+ CSC*295 Coop Ed/Work Experience	3

General Education Requirements	
	24-25 Credits

Networking track – Directed Electives	
+ CST*163 Windows Server Administration	3
+ CST*228 Voice and Data Interworking	3
+ CST*231 Data Communications Networking	3

Programming track – Directed Electives	
+ CSC*220 Java Programming	3
+ CSC*205 Visual Basic Programming	3
+ CSC*262 Programming Mobile Devices I	3
	9 Credits
Total Credits in program	**60-62**

Notes:
+ This course has a prerequisite.

First Semester (FALL)	
+ ENG*101 Composition	3
+ MAT*137 Intermediate Algebra or higher	3
+ CST*120 Introduction to Operating Systems	3
+ CSC*105 Programming Logic or CSC*115 Introduction to Programming with Alice	3

First Semester (FALL)	
DGA* elective OR + CST*141 Computer Hardware OR CS* elective	3/4
	15/16 Credits

Second Semester (SPRING)	
+ ENG*202 Technical Writing	3
+ CST*201 Introduction to MIS	3
+ CSC*220 Java Programming OR + CST*231 Data Communications Networking	3
+ ECN*102 Principles of Microeconomics	3
Science Elective	3/4
	15/16 Credits

Third Semester (FALL)	
+ COM*173 Public Speaking	3
+ CST*163 Windows Server Administration OR CSC*205 Visual Basic Programming	3
CSA*140 Database Applications	3
Sociology or Psychology Elective	3
+ CST*270 Network Security Fundamentals	3
	15 Credits

Fourth Semester (SPRING)	

First Semester (FALL)	
+ CSC*231 Database Design I	3
+ CST*228 Voice and Data Interworking OR CSC*262 Programming Mobile Devices I	3
Open Elective	3
+ CSC*295 Coop Ed/Work Experience	3
Fine Arts Elective	3
	15 Credits
Total Credits in program	**60-62**

Edit

Notes:
+ This course has a prerequisite.

Updated 5/29/14

CRIMINAL JUSTICE

Associate in Science Degree

Students interested in careers in law enforcement, corrections, security, and the court system should consider this program. The Associate in Science degree will allow a student to pursue a career immediately upon completion or transfer to a four year institution. This degree program provides preparation for career opportunities in criminal justice and for the continuation of education at a four-year college or university. The curriculum examines police science, law, judicial studies, and corrections.

Learn More About This Program >

Learning Outcomes

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

1. Demonstrate an understanding of the fundamental concepts requisite for successful entry into a career in the field of Criminal Justice.
2. Demonstrate an understanding of the constitutional, administrative, organizational and procedural variables used in the Criminal Justice system to serve the community.
3. Demonstrate an understanding of the Federal, State, and Local court rulings and statutes and organizational policies and procedures pertaining to adult and juvenile offenders.
4. Apply federal, state, and municipal laws and ordinances to criminal and traffic cases.
5. Analyze contemporary criminal justice efforts in identifying and resolving sociological and other variables affecting agencies and individuals within the Criminal Justice system.
6. Analyze the variables contributing to and impacting the United States Criminal Justice system on American society.

Graduation Checklist

Criminal Justice Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Criminal Justice by Degree Requirements

General Education Requirements	33-35 Credits
++ Art Elective	3
CSC*101 Introduction to Computers	3
+ ENG*101 Composition	3
ENG*110 Intro. to Literature or + COM*173 Public Speaking	3
History Elective	3
Mathematics Elective (MAT*104 or higher)++++	3-4
PSY*111 General Psychology I	3
Science Elective (Biology, Chemistry, Environ. Science, Physical Science, Physics)	3-4
POL*111 American Government or POL*112 State and Local Government	3
+ SOC*101 Principles of Sociology	3

SOC*240 Criminology	3

Criminal Justice Program Requirements	15 Credits
CJS*101 Introduction to Criminal Justice	3
CJS*294 Contemporary Issues in Criminal Justice	3
CJS*213 Evidence and Criminal Procedure	3
CJS*211 Criminal Law I	3
+++ CJS*290 Practicum in Criminal Justice or+++ CJS*252 Professional Development Leadership	3

Directed Electives ++	Choose 12 Credits
CJS*151 Criminal Justice Supervision & Administration	3
CJS*220 Criminal Investigation	3
+++ CJS*225 Forensic Science	3
CJS*255 Ethical Issues in Criminal Justice	3
Other (See List Below)	3
	12

Total credits: 60-62

Criminal Justice by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	15-16 Credits
CJS*101 Introduction to Criminal Justice	3
+ ENG*101 Composition ++++	3
+ SOC*101 Principles of Sociology	3
History Elective	3
Mathematics Elective (MAT*104 or higher) ++++	3-4

Second Semester	15 Credits
CJS*213 Evidence and Criminal Procedure	3
SOC*240 Criminology	3
POL*111 American Government or POL*112 State and Local Government	3
CJS*211 Criminal Law	3
ENG*110 Introduction to Literature or + COM*173 Public Speaking	3

Third Semester	15-16 Credits
CJS*294 Contemporary Issues in Criminal Justice	3
++ CJS*220 Criminal Investigation (Directed Elective)	3
PSY*101 General Psychology I	3

+++ CJS*225 Forensic Science (Directed Elective)   3

Science Elective   3-4

Fourth Semester	15 Credits
++ CJS*151 Criminal Justice Supervision & Administration (Directed Elective)	3
CSC*101 Introduction to Computers	3
++ CJS*255 Ethical Issues in Criminal Justice Leadership (Directed Elective)	3
++ Art Elective	3
+++ CJS*290 Practicum in Criminal Justice or	3
CJS*252 Professional Development Leadership	3

Total credits: 60-62

Note: In addition to the Directed Electives listed above students may request approval from the Coordinator of the Criminal Justice Program (dependent on academic and/or career goals) to select a Directed Elective from among the following courses:
*+ HSE*202 Intro to Counseling/Interviewing, CSC*101 Introduction to Computers,SPA*101 Elementary Spanish I,*
*+ PSY*245 Abnormal Psychology, SOC*117 Minorities in the US, SOC*225 Death and Dying*
+ This course has a prerequisite.
++ Criminal Justice Program Coordinator must approve Directed Electives.
*+++ This course has the prerequisite of CJS*101.*
++++Placement testing required.

CATALOG NOTES
Program updated for Spring 2014: added option for POL*112

EARLY CHILDHOOD EDUCATION

Associate in Science Degree

The Associate in Science Program in Early Childhood Education is designed for students who wish to enter the field of early childhood education or who are already employed in an early childhood education setting and wish to earn a credential and expand their knowledge and competency in working with young children. The program provides students with the skills and competencies necessary to work effectively with children from birth through age eight. Students may be either full-time or part-time.

Graduates of the program will be able to find employment in day care centers, preschool programs, Head Start programs, or similar. Associate degree holders would also be eligible for head teacher status in child care centers or could seek further education in a Connecticut Early Childhood Education Teacher Certification program. It will also allow one to transfer to a four-year institution.

The Early Childhood Education Program is accredited by the National Association for the Education of Young Children, 1313 L Street, NW, Suite 500, Washington, DC 20005.

Learn More About This Program >

Learning Outcomes

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

1. Promote child development and learning by understanding of what young children are like; understanding what influences their development; and using this understanding to create great environments where all children can thrive. This knowledge of how children develop and learn will help to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of all young children from birth through age eight.
2. Build family and community relationships through understanding and valuing children's families and communities; create respectful, reciprocal relationships; and involve all families in their children's development and learning.
3. Observe, document, and assess through understanding the purposes of assessment; use effective assessment strategies; and use assessment responsibly, to positively influence children's development and learning.
4. Teach and learn through building close relationships with children and families; use developmentally effective teaching and learning strategies; have sound knowledge of academic disciplines or content areas; and be able to combine all of these to give children experiences that promote development and learning.
5. Become a professional by identifying themselves with the early childhood profession; are guided by ethical and other professional standards; are continuous, collaborative learners; thinks reflectively and critically; and advocate for children, families, and the profession.

Graduation Checklist

Early Childhood Education Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Early Childhood Education by Degree Requirements

General Education Requirements	24-26 Credits
* ENG*101 College Writing	3
PSY*111 General Psychology I	3
Sociology/Anthropology elective	3
Computer Applications or Multimedia elective	3
Science Elective	3-4
* Math Elective (MAT*104 or higher)	3
One of the following: COM*173 Public Speaking Foreign Language	3-4
Fine Arts Elective	3

Major course requirements	33 Credits
ECE*101 Introduction to Early Childhood Education	3
PSY*204 Child and Adolescent Psychology	3
ECE*103 Creative Art Experiences for Children	3
+ ECE*210 Observation and Participation	3
ECE*106 Music and Movement for Children	3
+ ECE*131 Children's Literature	3
+ ECE*275 Child, Family, and School Relations	3
+ ECE*295 Student Teaching	6
+ ECE*215 The Exceptional Learner	3
+ ECE*231 Early Literacy Development	3
One of the following: ECE*141 Infant/Toddler Development ECE*176 Health, Safety, and Nutrition	3

Totals:	60-62 credits

Early Childhood Education (by semester)

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	15 Credits
ECE*101 Introduction to Early Childhood Education	3
+ ENG*101 College Writing	3
PSY*111 General Psychology I	3
ECE*103 Creative Art Experiences for Children	3
One of the following: ECE*141 Infant/Toddler Development ECE*176 Health, Safety, and Nutrition	3

Second Semester	15 Credits
PSY*204 Child and Adolescent Psychology	3
ECE*106 Music and Movement for Children	3
+ ECE*131 Children's Literature	3
Sociology/Anthropology elective	3
Computer Applications or Multimedia elective	3

Third Semester	15-17 Credits
+ ECE*210 Observation and Participation	3
+ ECE*275 Child, Family, and School Relations	3

+ Math Elective (MAT*104 or higher)	3
Science Elective	3-4
One of the following: COM*173 Public Speaking (Recommended) Foreign Language	3-4
Fourth Semester	**15 Credits**
+ ECE*295 Student Teaching	6
+ ECE*215 The Exceptional Learner	3
+ ECE*231 Early Literacy Development	3
Fine Arts Elective	3
Totals:	60-62 credits

ENGINEERING SCIENCE

Associate in Science Degree

The Engineering Science associate degree program, through the Connecticut College of Technology Pathways program, prepares students for entry into the University of Connecticut's School of Engineering, Central Connecticut State University's School of Engineering & Technology, Fairfield University's School of Engineering, University of Hartford College of Engineering, University of New Haven School of Engineering, and Charter Oak State College. Upon successful completion of the program with a GPA of 3.0, students may continue on to these institutions with two years of credit towards a bachelor's degree in engineering. Students may also use these courses to transfer to other institutions.

Upon successful completion of the program, students will be able to:

- be prepared to transfer to an engineering program in a 4-year institution
- apply knowledge of mathematics, science, and engineering
- design and conduct experiments, as well as to analyze and interpret data
- design a system, component, or process to meet desired needs within realistic constraints
- identify, formulate, and solve engineering problems
- communicate effectively
- gain the ability to engage in life-long learning

Learn More About This Program >

Graduation Checklist

Engineering Science Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Engineering Science by Degree Requirements

First Semester	
ENG*101 Composition	3
HIS*101 Western Civilization I or HIS*102 Western Civilization II	3
Social Science Elective	3
CHE*121 General Chemistry I	4
MAT*254 Calculus I	4

First Semester	
	17
Second Semester	
ENG*102 Literature and Composition	3
ART*101 Art History I or ART*102 Art History II	3
CHE*122 General Chemistry II	4
MAT*256 Calculus II	4
EGR*111 Introduction to Engineering	3
	17
Third Semester	
PHL*111 Ethics	3
PHY*221 Calculus-Based Physics I	4
MAT*268 Calculus III: Multivariable	4
EGR*211 Applied Mechanics I	3
CSC*105 Programming Logic	3
	17
Fourth Semester	
PHY*222 Calculus-Based Physics II	4
MAT*285 Differential Equations	3
EGR*212 Applied Mechanics II	3
EGR*221 Introduction to Electric Circuit Analysis	4

First Semester	
	14
Total Credits:	**65**

ENVIRONMENTAL SCIENCE

Associate in Science Degree

This curriculum is designed to prepare students for employment at the assistant or semi-professional level in public or private organizations dealing with pollution prevention and control. It is intended to be flexible by allowing substitution of courses that will tailor the curriculum to individual student needs or occupational objectives.

As a final experience students complete an internship that provides valuable job training and frequently leads to full time employment.

Learn More About This Program >

Learning Outcomes

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

1. Discuss the major environmental issues facing society, including their short- and long-term impacts and the potential for applying sustainable technologies and solutions.
2. Demonstrate knowledge of the fundamental scientific principles underlying environmental issues, emphasizing interrelationships between biological, chemical, and geological processes in the Earth system.
3. Apply the scientific method of inquiry to environmental questions using a combination of laboratory skills, field skills, knowledge of experimental design, statistical analysis, and critical thinking.
4. Use appropriate computational, graphical, and communication methods to analyze and present scientific data effectively, using up-to-date technologies as appropriate.
5. Research and assess the accuracy of information from a variety sources, including print publications, broadcast media, and online resources.
6. Work effectively both individually and as a team member to assess environmental problems and conduct scientific investigations.
7. Perform work in accordance with standard laboratory and field safety procedures.
8. Identify career options and educational pathways for a variety of environmental science careers locally, regionally, and nationally, including skills and knowledge needed to be successful.

Graduation Checklist

Environmental Science Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Environmental Science by Degree Requirements

Environmental Science by Degree Requirements

Core Curriculum	32 Credits
CHE*121 General Chemistry I	4
CSC*101 Introduction to Computers (or higher)	3
ENG*101 Composition	3
ENG*202 Technical Writing or COM*173 Public Speaking	3
MAT*173 College Algebra with Technology	4
Fine Arts Elective	3
Liberal Arts Electives (3)	9
Social Science Elective	3
Program Requirements	**28 Credits**
Directed Science Electives (2) Meet with advisor to select among: BIO*121 General Biology I, BIO*122 General Biology II CHE*122 General Chemistry II, CHE*250 Instrumental Analysis PHY*121 General Physics I, PHY*122 General Physics II	8
Directed Math Elective Most bachelor's degree programs in science require Calculus; completion of at least MAT*186 Precalculus is recommended prior to transfer. MAT*168 Elementary Statistics and Probability is recommended for transfer to programs that do not require Calculus	4
BIO*173 Introduction to Ecology	4
EVS*100 Intro to Environmental Science	3

EVS*111 Environmental Science Laboratory	1
EVS*135 Exploring Environmental Careers	1
Science or Engineering Elective ENV*292 Environmental Internship is recommended for students who would benefit from further career exploration or work experience in the environmental field. EGR*111 Introduction to Engineering is recommended for students interested in Environmental Engineering.	3
GLG*120 Dynamic Earth	4
Total:	60

FINE ARTS/ GRAPHIC DESIGN TRACKS

Associate in Arts Degree

Students may follow one of two tracks to earn a Fine Arts degree:

The **Fine Arts Track** provides a transfer program in the fine arts for students who wish to continue in this field after graduation. In addition to the primary transfer function, this program also provides cultural enrichment for students wishing only the associate's degree.

The **Graphic Design Track** provides students with the basic skills required for entry level employment as graphic designers and illustrators in design studios, publishing companies, printeries, and service bureaus. This track emphasizes the development of aesthetic sensibilities using traditional mediums as well as new technologies.Students should take required courses first, then choose electives to meet their specific career goals.

Students who plan to transfer to a four-year college are advised to check with the intended college concerning the number of transferable credits. Completion of the requirements of an additional program "track" does not constitute a different degree.

Learn More About This Program >

Graduation Checklists

- Fine Arts Degree **Fine Arts Track** Graduation Checklist
- Fine Arts Degree **Graphic Design Track** Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Fine Arts/Fine Arts Track

General Education Requirements	21-22 Credits
+ ENG*101 Composition	3
English Elective chosen from the following	3

- :+ ENG*200 Advanced Composition
- + ENG*110 Intro to Literature
- + ENG*102 Literature Composition
- + ENG*202 Technical Writing

Mathematics Elective (MAT*104 or higher)	3
Science Elective	3-4
Social Science Elective	3
ART*121 Two-Dimensional Design	3
† Art History Elective	3

Core Curriculum	15 Credits
ART*111 Drawing I	3
+ ART*112 Drawing II (2nd or 4th semester)	3
+ ART*122 Three-Dimensional Design (2nd semester)	3
ART*109 Color Theory (All semesters)	3
ART*116 Perspective Drawing (1st or 3rd semester) or ART*215 Illustration (2nd or 4th semester)	3

Fine Arts Track	**24 Credits**
+ ART*155 Watercolor I	3
+ ART*131 Sculpture I	3
+ ART*253 Oil Painting I	3
+ ART*254 Oil Painting II	3
+ Art History Elective	3
++ Fine Arts Electives	6
+++ Open Elective	3

Total credits:	60-61

Fine Arts/Graphic Design Track

Learning Outcomes

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

1. Implement fundamental design skills as they relate to graphic design
2. Demonstrate a level of technical as well as creative skills appropriate for employment in the graphic design industry
3. Demonstrate an understanding and application of terminology used in today's graphic design environments
4. Demonstrate competency in the use of the computer and in the use of the major programs that have been created for the graphic design field
5. Make use of the fundamentals of typography, and use that knowledge to effectively integrate text and image within a cohesive design
6. Work effectively within a team environment with a diverse employment population.
7. Demonstrate effective presentation skills
8. Demonstrate the traits and attitudes that promote ongoing success and strong work ethic as related to the graphic design industry (good communication skills, research ability, meeting deadlines, punctuality).
9. Apply the integrated skills and knowledge to the successful completion of an on-the-job graphic design internship.

General Education Requirements	**21-22 Credits**
+ ENG*101 Composition	3
English Elective chosen from the following:	
• + ENG*200 Advanced Composition	
• + ENG*110 Intro to Literature	3
• + ENG*102 Literature Composition	
• + ENG*202 Technical Writing	
Mathematics Elective (MAT*104 or higher)	3
Science Elective	3-4
Social Science Elective	3
ART*121 Two-Dimensional Design	3
† Art History Elective	3

Core Curriculum	**15 Credits**
ART*111 Drawing I	3
+ ART*112 Drawing II (2nd or 4th semester)	3
+ ART*122 Three-Dimensional Design (2nd or 4th semester)	3
ART*109 Color Theory (All semesters)	3
ART*116 Perspective Drawing (1st or 3rd semester) or ART*215 Illustration (2nd or 4th semester)	3

Graphic Design Track	**24 Credits**
DGA*110 Computer Graphics	3
+ DGA*231 Digital Page Design	3
+ GRA*150 Intro. to Graphic Design (3rd semester)	3
+ GRA*251 Advanced Graphic Design (4th semester)	3
+ GRA*296 Graphic Design Internship	3
++ Graphic Design Electives	6
++ Open Elective	3

Total credits:　60-61

- † *Graphic Design students are advised to take ART*103 Art History III.*
- + *This course has a prerequisite.*
- ++ *Fine Arts Electives may be chosen from among all art courses. Graphic Design Electives may be chosen from among the following: ART*116, ART*215, GRA*246, ART*155, DGA*120, DGA*223, and DGA*241.*
- +++ *Open Electives are recommended from among the following: art, multimedia, broadcast cinema, communications, computers, writing, literature, business management or marketing, music. Students intending to transfer should take liberal arts courses required for their bachelor's degree.*

GENERAL STUDIES

The General Studies Curriculum

The General Studies curriculum is intended for students who wish to design a personalized two-year program for exploration or meeting educational and career goals not available in other programs. While students often enter college uncertain of where their studies are headed, Middlesex hopes that uncertainty can be replaced with clear academic plans and strongly encourages working with an advisor to develop their plan. Middlesex is committed to a sound liberal arts education and the development of a solid foundation of professional skills, which are incorporated through specific requirements in the program. The program also offers a great deal of flexibility as a basis for further study or career paths. However, please note that this program is not designed primarily for transfer purposes and does not provide adequate guidance for meeting bachelor's degree requirements without careful assistance from an advisor. Those transferring students pursuing liberal arts degrees are encouraged to consider the Liberal Arts and Science program, which is specifically designed for this purpose. Other transferring students should ask their advisor to recommend the best program to meet their specific needs.

Learn More About This Program >

Graduation Checklist

General Studies Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

General Education by Degree Requirements

Communication Skills

9

- ENG*101 Composition (placement test required)
- ENG*102 Literature & Composition

Choose one of the following:

- BMG*204 Managerial Communications or
- COM*226 Journalism or
- COM*173 Public Speaking or
- ENG*200 Advanced Composition or
- ENG*202 Technical Writing or
- ENG*281 Creative Writing

Computer Skills
One course from Computers-Applications, Computers-Computer Science, Computers-Technology, or Digital Arts. Students with proficient computer skills may opt to take a computer placement test to waive the requirement, substituting an open elective. **3**

Mathematics (placement test required)
MAT*104 or higher. Students planning on transferring to a four-year institution should check with an advisor; specific math courses may be required. **3-4**

Fine Arts
One course from those listed under Art, Digital Arts, Music, or Theater. **3**

Humanities One course from those listed under Art, Communication, Digital Arts, English, Languages, Music, Philosophy, or Theater. **3-4**

Social Science
Two courses from those listed under Anthropology, Economics, Geography,History, Political Science, Psychology, or Sociology. **6**

Science One science course, with or without a lab, from those listed under Biology, Chemistry, Environmental Science, Health, or Physical Science. **3-4**

Liberal Arts Electives
Two additional courses selected from Humanities, Mathematics, Science, or Social Science categories (see above). **6**

Open Electives
Any credit courses offered by the college to meet a student's interests and goals (courses must be numbered 100 and above). **24**

Total credits:60(63)

NOTE: The following requirements DO NOT ask a student to take additional courses. However, these types of courses must be included in a student's course selections. See L & D course listings in the catalog:
(2) "L" – Library Skills courses (6 credits minimum). Note: ENG 101 & 102 meet this requirement.
(I) "D" – Diversity course (3 credits minimum)
(2) 200-Level Courses (6 credits minimum)

HEALTH INFORMATION MANAGEMENT

The Health Information Management (HIM) program provides an understanding of the many aspects of the emerging field of healthcare technology and information management. HIM professionals are involved in the design, collection, storage, utilization, and transmission of data required to meet the professional, legal, and administrative record-keeping requirements of healthcare delivery systems. They also work with clinical, financial, epidemiological, administrative, and coded healthcare and insurance data. This associate's degree program will provide students the skills necessary to enter the job market as a HIM technician. This curriculum provides the foundation of a baccalaureate HIM degree and students may choose to transfer to a four-year college, or pursue employment in the field.

Learn more about this program >

Learning outcomes

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

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

11. **Graduation Checklist**

    Health Information Management Degree – Graduation Checklist

    A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Health Information Management by Degree Requirements

General Education Requirements	25 Credits
+ ENG*101 Composition	3
+ ENG*102 Composition & Literature	3

+ COM*173 Public Speaking	3
+ PSY*111 General Psychology I	3
+ BIO*115 Human Biology with lab	4
+ MAT*168 Elementary Statistics & Probability I	4
Social Science Elective	3
Humanities or Art Elective	3
Health Information Management Core	**18 Credits**
+ MED*125 Medical Terminology	3
+ HIM*102 Introduction to Healthcare Systems	3
+ HIM*156 Electronic Health Records	3
+ HIM*201 Health Information Management Principles	3
+ HIM*205 Medical Coding 1	3
+ HIM*206 Medical Coding 2	3
Other Requirements	**12 Credits**
+ HIM*256 Legal and Ethical Issues of HIM	3
+ HIM*112 Medical Insurance and Reimbursement	3
+ HIM*203 Pathophysiology	3
CSC*101 Introduction to Computers	3
Directed Electives	**9 Credits**
+ CSA*140 Database Applications	3
+ HIM*220 Healthcare Supervision and Quality Management	3

+ HIM*295 Health Information Management Internship	3
	Total Credits: 65

Suggested Full Time Schedule for HIM by Semester

First Semester (FALL)	15 Credits
CSC*101 Introduction to Computers	3
+ ENG*101 Composition	3
+ MED*125 Medical Terminology	3
+ HIM*102 Introduction to Healthcare Systems	3
+ HIM*112 Medical Insurance and Reimbursement	3
Second Semester (SPRING)	**16 Credits**
+ ENG*102 Composition and Literature	3
+ HIM*201 Health Information Management Principles	3
+ HIM*156 Electronic Health Records	3
+ COM*173 Public Speaking	3
+ BIO*115 Human Biology with Lab	4
Third Semester (SUMMER)	**6 Credits**
Humanities or Art Elective	3
Social Science Elective	3
Fourth Semester (FALL)	**16 Credits**
+ HIM*203 Pathophysiology	3
+ MAT*168 Elementary Statistics & Probability I	4

+ HIM*205 Medical Coding I	3
+ HIM*220 Healthcare Supervision and Quality Management	3
+ CSA*140 Database Applications	3
Fifth Semester (SPRING)	**12 Credits**
+ PSY*111 General Psychology I	3
+ HIM*256 Legal and Ethical Issues of HIM	3
+ HIM*206 Medical Coding 2	3
+ HIM*295 Health Information Management Internship	3
	Total Credits: 65

+ Indicates courses with prerequisites

HUMAN SERVICES

Human Services, Associate in Science Degree

This curriculum is designed to prepare students to perform effectively in a human service setting and/or to transfer to a baccalaureate program in human services, social work, psychology, counseling, or other fields in the helping profession. Emphasis is on the empirical and theoretical aspects of the disciplines of psychology, sociology, social work, counseling, and group work, with application through practicum experience in community facilities and settings. Students are trained to work with specialists in psychology, social work, community services, anti-poverty programs, mental health, mental retardation, gerontology, juvenile justice, substance abuse, education, and advocacy. Certificates in Juvenile Justice, Therapeutic Recreation, and Substance Abuse Education may be taken concurrently with the Human Services Associate Degree.

Admission to the program requires placement in ENG*101, a written application, and a personal interview. All human services students must be advised by full time faculty from the Human Services Program.

Learn More About This Program >

Learning Outcomes

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

1. Explain and compare the theories pertaining to adjustment and development;
2. Explain and compare the theories of treatment methods and intervention modalities;
3. Explain and compare the etiological factors in psychopathology, including the biological, sociological, and psychological factors;
4. Demonstrate attitudes of openness, candor, cooperation, and support through group work and interaction;
5. Demonstrate the use of methods of research and reporting, using psychological, sociological, and clinical terminology;
6. Demonstrate an understanding of the personality and behavioral factors, both integrative (adaptive) and disintegrative (maladaptive) which contribute to individuals/clients' coping skills dealing with stress, conflict, and hardship;
7. Demonstrate an understanding of the normative developmental patterns that occur in individuals from conception through old age and how this understanding impacts our understanding of abnormal behavior and clinical interventions;
8. Integrate knowledge and skill in achieving competency in functional and responsive therapeutic abilities;
9. Demonstrate skill in client needs assessment and in the provision of information and referral for client access to resources, whether the client be an individual, family, group, or community;
10. Demonstrate an awareness of themselves as change agents through the use of such vehicles as recreational activities, modeling, contracting, client and community intervention, advocacy, and constructive use of confrontation;
11. Analyze the impact of collaborative social service systems.

Graduation Checklist

Human Services Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Human Services by Degree Requirements

General Education Requirements	**24-25 Credits**
ENG*101 Composition*	3
English or Communications Elective	3
MAT*104 or higher++	3
Science Elective^	3-4
PSY*111 General Psychology 1	3
SOC*101 Principles of Sociology or SOC*103 Social Problems^	3
Fine Arts Elective	3
Elective	3

Human Services Program Requirements	**36 Credits**
HSE*101 Introduction to Human Services	3
HSE*202 Introduction to Counseling/Interviewing	3
HSE*288 Developmental Practicum* and HSE*289 Psychiatric Practicum*	6
PSY*201 Life Span Development or PSY*204 Child/Adolescent Development*	3
PSY*245 Abnormal Psychology*	3
Sociology Elective***^	3
SOC*120 Group Dynamics	3
Elective	3
HSE*, SSC*, RLS*, or DAR* Directed Elective**	9

Total Credits:	**60-61**

Human Services (By Semester)

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	**15-16 Credits**
ENG*101 Composition	3
Science Elective	3-4
PSY*111 General Psychology I	3
SOC*101 Principles of Sociology or SOC*103, Social Problems	3
HSE*101 Introduction to Human Services	3

Second Semester	**15 Credits**
English or Communications Elective	3
MAT*104 or higher	3
HSE*202 Introduction to Counseling/Interviewing	3
PSY*201 Life Span Development or PSY*204 Child/Adolescent Development	3
Sociology Elective	3

Third Semester

15 Credits

Fine Arts Elective	3
Elective	6
HSE*288 Developmental Practicum* or HSE*289 Psychiatric Practicum	3
HSE*, SSC*, RLS*, or DAR* elective	3

Fourth Semester   **15 Credits**

HSE*288 Developmental Practicum* or HSE*289 Psychiatric Practicum	3
PSY*245 Abnormal Psychology	3
SOC*120 Group Dynamics	3
HSE*, SSC*, RLS*, or DAR* Directed Elective	6

Total Credits: **60-61**

Notes
* This course has a prerequisite
**Human Services Directed Electives include: HSE*116, HSE*191, HSE*167, HSE*224
**RLS Directed Electives include: RLS*121; RLS*221
**Social Science Directed Electives include any course considered a social science
**DAR Directed electives include: DAR*101, DAR*114, DAR*158
***Sociology Electives include: SOC*114, SOC*117, SOC*210 ^, SOC*212, SOC*213, SOC*225, SOC*240, SOC*241
It is strongly recommended that students consider the following for their general and directed electives if they are planning on transferring to a four- year college: courses in philosophy, fine arts, computer literacy, foreign language, history, economics, political science, sociology, psychology, anthropology
^ In addition to the aforementioned, students interested in transferring to an NASW accredited BSW Program should consider taking the following: BIO*110, SOC*103, SOC*210, ANT*101, ECN*102 or ECN*101, POL*111

INFORMATION SYSTEMS

Associate in Science Degree

This program is no longer open to new students. It has been replaced with the Computer Information Technology degree program.   The information below is provided to advise students who are completing this legacy program.

About the Program: This curriculum is designed to provide students with the fundamental knowledge to design and modify custom programs and specialized applications. The student will analyze, design, develop, test, and maintain computer and internet-based applications consistent with the environment in which they work. They will use developmental tools and programming languages to create, modify, and test software. The student will work with hardware and operating systems both locally and on a network environment. They will document their work and test work with users in the environment to ensure it is error free and meets application requirements.

An internship experience enhances the curriculum and allows the student to apply their skills to an on-the-job experience. The program provides curriculum to match the changing needs of business and industry. Upon graduation the student is prepared to obtain a job in the Information Technology field or pursue an advanced degree at a four-year college or university.

Learn More About This Program >

Learning Outcomes

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

1. Analyze, develop, and design code through knowledge and comprehension of information systems concepts and skills
2. Identify, gather, measure summarize, verify, analyze, design, develop and test programs and hardware design.
3. Identify and solve unstructured problems in unfamiliar setting and exercise judgment based on facts.
4. Communicate through development of proficiency in oral/written/electronic communication skills and the development of the ability to explain programming concepts and code to others.
5. Work collaboratively with a diverse team, including organization, control, and assessments of group-based work, and provide leadership when appropriate.
6. Apply current technology, analyze business problems, and design and develop software.
7. Communicate using network technologies, access information via internet, and understand information integrity and security issues.
8. Gain awareness of legal, regulatory, and ethical issues facing the profession, awareness of information technology and network security, and understanding the methods for creating and managing change in organizations

Graduation Checklist

Information Systems Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Information Systems by Degree Requirements

Program Requirements	18 Credits
CSC*105 Programming Logic	3
CST*120 Introduction to Operating Systems	3
+ CSC*295 Coop Ed/Work Experience	3
+ CSC*231 Database Design I	3
+ CST*228 Voice and Data Interworking orCSC*220 Object Orientation Programming Using JAVA	3
+ CSC*205 Visual Basic I or+ CST*231 Data Comm. & Networks	3

Business Requirements	6 Credits
+ BMG*202 Principles of Management	3
+ BMG*204 Managerial Communications	3

General Education Requirements	29-30 Credits
+ ENG*101 Composition++	3
COM*101 Intro to Mass Communication or+ COM*173 Public Speaking	3
+ MAT*137 Intermediate Algebra++	3
Mathematics Elective +++	8
Sociology or Psychology elective	3
Science	3-4
Fine Arts Elective	3
ECN*102 Principles of Microeconomics	3

Multimedia Elective (Choose one)	3 Credits
+ DGA*241 Internet Web Design I + DGA*120 Digital Imaging I+ DGA*223 Digital Illustration+ DGA*242 Internet Web Design II	

Open Elective	6 Credits

	Total credits:	62-63

Notes:

+ This course has a prerequisite.
++ Placement testing is required.
*++ MAT*168, MAT*173, MAT*186 or higher.*
*+++ + MAT*168 (Elementary Statistics and Probability I), + MAT*173 (College Algebra with Technology), + MAT*186 (Precalculus), or higher.*

LIBERAL ARTS AND SCIENCE

Associate in Arts Degree

This curriculum is designed for students who wish to transfer to a liberal arts program at a four-year institution. It consists of a broad program of general knowledge in the humanities and contains a science option for those students wishing to focus more intently in the sciences. Students should choose electives with consideration toward their intended field of specialization.

[Learn More About This Program >](#)

Graduation Checklist

- [Liberal Arts and Sciences Degree- Humanities Track Graduation Checklist](#)
- [Liberal Arts and Sciences Degree- Science Track Graduation Checklist](#)

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Liberal Arts and Science by Degree Requirements

Core Curriculum	**27 Credits**
+ ENG*101 Composition	3
+ ENG*200 Advanced Composition or + COM*173 Public Speaking or+ ENG*202 Technical Writing[1]	3
Social Science Electives	6
Art or Music Elective	3
Computer Elective[2]	3
Liberal Arts Elective	3
Open Elective	3
Additional Requirements[3]	3
Liberal Arts Requirements	
History Elective	3
Foreign Language[4] (same language)	8
Mathematics Elective++ (MAT*137 or higher)	3
Science Electives	7-8
+ ENG*102 Literature and Composition or ENG*110 Introduction to Literature	3
+Advanced English Literature (any 200 level course)	3
Philosophy Elective	3
Liberal Arts Elective	3
Open Elective	3

	Total credits:	60-61

Science Option*(These courses would replace the Liberal Arts Requirements)*	
Science Electives (must include at least 16 credits of lab sciences- 4 courses)	19-20
+ MAT*186 Precalculus[5]	4

+ MAT*254 Calculus I[6]	4
+ MAT*256 Calculus II[6]	4
Humanities Electives (not Art or Music)	6

Total credits: 61-62

[1]*ENG*202 is allowable only in the Science Option.*

[2]*Computer electives may be chosen from Information Systems, Computer Application, or Digital Arts.*

[3]*Additional Requirements:The following requirements may be met from the above and do not require taking an additional course. Courses which meet these requirements are indicated with an "L" or "D" designation in the course descriptions:*

       2 Library Research (L) courses

       1 Diversity (D) course

[4]*The Foreign Language requirement may be waived in special circumstances, including the completion of three sequential years of one language in high school; passing a standardized exam; passing a higher-level language course; or demonstrating native proficiency. Students who desire to waive the language requirement must contact the language department coordinator to make arrangements. Students who waive the language requirement need to substitute 8-9 credits of Liberal Arts electives to meet degree requirements.*

[5]*Students who place higher than MAT*186 on the Math placement exam may substitute a Liberal Arts elective.*

[6]*Students intending to major in Biology may substitute MAT*168, Elementary Statistics and Probability, and another lab science elective for Calculus I & II. However, be aware that some four-year Biology programs do require Calculus.*

+ *This course has a prerequisite.*

++ *Placement testing is required.*

MANAGEMENT INFORMATION SYSTEMS

Associate in Science Degree

The Management Information Systems program combines Business and Information Systems curricula which includes general education, business, and computer courses that are normally taken at a baccalaureate institution. Business and computer science majors may see this degree as a conduit that transitions them into the highly desirable field of technology management. The program will reinforce the communication, business, and technology skills necessary to succeed in the business environment. Courses in this program will transfer to other four-year colleges in the Management Information Systems and/or computer degree programs. Students intending to transfer should meet with the Coordinator of the Management Information Systems program for advising.

Learn More About This Program >

Learning Outcomes

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

1. Analyze, develop, and design code through knowledge and comprehension of information systems concepts and skills
2. Identify, gather, measure summarize, verify, analyze, design, develop and test programs and hardware design.
3. Identify and solve unstructured problems in unfamiliar setting and exercise judgment based on facts.
4. Communicate through development of proficiency in oral/written/electronic communication skills and the development of the ability to explain programming concepts and code to others.
5. Work collaboratively with a diverse team, including organization, control, and assessments of group-based work, and provide leadership when appropriate.
6. Apply current technology, analyze business problems, and design and develop software.
7. Communicate using network technologies, access information via internet, and understand information integrity and security issues.
8. Gain awareness of legal, regulatory, and ethical issues facing the profession, awareness of information technology and network security, and understanding the methods for creating and managing change in organizations

Graduation Checklist

Management Information Systems Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Management Information Systems by Degree Requirements

General Education Requirements	24-27 Credits
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Mathematics Electives (MAT*137 or higher)	6-8
SOC*101 Principles of Sociology or PSY*111 General Psychology I	3
Science Elective	3-4
Fine Arts Elective	3
+ ECN*101 Macroeconomics or+ ECN*102 Microeconomics	3

Business Requirements	**22-23 Credits**
+ BBG*231 Business Law or+ BBG*234 Legal Environment of Business	3
+ BMG*202 Principles of Management or+ BMK*201 Principles of Marketing	3
+++Directed Business or Technology Elective	3
+ BMG*204 Managerial Communication	3
+ BBG*295 Cooperative Work Experience I or+ CSC*295 Cooperative Ed/Work Experience	3
+ ACC*115 Financial Accounting	4
+ BFN*201 Principles of Finance or+ ACC*118 Managerial Accounting	3-4

Information System Requirements	**15 Credits**
+ CSC*105 Programming Logic	3
+ CSC*205 Visual Basic	3
+ CSC*220 Object Oriented Programming Using JAVA	3
+ CST*201 Introduction to Management Information Systems	3
++++Directed Technology Elective	3

Total credits: 61-65

+ This course has a prerequisite.
*++ Placement Testing is required. MAT*137 or higher.*
*+++Directed Business or Technology Elective. Choose one of the following electives: BBG*135 Exploring Business and Technology Careers, CSA*135 Spreadsheet Applications, CSA*140 Database Applications (Access), BMK*123 Principles of Customer Service*
*++++Directed Technology Elective. Choose one of the following electives: CST*120 Introduction to Operating Systems, CST*228 Voice and Data Interworking, CST*231 Data Communication and Networking, DGA*241 Internet Web Design, CSA*140 Database Applications*
(NOTE: Consultation with an advisor is recommended before choosing electives to ensure that the selection is best suited for the student's specific career goals)

MANAGEMENT INFORMATION SYSTEMS DEGREE BY SEMESTER

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	15-16 Credits
+ CST*201 Introduction to Management Information Systems	3
+ ENG*101 Composition++	3
+ BMG*202 Principles of Management or + BMK*201 Principles of Marketing	3
CSC*105 Programming Logic	3
Mathematics Electives (MAT*137 or higher)	3-4

Second Semester	16 Credits
+ CSC*220 Object Oriented Programming Using JAVA	3
+ BMG*204 Managerial Communications	3
++Mathematics Elective*	4
+ SOC*101 Principles of Sociology or+ PSY*111 General Psychology I	3
+++Directed Business or Technology Elective	3

Third Semester	16 Credits
+ CSC*205 Visual Basic	3
+ BMG*204 Managerial Communications	3
+ ACC*115 Financial Accounting	4
+ ECN*101 Macroeconomics or+ ECN*102 Microeconomics	3
+ BBG*231 Business Law or + BBG*234 Legal Environment of Business	3

Fourth Semester	15, 16, 17 Credits
+ BFN*201 Principles of Finance or + ACC*118 Managerial Accounting	3-4
+ BBG*295 Cooperative Work Experience I or CSC*295 Coop Ed/ Work Experience	3
+ COM*173 Public Speaking	3
Science Elective	3-4
Fine Arts or Music Elective	3

Total credits:	62-65

*(+ MAT*168 (Elementary Statistics and Probability I), + MAT*173 (College Algebra with Technology), + MAT*186 (Precalculus), or higher.*
+ This course has a prerequisite.
*++ Placement Testing is required. MAT*137 or higher.*
*+++Directed Business or Technology Elective. Choose one of the following electives: BBG*135 Exploring Business and Technology Careers, CSA*135 Spreadsheet Applications, CSA*140 Database Applications (Access), BMK*123 Principles of Customer Service*
*++++Directed Technology Elective. Choose one of the following electives: CST*120 Introduction to Operating Systems, CST*228 Voice and Data Interworking, CST*231 Data Communication and Networking, DGA*241 Internet Web Design, CSA*140 Database Applications*
(NOTE: Consultation with an advisor is recommended before choosing electives to ensure that the selection is best suited for the student's specific career goals)

MARKETING

Associate in Science Degree

This program is designed to provide a wide education in the liberal arts, as well as the skills necessary to pursue a career in retail or wholesale merchandising upon graduation. Students who have completed this program may seek immediate employment or may transfer to a four-year institution. With proper advising, students have successfully transferred to many colleges with a minimum loss of college credit. Before registering, it is the student's responsibility to seek transfer advising with a Marketing advisor or counselor.

Learn More About This Program >

Learning Outcomes

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

1. Demonstrate an understanding of marketing and its contribution to the economic system and the global marketplace
2. Demonstrate an understanding of marketing principles and methods as they apply to satisfying consumers and society as a whole
3. Demonstrate an understanding of the marketing mix and its applications to product/service planning, price determination, distribution and promotion
4. Demonstrate market research, market information and promotional strategies
5. Apply and demonstrate the principles, methods and techniques of salesmanship and retailing
6. Demonstrate an understanding of the interrelationship between marketing and all other functional areas within a business
7. Demonstrate an understanding of electronic marketing and its importance on the future of business and industry
8. Analyze managerial principles, techniques and functions of marketing organizations
9. Demonstrate an understanding of how the United States economic system is organized, how it functions and how it impacts the global economy
10. Demonstrate proficiencies in reading, writing, listening, presentation and analytical skills
11. Demonstrate an understanding of the importance of moral and ethical marketing decisions
12. Demonstrate computer proficiency in word processing, electronic spreadsheet, database management, general ledger accounting systems and presentation software

Graduation Checklist

Marketing Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Marketing by Degree Requirements

General Education	21-23 Credits
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Math Elective ++	3
Fine Arts Elective	3
Science Elective	3-4
+ ECN*102 Principles of Microeconomics or+ ECN*101 Principles of Macroeconomics	3
+Psychology or Sociology Elective	3

Program Requirements	18-19 Credits
+ BMG*202 Principles of Management	3
+ BMK*201 Principles of Marketing	3
+ BBG*231 Business Law I or+ BBG*234 Legal Environment of Business	3
ACC*100 Basic Accounting or + ACC*115 Financial Accounting	3-4
BBG*115 Business Software Applications or CST*201 Introduction to Management Information Systems	3
+ BMG*204 Managerial Communications	3

Directed Business Elective (choose 1)	3 Credits
BES*118 Small Business Management	
+ BBG*234 Legal Environment of Business	
+ BBG*295 Cooperative Work Experience I	
ACC*118 Managerial Accounting	
BFN*201 Principles of Finance	

Marketing Technology Electives	6 Credits

Marketing Electives (Choose 4 courses from the following)	12-13 Credits
BMK*103 Principles of Retailing	
BMK*106 Principles of Selling	
+ BMK*230 Advertising and Promotion	
+ BMK*216 Internet Marketing	
+ BMK*123 Principles of Customer Service	

Total Credits: 60-62

Marketing (By Semester)

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	**15-16 Credits**
+ ENG*101 Composition	3
BBG*115 Business Software Applications or CST*201 Introduction to Management Information Systems	3
Mathematics Electives++	3-4
+ BMK*201 Principles of Marketing	3
Marketing Elective	3

Second Semester	**15 Credits**
+ BMG*204 Managerial Communications	3
+Psychology or Sociology Elective	3
+ BMG*202 Principles of Management	3
Marketing Elective	3
+ BBG*231 Business Law I or+ BBG*234 Legal Environment of Business	3

Third Semester	**15-16 Credits**
+ COM*173 Public Speaking	3
ACC*100 Basic Accounting or+ ACC*115 Financial Accounting	3-4
Science Elective	3-4
Marketing Elective	3
Marketing Technology Elective	3

Fourth Semester	**15-16 Credits**
Fine Arts Elective	3-4
+ ECN*102 Principles of Microeconomics or + ECN*101 Principles of Macroeconomics	3
Marketing Technology Elective	3
Directed Business Elective	3
Marketing Elective	3

	Total Credits:	60-62

+ This course has a prerequisite.
*++ Placement testing is required. MAT*137 or higher.*
Electives should be chosen after consultation with a Marketing faculty advisor.

MULTIMEDIA (DIGITAL ARTS)

Associate in Science Degree

The Multimedia degree program prepares students for careers in the field of interactive multimedia production used in business, marketing, education, entertainment and the World Wide Web. Students learn interactive multimedia design, authoring and production including graphics, audio, video and animation. Graduates leave with a portfolio of work and internship experience that prepares them for careers as multimedia producers, web designers, project managers or media production specialists. The following sequence of courses is strongly recommended. Both full-time and part-time students should contact a multimedia faculty member before registering.

Students should take foundation courses first then choose other courses as desired or necessary.

Learn More About This Program >

Learning Outcomes

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

1. Integrate text, graphics, images, audio, video and animation within interactive multimedia production environment based on sound fundamental design principles. This includes common technology, terminology, production techniques, and software applications as they relate to the digital arts and multimedia fields.
2. Apply technical and aesthetic techniques involved with digital image editing for the commercial graphics, video production and multimedia industries. This includes scanning, masking, retouching, digital color theory, common file formats, typographic effects, image processing adjustment and filtering, and performance options.
3. Apply technical and aesthetic techniques involved with the production of digital illustrations for the commercial graphics, video production, and multimedia industries. This includes the exploration of spline-based drawing tools and the various techniques used to create vector-based artwork; path construction and editing; color theory; gradient and pattern construction; typographic and filter techniques; and various output options.
4. Apply technical skills involved with the successful acquisition, editing, manipulation and distribution of digital video as it relates to the multimedia production field. In addition, digital video theory and standards coupled with its use within interactive media, web streaming, conferencing, DVD and digital devices.
5. Demonstrate an understanding of the techniques and technologies used in creative sound production within the digital environment. This includes acquisition methods, mixing, editing and the fundamental operations of various software applications.
6. Apply production techniques and technologies involved with the fundamentals of effective web site publishing. Using industry standard applications, the process of planning, mapping, interface design, programming, graphic production, and multimedia integration involved with common web page construction.
7. Demonstrate an understanding of the fundamental technical and aesthetic techniques involved with the authoring of interactive multimedia productions.
8. Apply creative and technical processes behind the production of animated image sequences. This includes 2-dimensional digital techniques; motion graphics; rotoscope techniques; compositing; basic sound production, sound synchronization; basic editing asethetics; and DVD portfolio production.

Graduation Checklist

Multimedia Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Multimedia by Degree Requirements

Foundation Courses(The following courses must be taken prior to other requirements)	**15 Credits**
+ ENG*101 Composition	3
ART*121 Two-Dimensional Design	3
DGA*101 Introduction to Digital Arts	3
DGA*110 Computer Graphics	3
+ DGA*120 Digital Imaging I	3

General Education Requirements	**15-16 Credits**
Math Elective (MAT*137 or MAT*104)++	3
Science Elective	3-4
Humanities Elective	3
Social Science Elective	3
Liberal Arts Elective	3

Additional Program Requirement	**15-16 Credits**
Multimedia Software Applications	3
Choose 1:+ DGA*223 Digital Illustration,+ DGA*260 Animation,+ DGA*231 Digital Page Design I,	
+ DGA*182 Digital Video Technology	
+ DGA*250 Interactive Multimedia Production	3
+ COM*287 Advanced Media Production	3
+ COM*295 Internship I	3
+ GRA*150 Intro. to Graphic Design	3

Additional Program Electives	**12 Credits**
Choose 12 credits from among the following:COM*131 Audio Production (3)COM*142 Television Production (3)+ COM*264 Advanced Editing Workshop (3)	
+ GRA*246 Digital Pre-Press I (3)	
GRA*251 Advanced Graphic Design (3)	
Web Design and Related Courses	12
+ DGA*241 Internet Web Design I (3)	
+ DGA*242 Web Design II(3)	
+ CSC*220 Object Orientation Programming using Java (3)	

Open Elective	**3 Credits**

	Total Credits:	60-61

Multimedia (Digital Arts) by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester (Fall)	15 Credits
ENG*101 Composition	3
ART*121 Two Dimensional Design	3
DGA*101 Introduction To Digital Arts	3
DGA*110 Computer Graphics	3
Math Elective (MAT*137 or MAT*104)++	3

Second Semester (Spring)	15 Credits
DGA*120 Digital Imaging I	3
DGA*250 Interactive Multimedia Production	3
Program Elective (DGA*/COM*/ART*)	3
Humanities Elective	3
Social Science Elective	3

Third Semester (Fall)	15-16 Credits
GRA*150 Introduction to Graphic Design	3
Program Elective(DGA*/COM*/ART*)	3
Program Elective (DGA*/COM*/ART*)	3
Multimedia Software Application (DGA*)	3
Science Elective	3-4

Fourth Semester (Spring)	15 Credits
COM*287 Advanced Media Production	3
COM*295 Internship I	3
Program Elective (DGA*/COM*/ART*)	3
Liberal Arts Elective	3
Open Elective	3

Total Credits: 60-61

Any additional Art/Communications/Information Systems/Digital Arts course may fulfill a Program Elective with permission of a multimedia faculty member. Please see complete listings in the course catalog or contact a multimedia faculty member for more information. Multimedia Program Coordinator, 860-343-5795 — Records & Admissions, 860-343-5719

+ This course has a prerequisite.
++ Placement testing is required.

OPHTHALMIC DESIGN & DISPENSING

Ophthalmic Design & Dispensing, Associate in Science Degree

This program is designed for individuals who are interested in becoming licensed opticians. Successful completion of this program will be accepted in lieu of the four-year, 8000-hour apprenticeship requirement to become a licensed optician.

Enrollment in the program is restricted because of limited lab facilities, and early application is encouraged. Only completed applications with all documents will be considered. Students are admitted to the fall term only. Students must take the placement test and place into ENG*101 Composition and MAT*137 to be eligible for this program. Official transcripts are required for transfer credit.

Ophthalmic Design and Dispensing students must receive a grade of C or better in Ophthalmic Dispensing courses in order to obtain a degree in this program.

The Ophthalmic Design and Dispensing Program is accredited by the Commission on Opticianry Accreditation, One Dupont Circle NW, Suite 510, Washington DC 20036-1135.

Learn More About This Program >

Learning Outcomes

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

1. Communicate effectively through development of proficiency in oral/written/electronic communication skills
2. Demonstrate proficiency in critical thinking and problem solving skills
3. Complete the requirements for National Certification by the American Board of Opticianry
4. Complete the requirements for National Certification by the National Contact Lens Examiners
5. Demonstrate the practical skills required to successfully complete the optical portion of the State of Connecticut – Board of Examiners State Practical Exam
6. Demonstrate the practical skills required to successfully complete the contact lens portion of the State of Connecticut – Board of Examiners State Practical Exam
7. Demonstrate familiarity with the statutes and regulations in Chapter 381 (Opticians) of the Connecticut General Statutes and Regulations and successfully complete the State Law portion of the State of Connecticut – Board of Examiners State Practical Exam
8. Meet the minimum education requirement for licensing as an optician in all of the states requiring licensure for opticians

Graduation Checklist

OD&D Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

OD&D by Semester

First Semester	14 Credits
ODD*101 Introduction to Ophthalmic Dispensing	4
BIO*118 Anatomy and Physiology of the Eye	4
MAT*137 Intermediate Algebra+++	3
+ ENG*101 Composition	3

Second Semester	17 Credits
+ ODD*102 Ophthalmic Dispensing I ++	4
+ ODD*110 Ophthalmic Materials I ++	4
+ ODD*120 Contact Lenses I ++	3
+ COM*173 Public Speaking	3
BMG*202 Principles of Management	3

Summer	6 Credits
+ ODD*109 Optical Business Management++	3
ODD*130 Low Vision++	1
ODD*299 Opticianry Practicum++	2

Third Semester	14 Credits
+ ODD*103 Ophthalmic Dispensing II++	3
+ ODD*111 Ophthalmic Materials II++	4
+ ODD*121 Contact Lenses II++	4
Social Science Elective	3

Fourth Semester	17 Credits
+ ODD*104 Ophthalmic Dispensing III++	3
+ ODD*112 Ophthalmic Materials III++	4
+ ODD*122 Contact Lenses III++	4
PSY*111 General Psychology I	3
Humanities or Science Elective	3

Total Credits: 68

+ This course has a prerequisite.

++ Some courses in this program will be offered during daytime hours only, and some during the fall or spring semester only.

+++ Placement testing required.

RADIOLOGIC TECHNOLOGY

Associate in Science Degree

The Radiologic Technology Program prepares students for entry level employment as radiologic technologists in hospitals and medical offices. It is offered as an academic program by Middlesex Community College in collaboration with Middlesex Hospital. General education courses are held at the College, while those courses requiring specialized laboratories, equipment, and hands-on practical experience are held at Middlesex Healthcare system facilities. The curriculum covers a 22-month period, including a 5 month internship (Jan-May).

Enrollment in the program is restricted by clinical facility capacity as per JRCERT accreditation guidelines.

Applicants must first meet the general college admissions procedures (see college catalog). Once these requirements are met, the applicant must provide the college with the following information by April 1 of the year in which admission is sought: three completed Applicant/Information Reference Forms, a one-page biography stating goals/reasons for program entry, and present the Observation/Documentation Form demonstrating completion of a two hour program observation at an imaging department within a hospital facility. In addition, college applicants need a 2.7 GPA for all college work. A grade of C+ or better taken within the past five years is required in Anatomy & Physiology I & II. Final admission procedures for candidate selection involves an interview with an interview committee and a personal background check, which is a hospital requirement to do clinical training at Middlesex Health Care System facilities. Admission to the college does NOT GUARANTEE admission to the radiology technology program.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. http://www.jrcert.org/

Learn More About This Program >

Graduation Checklist

Radiologic Technology Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Radiologic Technology Degree (By Semester)

ADMISSION REQUIREMENTS

- ENG*101(L): Composition (3 credits) with a C or better
- BIO*211 (D): Human Anatomy & Physiology I (4 credits) with a C+ or better taken within the past 5 years.
- Computer literacy. This requires a passing score on a computer proficiency test, or completion of CCC CSA*105 , CSA*106 or CSC*101 or equivalent with a grade "C" or higher, completed prior to the application deadline.

PRE-REQUISITE REQUIREMENTS

- BIO*212 (D, L): Human Anatomy & Physiology II (4 credits) with a C+ or better taken within the past 5 years but no later than the spring semester of application year.

Semester I- Fall	16 Credits
PHY*110 Introductory Physics	4
MED*125 Medical Terminology	3
MAT*137 Intermediate Algebra	3
RAD*105 Radiographic Anatomy & Procedures I	3
RAD*109 Methods of Patient Care I	1
RAD*171 Radiographic Clinical Practicum I	2

Semester 2- Spring	14 Credits
PSY*111 (D) General Psychology I	3
RAD*209 Methods of Patient Care II	3
RAD*172 Radiographic Clinical Practicum II	2
RAD*219 Radiographic Equipment and Image Production	3
RAD*204 Radiographic Anatomy & Procedures II	3

Summer Session	7 Credits
RAD*240 Radiographic Clinical Practicum III	4
RAD*200 Radiologic Physics & Diagnostic Imaging Modalities	3

Semester 3- Fall	15 Credits
Elective: Humanities or Fine Arts	3
RAD*222 Radiobiology and Protection	3
RAD*215 Radiographic Pathology	3
RAD*206 Quality Assurance	3

RAD*241 Radiographic Clinical Practicum IV	3
Semester 4- Spring	**6 Credits**
RAD*271 Advanced Clinical Internship	6
Total:	69

The program of study reflects a full-time curriculum plan that matriculated students enrolled in the radiologic technology program are required to complete before graduation. Many students complete most of the general education courses before applying to the program. Non-radiology courses must be taken no later than the semester listed in the plan of study but may be taken earlier; radiology courses must be taken in the stated sequence. RAD* courses scheduled for the summer session are mandatory courses toward the completion of the radiologic technology professional curriculum. Students must earn a "C" or higher in all RAD* designated and program courses with the exception of BIO*211 and BIO*212 which is a C+ or higher. Students who fail to complete required courses or meet the minimum grade requirement may be dismissed from the program. There may be pre-requisite courses that must be successfully completed prior to taking listed courses. *It is the responsibility of the students to know and meet all requirements for graduation.*

TECHNOLOGY STUDIES

Associate Degree (College of Technology)

The College of Technology is a specialized curriculum that allows a student to begin technology or engineering technology studies at any of the state's twelve Community Colleges with the ultimate goal of achieving a 4-year, baccalaureate degree in Technology at Central Connecticut State University or Charter Oak State College.   The curriculum is designed to serve as the first two years of the Bachelor of Science degree. Some courses in this program are not offered at Middlesex Community College but can be taken at other Connecticut community colleges.

Graduation Checklist

Technology Studies Degree – Graduation Checklist

Technology Studies Degree– Engineering Technology Option – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Technology Studies by Requirements

General Education Core	27 Credits
ENG*101 Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing	3
Philosophy Elective	3
Fine Arts Elective	3
History or Economics Elective	3
Geography Elective or Political Science or History Elective	3
Economics Elective	3
Psychology or Sociology Elective	3

Science and Math Core	15-16 Credits
CHE*111 Concepts of Chemistry or CHE*121 General Chemistry	4
PHY*110 Introductory Physics or PHY*121 General Physics I	4
MAT*168 Elementary Statistics & Probability I	4

MAT*186 Pre-Calculus orTrigonometry

<div style="text-align:center">3-4</div>

Technology/Management Core   **9 Credits**

CAD*110 or CAD*219

<div style="text-align:center">3</div>

Directed Elective

<div style="text-align:center">3</div>

Directed Elective

<div style="text-align:center">3</div>

Courses in Option

Technical Electives

<div style="text-align:center">15</div>

Total Credits: 66 -67

Technology Studies By Semester

First Semester   **16 Credits**

ENG*101 Composition

<div style="text-align:center">3</div>

History or Economics Elective

<div style="text-align:center">3</div>

Technical Elective

<div style="text-align:center">3</div>

CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I

<div style="text-align:center">4</div>

CAD*110 or CAD*219

<div style="text-align:center">3</div>

Second Semester   **16-17 Credits**

COM*173 Public Speaking

<div style="text-align:center">3</div>

PHY*110 Introductory Physics or PHY*121 General Physics I

<div style="text-align:center">4</div>

MAT*186 Pre-Calculus or Trigonometry

<div style="text-align:center">3-4</div>

Geography Elective or Political Science or History Elective

<div style="text-align:center">3</div>

Technical Elective

<div style="text-align:center">3</div>

Third Semester   **16 Credits**

ENG*202 Technical Writing

<div style="text-align:center">3</div>

Fine Arts Elective	3
MAT*168 Elementary Statistics & Probability I	4
Technical Elective	3
Directed Elective	3

Fourth Semester	**18 Credits**
Philosophy Elective	3
Psychology Elective or Sociology Elective	3
Economics Elective	3
Technical Elective	3
Technical Elective	3
Directed Elective	3

Total Credits: 66-67

College of Technology: Technology Studies: Engineering Technology Option

General Education Courses	**27 Credits**
ENG*101 Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing	3
Philosophy	3
Fine Arts	3
History or Economics	3
Geography or Political Science or History	3
Economics	3
Psychology or Sociology	3

Specialized Courses	**31 Credits**
CHE*121 General Chemistry I	4
PHY*121 General Physics I	4
CHE*122 General Chemistry II or PHY*122 General Physics II	4
MAT*168 Elementary Statistics and Probability I	4
MAT*254 Calculus I	4
MAT*256 Calculus II	4
CAD*110 Introduction to CAD or CAD*219 Drafting	3
MAT*186 Pre-Calculus	4

Option	**9 Credits**
EGR*211 Statics	3
EGR*212 Dynamics	3
Directed Elective	3

Total Credits:	67

Technology Studies: Engineering Technology Option By Semester

Full-time students should follow the four-semester sequence listed below in order to graduate in two years.

First Semester	**17 Credits**
ENG*101 Composition	3
History or Economics Elective	3
MAT*186 Pre-Calculus	4
CHE*121 General Chemistry I	4
CAD*110 or CAD*219	3

Second Semester	**17 Credits**
COM*173 Public Speaking	3
PHY*121 General Physics I	4

MAT*254 Calculus I	4
Geography Elective or Political Science Elective or History Elective	3
Directed Elective	3

Third Semester	**18 Credits**
ENG*202 Technical Writing	3
Fine Arts Elective	3
MAT*168 Elementary Statistics & Probability I	4
MAT*256 Calculus II	4
PHY*122 General Physics or CHE*122 General Chemistry II	4

Fourth Semester	**15 or 16 Credits**
Philosophy Elective	3
Psychology Elective or Sociology Elective	3
Economics Elective	3
Directed Elective	3-4
EGR*211 Statics	3

Course(s) in Option	**3 Credits**
EGR*212 Dynamics	3

Total Credits:	66-67

Technology Studies: Electric Power Pathway

http://www.cl-p.com/Home/AboutCLP/College_Program/?MenuID=4294985157

TECHNOLOGY STUDIES: COMPUTER ENGINEERING TECHNOLOGY OPTION

Associate in Science Degree

This program prepares students for transfer to institutions with Bachelor's Degree programs in Computer Engineering Technology, Industrial Technology, Networking Technology, or other related fields, or for entry into computer-based industry positions. The objectives of this hands-on, technically oriented program include:

- Provide students with a background in electric circuits, computer hardware and software, networking, and engineering standards to the building, testing, operation, and maintenance of computer systems and associated software systems.
- Provide students with the ability to apply science, engineering, and mathematical analysis in solving computer engineering technology problems.
- Prepare students to take the industry-based certification exams.
- Develop students' ability to apply written, oral, and graphical communication in both technical and non-technical environments.
- Develop students' ability to learn new concepts and techniques as required for continuing professional development.

The target audience for this program includes both full and part time students with an interest in pursuing a career as an IT Professional (including Network Administrator, Systems Administrator, Systems Analyst, Support Specialist), Programmer/Software Developer, or Computer Technologist or Engineer (Hardware/Software). This is a College of Technology Pathway Program with articulation agreements with four year institutions. Successful completion of the program allows students to enter their junior year in the Computer Engineering Technology Program at Central Connecticut State University. Consultation with the Program Coordinator is strongly recommended if students wish to transfer to other related programs or other institutions.

Learn More About This Program >

Graduation Checklist

Technology Studies: Computer Engineering Technology Option Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

By Degree Requirements

General Education Requirements	Credits
ENG*101 English Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing	3
ECN*102 Principles of Microeconomics	3
Philosophy Elective	3
Fine Arts Elective	3
Geography or Political Science or History Elective	3
Psychology or Sociology Elective	3
	24
Science and Math Core	
PHY*121 General Physics I	4
PHY*122 General Physics II	4

MAT*168 Elementary Statistics and Probability I	4
MAT*254 Calculus I	4

Technology Core

CSC*101 Introduction to Computers	3
CSC*105 Programming Logic	3
CSC*220 Object Oriented Programming Using Java	3
CST*141 Computer Hardware	4
CST*231 Data Communication and Networking	3
EGR*111 Introduction to Engineering	3
EGR*221 Introduction to Electric Circuit Analysis	<u>4</u>
	23

Total credits: 63

By Semester

First Semester

ENG*101 English Composition	3
CST*141 Computer Hardware	4
CSC*101 Introduction to Computers	3
PHY*121 General Physics I	4
MAT*254 Calculus I	<u>4</u>
	17

Second Semester

COM*173 Public Speaking	3
ENG*202 Technical Writing	3
MAT*168 Elementary Statistics and Probability I	3
PHY*122 General Physics II	4
EGR*111 Introduction to Engineering	<u>3</u>
	16

Third Semester

CST*231 Data Communication and Networking	3
CSC*105 Programming Logic	3
ECN*102 Principles of Microeconomics	3
Psychology or Sociology Elective	3
Philosophy Elective	<u>3</u>
	15

Fourth Semester

EGR*221 Introduction to Electric Circuit Analysis	4
CSC*220 Object Oriented Programming Using Java	3
Geography or Political Science or History Elective	3
Fine Arts Elective	<u>3</u>
	12

Total credits: 63

TECHNOLOGY STUDIES: MANUFACTURING MACHINE TECHNOLOGY OPTION

Associate in Science Degree

To consider a career in manufacturing two myths must be dispelled. Myth number one: Manufacturing jobs are dirty, noisy, and repetitious. Most of these jobs have gone overseas and what remains are high tech jobs that require computer literacy, strong analytical and critical thinking skills, and the ability to work as a member of a team. Myth number two: There is no future in manufacturing. Manufacturing jobs make up more than 10% of all jobs in the state of Connecticut. Through attrition and the need for a highly skilled workforce, manufacturers are facing a shortage of skilled workers. This could be an opportunity to explore a career doing interesting work at a higher than average rate of pay with full fringe benefits. Students completing this program can find careers as CNC (Computer Numerical Control) operators, inspectors and Tool & Die apprentices. Students completing a degree at a four-year institution can find careers in sales or management.

Learn More About This Program >

Graduation Checklist

Technology Studies: Manufacturing Machine Technology Option Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Technology Studies: Manufacturing Machine Technology Option by Degree Requirements

General Education Requirements

ENG*101 English Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing	3
Philosophy Elective	3
Fine Arts Elective	3
History or Economics Elective	3
Geography or Political Science or History Elective	3
Economics	3
Psychology or Sociology Elective	3

Science and Math Core

CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
PHY*110 Introductory Physics orPHY*121 General Physics I	4
+ MFG*105 Manufacturing Math II	3
Trigonometry or MAT*186 Pre-calculus	3-4

Technology/Management Core

CAD*110 Introduction to CAD or 3-D CAD	3
+ QUA*114 Principles of Quality Control	3
MFG*171 Introduction to Lean Manufacturing	3

Machine Technology Option

MFG*102 Manufacturing Processes	3
++ MFG*103 Manufacturing Processes Lab	1
+ MFG*125 Blueprint Reading II	3
MFG*156 Manufacturing Machinery CNC I	2
+++ MFG*202 Precision Machining	3
+++ MFG*203 Precision Machining Lab	1
+ MFG*256 Manufacturing Machinery CNC II	3

Total Credits: 66-67

Notes

+Prerequisite required
*++ MFG*102 and MFG*103 must be taken concurrently.*

*+++ MFG*202 and MFG*203 must be taken concurrently.*

Technology Studies: Manufacturing Machine Technology Option by Semester

Full-time students should follow the four-semester sequence listed below in order to graduate from this program in two years.

First Semester	**16 Credits**
ENG*101 Composition	3
Philosophy Elective	3
+ MFG*105 Manufacturing Math II	3
CAD*110 Introduction to CAD or 3-D CAD	3
+ MFG*102 Manufacturing Processes	3
++ MFG*103 Manufacturing Processes Lab	1

Second Semester	**17 Credits**
Geography or Political Science or History Elective	3
Psychology or Sociology Elective	3
Economics	3
COM*173 Public Speaking	3
MFG*171 Introduction to Lean Manufacturing	3
MFG*156 Manufacturing Machinery CNC I	2

Third Semester	**17 Credits**
CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
ENG*202 Technical Writing	3
History or Economics Elective	3
+++ MFG*202 Precision Machining	3
+++ MFG*203 Precision Machining Lab	1
+ QUA*114 Principles of Quality Control	3

Fourth Semester	**16-17 Credits**
PHY*110 Introductory Physics or PHY*121 General Physics I	4
Trigonometry or MAT*186 Pre-calculus	3-4
Fine Arts Elective	3
+ MFG*125 Blueprint Reading II	3
+ MFG*256 Manufacturing Machinery CNC II	3

Total Credits: 66 (67)

+Prerequisite required
*++ MFG*102 and MFG*103 must be taken concurrently*
*+++ MFG*202 and MFG*203 must be taken concurrently.*

VETERINARY TECHNOLOGY

The Veterinary Technology program prepares students for immediate employment in veterinary offices, biological research facilities, stables, dairies, drug and feed manufacturing companies, and in the animal production industry. The objective of the program is to provide the classroom, laboratory, and field experience that will prepare students to be competent for entry-level job opportunities, or advancement at their current employers.

The Vet Tech Program is offered in collaboration between Middlesex Community College and Pieper-Olson Veterinary Hospital, both located in Middletown, CT. General education courses are held at the College, while those courses requiring specialized laboratories, equipment, and hands-on practical experience are held at Pieper-Olson, 730 Randolph Road, Middletown. All students must participate in a supervised Externship experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

The Veterinary Technology program is enrolling its first cohort of students in the Fall 2013 semester. MxCC intends to apply for accreditation from the American Veterinary Medical Association – Committee on Veterinary Technician Education and Activities in anticipation of the first graduating class of May 2015. However, the program is not accredited at this time.

Learn More About This Program >

Learning Outcomes

Upon successful completion of all program requirements, graduates will have completed coursework including:
1. **Office and hospital procedures, client relations, and communication**

   a.   Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.
   b.   Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic.
   c.   Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

2. **Pharmacy and pharmacology**

   a.   Safely and effectively administer prescribed drugs to patients.
   b.   Accurately dispense and explain prescribed drugs to clients.

3. **Animal care and nursing**

   a.   Demonstrate and perform patient assessment techniques in a variety of animal species.
   b.   Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.
   c.   Safely and effectively handle common laboratory animals used in animal research.

4. **Anesthesia, Analgesia, and Surgical Nursing**

   a.   Safely and effectively manage patients in all phases of anesthetic procedures.
   b.   Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.
   c.   Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.
   d.   Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

5. **Veterinary laboratory procedures**

   a.   Properly package, handle and store specimens for laboratory analysis.
   b.   Properly carry out analysis of laboratory specimens.

6. **Diagnostic imaging**

    a. Safely and effectively produce diagnostic radiographic and non-radiographic images.

7. **Dentistry**

    a. Perform routine dental prophylaxis (manual and machine)
    b. Perform routine dental radiographic imaging techniques

Graduation Checklist

Veterinary Technology Degree – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

PROGRAM ADMISSION REQUIREMENTS:

- BIO* 121 – General Biology (grade of "C" or better, taken within 5 years prior to entering the program)
- CHE* 111 – Concepts of Chemistry (grade of "C" or better, taken within 5 years prior to entering the program)
- ENG* 101
- Competency in Intermediate Algebra – MAT* 137 or equivalent or higher with a grade of "C" or better, or placement test/SAT/ACT scores with placement above MAT* 137
- Competency in Basic Computing Skills – CSC* 101 or equivalent, or "Pass" on the MxCC Computer Proficiency Exam

NOTE: a minimum grade of "C" (2.00) is required for all VET* designated courses. Additionally, all VET* and BIO* designated courses must be completed within 5 years.

Veterinary Technology by Degree Requirements

General Education Requirements	20 Credits
BIO*121 General Biology	4
CHE*111 Concepts of Chemistry	4
ENG*101 English Composition	3
VET*102 Vet Office Management & Communication	3
Fine Arts Elective	3
Social Science Elective	3
(Competency in Intermediate Algebra – via course or test)	

Veterinary Technology Core	49 Credits
+ BIO*235 Microbiology	4
+ BIO*238 Parasitology	3
MED*125 Medical Terminology	3
VET*100 Introduction to Animal Care	2
VET*101 Introduction to Veterinary Technology	3
+ VET*151 Small Animal Vet Tech	4
+ VET*152 Large Animal Vet Tech	4
VET*201 Vet Anatomy & Physiology I	4
+ VET*202 Vet Anatomy & Physiology II	4
+ VET*205 Veterinary Laboratory Procedures	3
+ VET*212 Principles of Imaging	1
+ VET*220 Animal Pathology	3
+ VET*230 Veterinary Anesthesia & Surgical Nursing	4
+ VET*240 Periodontology & Oral Radiology	2

+ VET*250 Principles of Pharmacology for Vet Tech	2
+ VET*285 Vet Techn Externship	2

Total Credits: **69**

Veterinary Technology by Semester

Full-time students should follow the course sequence listed below in order to graduate within two years after admission to the program.

Admission Requirements

Competency in Intermediate Algebra & Computer Skills

ENG*101 English Composition	3
BIO*121 General Biology	4
+ CHE*111 Concepts of Chemistry	4
	11

First Semester

MED*125 Medical Terminology	3
VET*100 Introduction to Animal Care	2
VET*101 Introduction to Veterinary Technology	3
VET*102 Vet Office Management & Comm.	3
VET*201 Vet Anatomy & Physiology I	4
	15

Second Semester

+ VET*151 Small Animal Vet Tech	4
+ VET*152 Large Animal Vet Tech	4
+ VET*202 Vet Anatomy & Physiology II	4
+ VET*250 Principles of Pharmacology for Vet Tech	3
	15

Third Semester

+ VET*205 Veterinary Laboratory Procedures	3
+ VET*212 Principles of Imaging	1
+ VET*230 Vet Anesthesia and Surgical Nursing	4
Fine Arts Elective	3
Social Science Elective	3
	14

Fourth Semester

+ BIO*235 Microbiology	4
+ BIO*238 Parasitology	3
+ VET*220 Animal Pathology	3
+ VET*240 Periodontology & Oral Radiology	2
+ VET*285 Vet Tech Externship	2
	14

Total Credits: 69

CERTIFICATE PROGRAMS

Certificate Programs	Contact
Accounting Assistant	**Nancy L. Kelly** **Professor, Accounting** Phone: 860-343-5761 Email: nkelly@mxcc.edu Office Location: Wheaton 313 Office Hours: *Monday, Tuesday, Wednesday, & Thursdays* 8:30 – 9:00 AM, *Tuesdays* 10:50 AM – 1:20 PM Read Biography
Accounting Technician	**Nancy L. Kelly** **Professor, Accounting** Phone: 860-343-5761 Email: nkelly@mxcc.edu Office Location: Wheaton 313 Office Hours: *Monday, Tuesday, Wednesday, & Thursdays* 8:30 – 9:00 AM, *Tuesdays* 10:50 AM – 1:20 PM Read Biography
Advertising & Sales Promotion	**Susan Lugli** **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Biotechnology	**Michelle Kraczkowski** **Assistant Professor & Biotechnology Program Coordinator** Phone: 860-343-5747 Email: MKraczkowski@mxcc.edu Office Location: Wheaton 217

Certificate Programs	Contact
	Office Hours: *Tuesdays & Thursdays* 1:00 – 4:00 PM Read Bio
Broadcast Communications	## Richard Lenoce **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Chapman Hall 606 Read Biography
Business Skills	## Susan Lugli **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Corporate Media Production	## Richard Lenoce **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Chapman Hall 606 Read Biography
Customer Service Management	## Susan Lugli **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Early Childhood Education	## Norma Rosado-Javier **Assistant Professor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu

Certificate Programs	Contact
	Office Location: Snow 508
	Office Hours: *Wednesdays* 6:00 – 7:00 PM
	Meriden Center Office Hours: *Thursdays* 3:30 – 5:30 PM
	Program Coordinator Office Hours: *Tuesdays* 1:00 – 4:00 PM
Child Dev. Assoc. (CDA) Credential	**Norma Rosado-Javier** **Assistant Professor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu Office Location: Snow 508 Office Hours: *Wednesdays* 6:00 – 7:00 PM Meriden Center Office Hours: *Thursdays* 3:30 – 5:30 PM Program Coordinator Office Hours: *Tuesdays* 1:00 – 4:00 PM
Entrepreneurship	**Susan Lugli** **Instructor, Business Administration** Phone: 860-343-5840 Email: slugli@mxcc.edu Office Location: Wheaton 313 Office Hours: Wednesdays & Thursdays 9:00 am – 10:30 am
Health Career Pathway	**Judy Wallace** **Coordinator, Radiologic Technology, Computed Tomography & Mammography Programs** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209 Office Hours: *Tuesdays & Thursdays* 8:00 – 9:30 AM & 2:00 – 3:15 PM, *Saturdays* 8:30 – 9:00 AM
Health Information Management	**Donna Hylton** **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu

Certificate Programs	Contact
	Office Location: Snow 512
	Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM
	Read Biography
Help Desk Technician	## Donna Hylton
	Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems
	Phone: 860-343-5774
	Email: dhylton@mxcc.edu
	Office Location: Snow 512
	Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM
	Read Biography
Juvenile Justice	## Judith Felton
	Professor, Human Services and Psychology
	Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs, **Coordinator, Center for Community Engagement**
	Phone: 860-343-5816
	Email: jfelton@mxcc.edu
	Office Location: Snow 508
	Office Hours: M – 3:30-5:30 PM in Meriden, T, Th – 1:00-2:00 PM, W – 10:30-12:30 PM (Program Coordinator Office Hours)
	Read Biography
Manufacturing Machine Technology	## Hubert Godin
	Associate Professor in Manufacturing Machine Technology
	Phone: 860-343-5776
	Email: hgodin@mxcc.edu
	Office Location: Meriden Center, room 403
	Office Hours: *Wednesdays from 12-3 in room 403 at the Meriden Center or by appointment*
	Read Biography

Certificate Programs	Contact
Multimedia/New Media Design	**Richard Eriksen** **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Chapman 606 Office Hours: *Mondays* 11:00 AM – 12:00 PM, *Tuesdays* 10:00-11:00 AM, *Wednesdays* 12:00-1:00PM Program Coordinator Office Hours: *Thursdays* 10:00 – 11:00 AM & 2:00 – 4:00 PM
Multimedia Web Design and Development	**Richard Eriksen** **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Chapman 606 Office Hours: *Mondays* 11:00 AM – 12:00 PM, *Tuesdays* 10:00-11:00 AM, *Wednesdays* 12:00-1:00PM Program Coordinator Office Hours: *Thursdays* 10:00 – 11:00 AM & 2:00 – 4:00 PM
Networking	**Donna Hylton** **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Snow 512 Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM Read Biography
News & Sports Production	**Richard Lenoce** **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Chapman Hall 606 Read Biography

Certificate Programs	Contact
Ophthalmic Medical Assisting	**Raymond Dennis** **Professor, Coordinator of Ophthalmic Design and Dispensing** Phone: 860-343-5845 Email: rdennis@mxcc.edu Office Location: Chapman 625 Office Hours: *Mondays, Tuesdays, Wednesdays, & Thursdays* 9:30 – 11:45 AM Read Biography
Software Developer	**Donna Hylton** **Professor/Program Coordinator of Health Information Management, Computer Information Technology, and Management Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Snow 512 Office Hours: *Mondays & Wednesdays* 9:00 – 9:30 AM & 12:30 – 3:00 PM, *Tuesdays & Thursdays* 11:30 AM – 12:30 PM & 2:00 – 2:30 PM Read Biography
Substance Abuse Education	**Judith Felton** **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs**, **Coordinator, Center for Community Engagement** Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508 Office Hours: M – 3:30-5:30 PM in Meriden, T, Th – 1:00-2:00 PM, W – 10:30-12:30 PM (Program Coordinator Office Hours) Read Biography
Therapeutic Recreation	**Judith Felton** **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs**, **Coordinator, Center for Community**

Certificate Programs	Contact
	Engagement
	Phone: 860-343-5816
	Email: jfelton@mxcc.edu
	Office Location: Snow 508
	Office Hours: M – 3:30-5:30 PM in Meriden, T, Th – 1:00-2:00 PM, W – 10:30-12:30 PM (Program Coordinator Office Hours)
	Read Biography
Dietetic Technician	**Judy Wallace** **Coordinator, Radiologic Technology, Computed Tomography & Mammography Programs** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209 Office Hours: *Tuesdays & Thursdays* 8:00 – 9:30 AM & 2:00 – 3:15 PM, *Saturdays* 8:30 – 9:00 AM
Pre-Allied Health/Transfer	**Judy Wallace** **Coordinator, Radiologic Technology, Computed Tomography & Mammography Programs** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209 Office Hours: *Tuesdays & Thursdays* 8:00 – 9:30 AM & 2:00 – 3:15 PM, *Saturdays* 8:30 – 9:00 AM

ACCOUNTING ASSISTANT

This program provides individuals with the skills necessary to be employed in the accounting field at positions of full charge bookkeepers or accounting assistants.

Courses from the Accounting Assistant Certificate will transfer to the Accounting A.S. Degree.

Learn More About This Program >

Graduation Checklist

Accounting Assistant Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Accounting Assistant by Certificate Requirements

Courses	Credits
+ ACC*115 Financial Accounting	4
+ ACC*118 Managerial Accounting	4
+ ACC*271 Intermediate Accounting I	3
+ ACC*272 Intermediate Accounting II	3
+ BMG*202 Principles of Management	3
+ ENG*101 Composition	3
+ BMG*204 Managerial Communications	3
Computer Course Elective	3
CSA*135 Spreadsheet Applications	3
Total Credits:	29

+ This course has a prerequisite.
++Placement testing is required.

ACCOUNTING TECHNICIAN

This program is designed for specific training in accounting and other business subjects for entry level positions in the accounting field as an accounting clerk, payroll clerk, or entry level bookkeeper.

Courses from the Accounting Technician Certificate will transfer to the Accounting A.S. Degree.

Learn More About This Program >

Graduation Checklist

Accounting Technician Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Accounting Technician by Certificate Requirements

Courses & Credits	
ACC*100 Basic Accounting	3
+ ACC*115 Financial Accounting	4
+ BMG*202 Principles of Management	3
+ BBG*231 Business Law I or	3
+ BBG*234 Legal Environment of Business	
Computer Elective	3
CSA*135 Spreadsheet Applications	3
+ BBG*295 Cooperative Work Experience I	3

Total credits: 22

+ This course has a prerequisite.

ADVERTISING & SALES PROMOTION

This certificate prepares students for opportunities in media-related careers, or for work in creating printed materials for organizations.Courses balance essential skills with a liberal arts component, which emphasizes a communications competence. Students are prepared for job opportunities within the field. Students will be able to pursue a career or apply courses to an Associate in Science degree in Marketing.

Learn More About This Program >

Graduation Checklist

Advertising & Sales Promotion Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Advertising and Sales Promotion by Certificate Requirements

Courses	Credits
+ ENG*101 Composition	3
+ BMG*204 Managerial Communications	3
COM*101 Intro. to Mass Communications	3
+ BMG*202 Principles of Management	3
+ BMK*201 Principles of Marketing	3
+ BMK*230 Advertising and Promotion	3
ART*121 Two-Dimensional Design	3
DGA*110 Computer Graphics	3
+ GRA*150 Intro. to Graphic Design	3
+ DGA*231 Digital Page Design I	3
Total credits:	30

+ This course has a prerequisite.

BIOTECHNOLOGY CERTIFICATE

Biotechnology Certificate

The Biotechnology Certificate is a 22-credit, 6-course program that can be completed in one year for full-time students. This certificate is a stackable credential for students who already possess a related A.S. or B.S. degree from the U.S. or abroad – and who are returning to school for employment and technology-based training. It equips students with necessary skills and knowledge, along with good management practices that focus on quality, sterility, documentation, regulatory compliance, and safety in the laboratory environment. These key qualifications are crucial to working in today's biotechnology field.

This certificate program – which includes an internship – keeps students current with the newest discoveries and advancements in biotechnology. It increases and improves their laboratory techniques skills – from the basics such as solution preparation and micropipetting to more advanced skills including performing bacterial transformations and operating large benchtop equipment such as a High Performance Liquid Chromatograph (HPLC).

As the certificate is comprised entirely of courses within MxCC's Biotechnology A.S. degree, students may switch to pursue the full degree instead of or in addition to the certificate (with no penalties).

Learning Outcomes

Upon completion of the Biotechnology Certificate, graduates will be able to:

1. Conduct themselves as biotechnology lab technicians with the basic skills and knowledge required to function effectively in a research setting.
2. Demonstrate proficiencies in both basic and advanced principles of chemistry and biology that are required by a person working as a lab technician or planning to enter into a four-year college science program.
3. Explain the basic principles of genetics, molecular biology, cell biology, chemistry, biochemistry, and microbiology.
4. Employ sterile technique in the handling of microbial cultures with knowledge of what is safe and what is hazardous.
5. Prepare solutions and perform accurate measurements using precision instruments such as balances and micropipettors.
6. Demonstrate skills in the use of recombinant DNA techniques, PCR, DNA sequence analysis, HPLC, gas chromatography, mass spectroscopy, IR spectroscopy, UV/VIS spectroscopy, as well as the use of the computer to collect and analyze experimental data.
7. Recognize the ethical issues that are relevant to the field of biotechnology.

Course Requirements

The Biotechnology Certificate consists of 6 courses *(Note that two of these have choices)*:

- BIO*109 Principles of Biotechnology (3 credits)
- BIO*222 Molecular Biotechniques (4 credits)
- BIO*235 Microbiology (4 credits) **or** BIO*263 Molecular Genetics (4 credits)
- CHE*220 Biochemistry (4 credits) **or** CHE*112 Organic Chemistry/Biochemistry (4 credits)
- CHE*250 Instrumental Analysis (4 credits)
- BIO*296 Biotechnology Internship (3 credits)

Total Credits: 22

All of the courses listed above currently existing in the Biotechnology A.S. degree program.

Compare to the Biotechnology Associates Degree offered at MxCC: http://mxcc.edu/catalog/degree-programs/biotechnology

For More Information:

Michelle Kraczkowski

Assistant Professor & Biotechnology Program Coordinator
Phone: 860-343-5747
Email: MKraczkowski@mxcc.edu
Office Location: Wheaton 217
Office Hours: *Tuesdays & Thursdays* 1:00 – 4:00 PM
Read Bio

BROADCAST COMMUNICATIONS

This certificate program is comprised of 30 credits from the courses listed below. This program is for those students who have earned a degree in another area of study or are working in the field and looking to obtain additional course work in communications as well as professional certification. Each student's program must be approved by the Broadcast Communications program coordinator.

Learn More About This Program >

Graduation Checklist

Broadcast Commuications Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Broadcast Communications by Certificate Requirements

Required Courses	Credits
+ ENG*101 Composition (required)++	3
+ MATH Elective (required)++	3

Electives

Select 24-25 credits from the following:	Credits
ART*147 Digital Cinematography OR ART*250 Digital Photography	3
COM*101 Introduction to Mass Communications	3
COM*104 Careers in Media	3
+ COM*111 Scriptwriting	3
+ COM*116 Publication Workshop OR COM*226 Journalism I	3
COM*125 New Media Production	3
COM*130 Intro. to Broadcast Communications	3
COM*131 Audio Production	3
COM*142 Television Production	4
COM*179 Performance for Film and Television	3
COM*203 Media Aesthetics	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*231 Radio Production	3
+ COM*264 Advanced Editing Workshop	3
+ COM*287 Advanced Media Production	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop- Honors	3
+ COM*295 Internship I	3
+ COM*296 Internship II	3
DGA*110 Computer Graphics	3
DGA*182 Digital Video	3
MUS*117 Electronic Music	3

Since there are various types of jobs within the industry, courses selected should be on the basis of employment goals. Advisors will assist students in selection of courses best suited for vocational goals.

+ Math and English are only required courses.

+ This course has a prerequisite.

BUSINESS SKILLS

This certificate program is designed to give students not majoring in business sufficient basic business skills to be able to function adequately at a rudimentary level in a workplace environment immediately upon completion. This certificate is comprised of courses designed to provide students with a basic understanding of business in society,basic technology skills, communication skills (both oral and written), and math skills. The certificate is tailored to meet individual student needs and interests by incorporating business elective courses. Students are encouraged to develop their individual areas of interest or maximize employment opportunities by choosing a specific elective option. Students deciding to continue on for an Associate in Science degree will find that all of the courses taken in this certificate program my apply to an Associate of Science in Business Administration, Accounting, or General Studies at Middlesex Community College.

Learn More About This Program >

Graduation Checklist

Business Skills Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Business Skills by Certificate Requirements

Courses	Credits
+ ENG*101 Composition	3
+ COM*173 Public Speaking or	
BMG*204 Managerial Communications	3
BBG*115 Business Software Applications or	
CST*201 Introduction to Management Information Systems	3
+ BMG*202 Principles of Management	3
BFN*110 Personal Finance	3
+ ACC*115 Financial Accounting	4
+ ECN*102 Micro Economics, or	
+ ECN*101 Macro Economics	3
Business Elective	3
Total Credits:	25

+This course has a prerequisite.
++ Placement testing required.

CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

The Child Development Associate Credential is designed to train individuals who wish to be certified by the Council for Early Childhood Professional Recognition. The CDA is a performance-based assessment of childcare workers, home visitors, center and family childcare providers.

The courses provide students with 120 hours of training for the CDA credentialing program. CDA credits can be transferred to the Early Childhood Certificate and Associate Degree programs. Successful completion of this 12-credit program will enable the candidate to apply for a CDA credential from the Council for Early Childhood Professional Recognition.

CDA trainees are expected to demonstrate the ability to nurture children's physical, social, emotional, and intellectual development. The CDA credential is proof of the childcare provider's competence in all areas of child growth and development.

Students completing the program will be able to find employment in daycare centers, preschool programs, Head Start programs,or similar settings.

Learn More About This Program >

Child Development Associate (CDA) Credential by Requirements

Semester I: Courses	Credits
ECE*101 Intro. to Early Childhood Education	3
ECE*176 Health, Safety, & Nutrition (CDA-1)	3

Semester II or Summer: Courses or Summer & Credits	
ECE*180 Child Development Credential Preparation Course (CDA-I)	3
and one of the following:	3
ECE*141 Infant/Toddler Growth and Development	
ECE*103 Creative Arts for Young Children	

Total credits:	12

Each of the CDA classes runs for 6 weeks if offered for cohort of students through Connecticut-Charts-A-Course agency or other child care Program contract courses.

CORPORATE MEDIA PRODUCTION

The Corporate Media Production certificate program prepares students for entry-level media production positions in business, industry and education. Emphasis is on hands-on production skills. Corporate media professionals tend to be generalists; therefore, this program provides students with a variety of production experiences including writing scripts, camera operation, video editing, web production and video streaming as they apply to business. An internal practicum in the college's nationally recognized Corporate Media Center or an external internship at a company or non-profit organization is required.

Program Objectives

1. Provide students with a knowledge and experience with technology used in corporate media production, business and new media such as cameras, video editing workstations, microphones, video recorders and web based applications.
2. Provide students with critical thinking skills so that style can be applied to their productions.
3. Familiarize students with media content produced for business including sales, marketing and employee videos, educational television, event production, public relations and advertising.
4. Prepare students for entry-level positions with course work, a developed resume, portfolio and internship experience.
5. Develop students' ability to apply written, oral, and visual communications to business environments.
6. Develop students' ability to learn new concepts and techniques as required for continuing professional development.

Learn More About This Program >

Graduation Checklist

Corporate Media Production Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Certificate Requirements	Credits
+ BBG*101 Intro to Business	3
+ BMK*106 Principles of Selling OR + BMK* 201 Principles of Marketing	3
+ COM*111 Scriptwriting	3
COM*125 New Media Production	3
+ COM*142 Television Production	4
+ COM*264 Advanced Editing Workshop	3
+ COM*287 Advanced Media Production OR + COM*294 Media Arts Workshop	3
+ COM*293 Corporate Media Practicum	3
+ DGA*182 Digital Video Technology OR COM*147 Digital Cinematography	3
+ ENG*101 Composition	3
Total	**31**

+ This course has a prerequisite

CUSTOMER SERVICE MANAGEMENT

This certificate is designed for an individual seeking a foundation in customer service or who is interested in starting one's own business. The program will provide the knowledge, skills and attitudes necessary to enter the field or to complement experience already acquired on the job. Successfully completed courses will apply to an Associate in Science degree in Marketing.

Learn More About This Program >

Graduation Checklist

Customer Service Management Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Customer Service Management by Certificate Requirements

Courses	Credits
+ ENG*101 Composition	3
+ BMG*204 Managerial Communications	3
+ COM*173 Public Speaking	3
+ BMG*202 Principles of Management	3
+ BMK*201 Principles of Marketing	3
BBG*115 Business Software Applications or	
CST*201 Management Information Systems	3
+ BMK*123 Principles of Customer Service	3
BMK*106 Principles of Selling	3
Select two of the following:	**6**
+ BMK*216 Internet Marketing	
BMK*103 Principles of Retailing	
+ BMK*230 Advertising and Promotion	
BMG*210 Principle of Org. Behavior	3
Total Credits:	33

+This course has a prerequisite.

DIETETIC TECHNICIAN

(Articulation with Gateway Community College)

Middlesex Community College offers an opportunity for students interested in this program to take 28 credit hours at the college. An articulation agreement with Gateway Community College allows the student to transfer these credits directly into the Dietetic Technician Program at Gateway.

Courses Taken At MxCC	Credits
BIO*110 Principles of the Human Body	3
+ BIO*111 Introduction to Nutrition	3
+ ENG*101 Composition	3
Social Science Elective	3
Mathematics Elective + +	3
+ COM*173 Public Speaking	3
BOT*219 Integrated Office	3
Humanities Elective	3
+ CHE*111 Concepts of Chemistry	4
Total credits:	28

+ This course has a prerequisite.
*+ + Placement testing is required. MAT*137 or higher.*

EARLY CHILDHOOD EDUCATION

The Certificate Program in Early Childhood Education(ECE) is designed for students who wish to enter the field of early childhood education or who are already employed in an early childhood education setting and wish to earn a credential and expand their knowledge and competency in working with young children. The program will provide students with the skills and competencies necessary to work effectively with children from birth through age eight. Students may be either full-time or part-time.

Graduates of the program will be able to find employment in day care centers, preschool programs, Head Start programs,or similar.

Courses from the Early Childhood Certificate will transfer to the Early Childhood Associate in Science degree program.

Learn More About This Program >

Graduation Checklist

Early Childhood Education Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Early Childhood Education by Certificate Requirements

Semester I:	Credits
ECE*101 Intro. to Early Childhood Education	3
+ ENG*101 College Writing	3
One of the following courses: PSY*111 General Psychology ECE*103 Creative Art Experiences for Children	3
+ ECE*210 Observation and Participation	3
ECE*176 Health, Safety, and Nutrition	3

Semester II:	
PSY*204 Child and Adolescent Psychology (ECE*182)	3
ECE*106 Music and Movement for Children	3
ECE*295 Student Teaching	6
Directed Electives (select one from the list below)	

13.	ECE*141 Infant/Toddler Development	3
14.	+ ECE*275 Child, Family, and School Relations	
15.	+ ECE*215 The Exceptional Learner	
16.	+ ECE*231 Early Literacy Development	

Total Credits: 30

+This course has a prerequisite.

ENTREPRENEURSHIP

This program is designed for individuals interested in owning their own business. Students completing the program will possess the fundamental knowledge and skills necessary to succeed in a self owned business. Sanctioned by the United States Small Business Administration, this certificate combines a liberal arts component which emphasizes a communications competence and provides the technical knowledge and perspective needed to start, manage or grow a business. A student will be able to pursue a career or apply courses to an Associate in Science degree.

Learn More About This Program >

Graduation Checklist

Entrepreneurship Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Entrepreneurship by Certificate Requirements

Courses	Credits
++ ENG*101 Composition	3
+ BMG*204 Managerial Communications	3
+ COM*173 Public Speaking	3
+ BMG*202 Principles of Management	3
+ BMK*201 Principles of Marketing	3
BMK*106 Principles of Selling	3
BES*118 Small Business Management	3
+ ACC*115 Financial Accounting	4
+ ECN*102 Principles of Microeconomics	3
BBG*115 Business Software Applications orCST*201 Introduction to Management Information Systems	3

Total credits: 31

+This course has a prerequisite.
++ Placement testing is required

HEALTH CAREER PATHWAYS

This program is designed to assist the student to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care programs requirements within Connecticut's Community College system. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest. Students interested in this program should contact Judy Wallace, Associate Professor of Biology /Anatomy and Physiology at ext. 5780.

Learn More About This Program >

Graduation Checklist

Health Career Pathways Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Health Career Pathway by Requirements

Learning Objectives:

Upon successful completion of all program requirements, the student should be able to:

1. Demonstrate competence in written and oral communication.
2. Demonstrate critical thinking, logical reasoning and problem solving skills.
3. Effectively utilize and interpret medical terminology.
4. Identify a variety of career opportunities and roles available in health care professions.
5. Meet most requirements for entrance into health care programs.
6. Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
7. Use and apply scientific methods.

Courses	Credits
HLT*103 Investigations in Health Careers	3
ENG*101 English Composition	3
MAT*137 (136 or 138)[1] Intermediate Algebra	3
BIO*105 or BIO*115 or BIO*121, Intro to Bio., Human Bio., Gen Bio I	4
CHE*111 Concepts in Chemistry	4
PSY*111 General Psychology I	3
BIO*211 Anatomy & Physiology I	4
BIO*212 Anatomy & Physiology II	4
Total Credits:	**28**

[1]. *MAT*136 Intermediate Algebra at Norwalk Community College MAT *138 Intermediate Algebra, a modeling Approach at Manchester Community College*

2. Participating colleges have prerequisites for above courses. Please consult the catalog at the Community College you are attending for prerequisites and eligibility to the courses.

HEALTH INFORMATION MANAGEMENT CERTIFICATE

A Health & Life Sciences Program

The Health Information Management (HIM) certificate program represents the 27 credits of specialty coursework found within the HIM Associate Degree program. Many students who pursue the HIM Certificate may already have degrees in other disciplines and therefore are not looking to gain, or need, that level of training. Instead, they simply want to have credentials that will validate for a prospective employer that they possess the requisite skills in HIM sufficient to enter the field at an entry level. Having a certificate option offers our students a choice and thus allows them to choose the path that best meets their career and educational goals. Having said that, for students who do wish to continue their education beyond the Certificate, all of the courses are also required in the HIM Associate Degree program, which itself is articulated with the Bachelor's Degree program in HIM at Charter Oak State College.

The HIM Certificate offers students a diverse curriculum that provides an understanding of the many aspects of the emerging field of healthcare technology and information management. Information technology is an integral part of the medical world, and health information management is a growing field which has experienced expansion in recent years with the transition in healthcare from traditional practices using paper to highly efficient electronic record-keeping. HIM professionals are involved in the design, collection, storage, utilization, and transmission of data required to meet the professional, legal, and administrative record-keeping requirements of healthcare delivery systems. They also work with clinical, financial, epidemiological, administrative, and coded healthcare and insurance data.

Course Requirements

HIM*102	Introduction to Healthcare Systems	3
HIM*156	Electronic Health Records	3
HIM*201	Health Information Management Principles	4
HIM*205	Medical Coding I	3
HIM*206	Medical Coding II	3
HIM*256	Legal and Ethical Issues in Health Information Management	3
HIM*295	Health Information Management (150 hours of supervised work)	3
HIM*112	Medical Insurance and Reimbursement	3
MED*125	Medical Terminology	3
		Total Credits: 27

Learning Outcomes

Upon completion of the Certificate, graduates will be able to:

- Employ computer-based health information systems while managing existing paper-based health information systems utilizing EHR software. Utilize ONC-Certified computer-based EHR industry-standard software (SpringCharts) – Course: HIM*156 – Electronic Health Records

- Compare and contrast reimbursement methodologies, procedure based payment systems such as Resource based Relative Value (RBRV) and Evaluation and Management and Ambulatory Payment Classification

(APC). Examination that requires definition of key terms such as APC, RBRV. Course: HIM*201 – Health Information Management Principles

- Apply coding knowledge utilizing coding guidelines from ICD-9-CM, ICD-10, CPT-4 and HCPCS. Comprehensive coding exam administered in two courses: HIM*205 – Medical Coding 1 and HIM*206 – Medical Coding 2

- Interpret diagnostic based perspective payment groups such as DRG; recognize the Systematized Nomenclature of Medicine (SNOMED) – Research paper. Course: HIM*201 – Health Information Management Principles

- Utilize medical coding software and clinical classification systems as they relate to the human body and disease processes Comprehensive coding exam administered in two courses: HIM*205 – Medical Coding 1 and HIM*206 – Medical Coding 2

- Identify and discuss healthcare delivery fundamentals and the technology used to gather healthcare information in a variety of settings.-Research paper on healthcare delivery systems HIM*102 – Introduction to Healthcare Systems

- Utilize appropriate terminology including abbreviations related to pathological conditions, diagnostic procedures, surgical interventions, and therapeutic procedures. Terminology review exam. Course: MED*125 – Medical Terminology

Outlook

Healthcare is one of the nation's largest employers and with the federally-required implementation of electronic health records the need for HIM professionals has increased. Health information management career pathways vary widely by both job and setting. Graduates could code medical records or manage entire health information divisions in government agencies and healthcare facilities. The employment outlook for health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all

occupations. Health information technicians work in diverse settings organizing and managing health information data. They must ensure its quality, accessibility, accuracy, and security in both paper and electronic systems. A minimum of an Associate's degree required. Those who continue on to pursue a Bachelor's degree can work as health information administrators and are responsible for the oversight of patients' medical records in hospitals or other healthcare facilities. They design and manage health information systems to insure they meet medical, ethical, and legal standards.

Transferability

- The Health Information Management certificate has been designed so that all courses are principally aligned with MxCC's associate degree program and Charter Oak State College's HIM bachelor's degree program.

- Successful completion of the associate degree program allows students to transfer to Charter Oak State College as juniors.

Jobs in Connecticut

Health Information Management skills are in demand in a number of workplace settings, including:

- Outpatient Clinics

- Hospitals

- Home Health Agencies

- Insurance Companies

- Physicians' Offices

- Long-term Care

More information about the world of health information careers can be found at: www.hicareers.com or www.ahima.org.

HELP DESK TECHNICIAN

This certificate program prepares students to be software and hardware help desk technicians. The help desk technician is frequently the first position available to an Information Technology professional and it can lead to network administration and network support positions. Students in the program will learn to design and use problem solving techniques; use oral and written communication within a business environment; implement management and customer service skills in team building activities; learn terminology in networking environments; and use technical skills in implementing software and hardware installations. Additional training is obtained through a required on-the-job internship. Upon completion of the program students will be able to design and use the programming development steps to solve problems, work within a business environment using oral and written communication skills effectively, use an office application product to assist in troubleshooting problems, test and debug software and hardware products, work in an Information Technology department applying software and hardware service and technical skills. Students completing this certificate will be able to transfer to the Associate Degree program in Information Systems.

The Help Desk Technician Certificate program is a 24-credit program; the courses required by this certificate may transfer to the Computer Information Technology Associate's degree program at MxCC.

Learn More About This Program >

Help Desk Technician by Certificate Requirements

Help Desk Technician by Certificate Requirements

Required Courses	Credits
+ CST*120 Operating Systems	3
+ CST*141 Computer Hardware	4
+ CST*163 Windows Server Administration	3
+ CST*231 Data Communication & Networking	3
+ CST*270 Network Security Fundamentals	3
+ BMK*123 Principles of Customer Service	3
One of the following: CSA*Elective, CSC*Elective, OR CST*201 Introduction to MIS	3
+ CSC*295 Cooperative Work Experience	3

Total credits: 24

JUVENILE JUSTICE

Juvenile Justice Certificate

This program brings together multiple disciplines in the study of child and adolescent services. In addition to developing more generalized counseling and intervention skills, specific learning objectives include the development of:

1. Culturally specific community opportunities
2. Gender specific programming
3. Training components for at risk youth in their communities
4. Drop-out prevention awareness
5. Conflict resolution training
6. Assessment and intervention in teen violence
7. Leisure and educational programming
8. Youth activism and advocacy
9. Strategies for safe schools and health initiatives

Students who enroll in this certificate program will be able to continue their studies, if desired, in the college's Human Services Associate in Science Degree program. All of the courses in the certificate are found in, or transferable to, that degree program. The certificate consists of twenty-four (24) credits, and employment and development opportunities should be enhanced in the systems serving youth and families, juvenile justice, mental health, and community outreach and education.

Learn More About This Program >

Graduation Checklist

Juvenile Justice Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Juvenile Justice by Certificate Requirements

Prerequisites	Credits
ENG*101 College Writing	3
PSY*111 L/D General Psychology	3
Also recommended: completion of six credits in the Behavioral and Social Sciences	6

Certificate Coursework & Credits	
+ HSE*202 Introduction to Counseling (Spring)	3
HSE*116 Youth Advocacy in Community Organizations (Spring)	3
PSY*204 Child and Adolescent Psychology (Fall, Spring, or Summer)	3
HSE*224 Social Problems of Youth (Fall) orSOC*103 Social Problems^	3
SOC*241 Juvenile Delinquency (Spring)	3
+ PSY*251 Behavior Disorders of Children & Adolescents (Fall)	3
+ HSE*289 Psychiatric Practicum (Internship) (Fall or Spring)	3
SOC*120 Group Dynamics (Spring or Summer)	3

 + This course has a prerequisite.

*^ SOC*103 is recommended for students who are planning to pursue a Bachelor's degree.*

MANUFACTURING MACHINE TECHNOLOGY

Manufacturing jobs today make up more than 10 percent of all jobs in the state of Connecticut. Through attrition and the need for a highly skilled workforce, manufacturers are facing a shortage of skilled workers. This could be an opportunity to explore a career doing interesting work at a higher-than-average pay rate, with full benefits. Students completing this program can find careers as CNC (Computer Numerical Control) operators, inspectors and Tool & Die apprentices. Students wishing to advance their careers may do coursework on a full-time basis and complete the program within one year or on a part-time basis. We are currently offering a part-time night and weekend program. This program is designed to appeal to students that don't have the time to enroll and complete coursework as full-time college students. The goals are to encourage single parents and those that feel they are underemployed to pursue careers in manufacturing and to provide the opportunity for completion of the program within two years.

Learn More About This Program >

Graduation Checklist

Manufacturing Machine Technology Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Manufacturing Machine Technology by Certificate Requirements

Courses	Credits
CAD*110 Introduction to CAD	3
++ MFG*102 Manufacturing Processes	3
++ MFG*103 Manufacturing Processes Lab	1
+ MFG*105 Manufacturing Math II	3
+ MFG*124 Blueprint Reading I	2
+ MFG*125 Blueprint Reading II	3
MFG*156 Manufacturing Machinery CNC I	2
MFG*171 Introduction to Lean Manufacturing	3
+++ MFG*202 Precision Machining	3
+++ MFG*203 Precision Machining Lab	3
+ MFG*256 Manufacturing Machinery CNC II	3
+ QUA*114 Principles of Quality Control	3
Total Credits:	32

+Prerequisite required

*++ MFG*102 and MFG*103 must be taken concurrently*

*+++ MFG*202 and MFG*203 must be taken concurrently.*

MULTIMEDIA WEB DESIGN & DEVELOPMENT

This program offers students opportunities to integrate the world of computers, Internet, art and multimedia in completion of the certificate. It covers relevant areas of web site construction, including designing and programming pages, developing multimedia content, as well as building and managing a web site.

This program is designed not only for the person who wants to design and develop a personal web site, but also for the systems, publishing or business professional who would like to understand the capabilities of this powerful technology and to use it to provide innovative solutions to business problems.

Courses from the Multimedia Certificate will transfer to the Multimedia A.S. Degree.

Learn More About This Program >

Graduation Checklist

Web Design & Development Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Multimedia Web Design & Development by Certificate Requirements

Required Courses	Credits
Fall Semester	
ART*121 Two-dimensional Design	3
DGA*101 Introduction to Digital Arts	3
DGA*110 Computer Graphics	3
+ DGA*241 Internet Web Design I	3
Spring Semester	
+ DGA*120 Digital Imaging	3
+ DGA*182 Digital Video Technology	3
Digital Arts Elective	3
+ DGA*242 Web Design II	3
+ DGA*250 Interactive Multimedia Production	3
Total Credits:	**27**

+ This course has a prerequisite requirement.

MULTIMEDIA/NEW MEDIA DESIGN

The Multimedia (New Media Design) certificate program prepares students for careers in the field of interactive multimedia production used in business, marketing, education, entertainment and the World Wide Web. Students learn interactive multimedia design, authoring and production including graphics, audio, video and animation. Graduates leave with a portfolio of work and experience that prepare them for careers as multimedia producers, web designers, project managers or media production specialists. The following sequence of courses is strongly recommended. Both full-time and part-time students should contact a multimedia faculty member before registering. **Learn More About This Program >**

Graduation Checklist

Multimedia/New Media Design Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Multimedia by Certificate Requirements

Prerequisite (must be taken before beginning program)

ENG*101 Composition	3

Required Courses & Credits

DGA*110 Computer Graphics	3
DGA*101 Introduction to Digital Arts	3
+ DGA*120 Digital Imaging I	3
+Multimedia Software Applications (see specific offerings below)	3
+ DGA*250 Interactive Multimedia Production	3
+ COM*287 Advanced Media Production	3

Program Electives *Choose 12 credits from among the following:*

COM*131 Audio Production	3
COM*142 Television Production	4
+ COM*264 Advanced Editing Workshop	3
+ GRA*246 Digital Pre-Press	3
+ GRA*251 Advanced Graphic Design	3

Multimedia Software Applications

+ DGA*223 Digital Illustration	3
+ DGA*260 Animation	3
+ DGA*231 Digital Page Design I	3
+ DGA*182 Digital Video Technology	3

Web Design and Related Courses

+ DGA*241 Internet Web Design I	3
+ DGA*242 Web Design II	3
+ CSC*220 Object Orientation Programming using Java	3

Total Credits:30

+ This course has a prerequisite requirement. Any additional Art/Broadcast-Cinema/Information Systems/Multimedia course may fulfill a Program Elective with permission of a multimedia faculty member. Please contact a multimedia faculty member for more information.

NETWORKING

The certificate program will provide students with strong fundamentals in both data networking technologies and telecommunications networking technologies and will demonstrate the students understanding of networking concepts. An emphasis will be placed on CISCO network training in order to prepare students to take the CCNA (CISCO Certified Network Associate) exam. Students completing the program will receive training in Windows Server Administration that prepares them to complete the Microsoft 70-640 certification exam. There is also specialize instruction in computer security that is aligned with the industry-recognized CompTIA Security+ exam. Completing the certificate program will lead to such jobs as help desk staff, network technician, network coordinator.

The Networking Certificate program is a 22-credit program; the courses required by this certificate may transfer to the Computer Information Technology Associate's degree program at MxCC.

Learn More About This Program >

Networking by Certificate Requirements

	Credits
+ CST*120 Introduction to Operating Systems	3
+ CST*141 Computer Hardware	4
+ CST*163 Windows Server Administration	3
+ CST*231 Data Comm & Networking	3
+ CST*228 Voice and Data Interworking	3
+ CST*270 Network Security Fundamentals	3
+ CSC*295 Cooperative Work Experience	3
	Total credits: 22

  +*This course has a prerequisite.*

Updated 6/9/14

NEWS & SPORTS PRODUCTION

The News and Sports Production certificate program prepares students for entry-level positions in television news and sports production. Emphasis is on hands-on production skills used at broadcast television stations, media production companies and new media organizations. Graduates are prepared for positions such as associate producer, assignment editor, teleprompter operator, floor/studio manager, news photographer, video editor, and new media producer.

Learning Outcomes

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

- Demonstrate competency in the production of various media used in broadcast television news and sports.
- Demonstrate competency in developing and writing scripts and stories in preparation of media production.
- Demonstrate competency in using the technology of media production including cameras, editing, lights, graphics and sound in news and sports production.
- Demonstrate the ability to apply style to news and sports productions including the various aesthetic elements that compose a media production (photography, staging, sound, editing, etc.).
- Demonstrate the ability to produce media quickly and efficiently, meeting deadlines and working with a production crew.
- Demonstrate competency in solving problems "on the set" with technology and other unknown contingencies (actors, administration, etc.).
- Demonstrate the ability to use the computer as a productivity tool.
- Demonstrate ability to work effectively a professional environment with a diverse production crew.

Learn More About This Program >

Graduation Checklist

News & Sports Production Certificate – Graduation Checklist

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Certificate Requirements	Credits
COM*125 New Media Production	3
+ COM*142 Television Production	4
COM*147 Digital Cinematography	3
+ COM*179 Performance for Film & Television	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*295 or + COM*296 Internship	3
DGA*101 Introduction to Digital Arts OR DGA*110 Introduction to Computer Graphics	3
+ DGA*182 Digital Video Technology	3
Elective from COM* or DGA* as selected with Advisor	3
+ ENG*101 Composition	3
Total	**31**

+ This course has a prerequisite

PRE-ALLIED HEALTH/TRANSFER REQUIREMENTS

Allied health and nursing course requirements vary by institution. Students should select courses carefully in collaboration with the designated allied health advisors identified below. With the exception of BIO* 235 (see note), the courses listed below fulfill many of the entry level requirements for allied health and nursing programs.

Please note: The following is a suggested course sequence for transfer. It is not a Certificate program at Middlesex Community College.

Courses	Credits
+ ENG*101 Composition	3
PSY*111 General Psychology I	3
SOC*101 Principles of Sociology	3
+ MAT*137 Intermediate Algebra	3
+ CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
BIO*121 General Biology I	4
+ BIO*211 Human Anatomy & Physiology I	4
+ BIO*212 Human Anatomy & Physiology II	4
+ BIO*235 Microbiology	4
Total Credits:	32

*(BIO*235 may not be required for programs other than nursing.)*

SOFTWARE DEVELOPER

This certificate targets the skills required in the field of software development, including algorithm design, flowchart design, writing programs in Java and Visual Basic, developing applications for mobile devices, and designing and creating databases. Additionally, students will learn about the systems development life cycle and how technology is used to solve business problems. Students will problem solve, learn about the Information Technology (IT) industry, and explore object-oriented programming languages. Certificate recipients may apply these skills to seek entry-level positions in related areas of IT.

The Software Developer Certificate program is a 24-credit program; the courses required by this certificate may transfer to the Computer Information Technology Associate's degree programs at MxCC.

Learn More About This Program >

Required Courses	Credits
+ CSC*105 Programming Logic	3
+ CSC*295 Coop Ed/Work Experience	3
+ CSC*220 Object Oriented Programming Using JAVA	3
+ CSC*262 Programming Mobile Devices I	3
+ CSC*231 Database Design I	3
+ CST*201 Introduction to Management Information Systems	3
+ CSC*205 Visual Basic I	3
+ CSA*140 Database Applications	3
	Total credits: 24
+ This course has a prerequisite.	

Updated 6/9/14

THERAPEUTIC RECREATION

This program is designed to qualify students to work in the field of gerontology as Therapeutic Recreation Specialists and to provide in-service professional development. Students who complete the courses listed below, and thereby qualify for the Certificate, meet the standards established in the public health code of the State of Connecticut for workers in chronic care, long term care facilities, and Assisted Living facilities.

This program emphasizes work with elder populations through studies in written communications, sociology, psychology, human services, therapeutic recreation, and field work.

Learn More About This Program >

Graduation Checklist

Therapeutic Recreation Certificate – Graduation Checklist **(Prior to Spring 2015)**

A Graduation Checklist is a printable list of course requirements you will use when you meet with your academic advisor each semester. The checklist helps you keep track of your progress from when you first enter MxCC to when you are ready to graduate.

Therapeutic Recreation by Certificate Requirements (effective Spring 2015)

Required Course	Credits
ENG*101 Composition	3
HSE*202 Introduction to Counseling and Interviewing	3
HSE*288 Developmental Practicum	3
PSY*103 Introduction to Holistic Wellness	3
PSY*111 General Psychology	3
RLS*121 Introduction to Therapeutic Recreation	3
RLS*122 Processes and Techniques in Therapeutic Recreation	3
SOC*120 Group Dynamics	3
RLS*221 Therapeutic Recreation **OR** PSY*245 Abnormal Psychology **OR** PSY*251 Behavior Disorders of Childhood and Adolescence	3
SOC*114 Sociology of Aging **OR** PSY*208 Psychology of Adult Development & Aging	3
Total Credits:	30

Therapeutic Recreation by Full-Time Semester

First Semester (Fall)

ENG*101 Composition	3
HSE*202 Introduction to Counseling and Interviewing	3
PSY*111 General Psychology	3
RLS*121 Introduction to Therapeutic Recreation	3
SOC*114 Sociology of Aging **OR** PSY*208 Psychology of Adult Development & Aging	3

Second Semester (Spring)

HSE*288 Developmental Practicum	3
PSY*103 Introduction to Holistic Wellness	3
RLS*122 Processes and Techniques in Therapeutic Recreation	3
RLS*221 Therapeutic Recreation **OR** PSY*245 Abnormal Psychology **OR** PSY*251 Behavior Disorders of Childhood and Adolescence	3
SOC*120 Group Dynamics	3

Total Credits: 30

OTHER COURSE SEQUENCES/CT COMMUNITY COLLEGE SYSTEMWIDE PROGRAMS

Other Course Sequences

- Dietetic Technician

- Pre-Allied Health/Transfer Requirements

Connecticut Community College Systemwide Programs

- College of Technology: Engineering Science

- College of Technology: Technology Studies

- College of Technology: Technology Studies Engineering Technology Option

- Technology Studies: Electric Power Technology Pathway, ELPW, ENRT

COURSE DESCRIPTIONS

Course Numbering System in Connecticut's Community Colleges

000-099 — "Intensive" remedial courses which some students may be required to take as preparation for collegelevel work.   Since they are not college-level courses, they do not count toward graduation in any degree or certificate program at MxCC.

100-199 — "Introductory" courses, general education courses, and courses taken in a college major within the first year (the first 30 credits) of college study.

200-299 — "Upper level" general education courses, and courses taken in a college major within the second year (the next 30 credits) of college study. Typically, these courses first require students to compete prior courses in the same subject (prerequisites).

Most courses at MxCC expect students to be ready for college level work in reading, writing, and math. This can be demonstrated through scores on a placement test or standardized test (SAT, ACT), or successfully completing a remedial course. MxCC also has many courses which have no required prerequisites.

Courses usually count for three (3) credits per semester. One credit hour is equal to one hour of classroom work, plus two hours of study, preparation, and homework outside of class time. Thus, a 3-credit course requires 9 hours of time on the students' part. Exceptions include laboratory or studio courses and some mathematics, accounting and language courses. The credits and classroom hours (if different) for all courses are listed next to the course titles in the course descriptions.

Interested in transferring to a State University, Charter Oak State College, or UConn

Look up MxCC course equivalencies at the Connecticut State Universities, Charter Oak State College, and the University of Connecticut, on our Transfer Planning page.

Updated 12/02/14

COURSES WITH NO PREREQUISITES

The following courses are open to all students. None of them require placement testing, completion of previous college courses, or enrollment in a specific academic program.

(THIS PAGE WAS LAST UPDATED 01/23/16)

Accounting (ACC*)

ACC*100, Basic Accounting (3 Credits)
A course in the basic accounting principles with emphasis on recording procedures and payroll for service businesses and professional offices. Students with no previous accounting exposure and limited college course experience should consider taking this course before taking ACC*115 Financial Accounting. It will satisfy a business or open elective requirement. *May not be taken after ACC*115 unless student received a D or F grade.* (Updated October 2014)

Art (ART*)

ART*109, Color Theory (3 credits)
This course is an examination of the action and interaction of color and a study of the visual and psychological factors related to color perception. Students are responsible for purchasing their own supplies. (Existing course. published September 2013) (Updated November 2014)

ART*111, Drawing I (3 credits/4 contact hours)   *$$ Studio Course Fee*
A study of form through gesture, contour line, and the use of light and shade. Various mediums including conte crayon, charcoal, and ink are used in the study of still life and controlled subject matter. Composition is emphasized. (Updated November 2014)

ART*116, Perspective Drawing (3 credits/4 contact hours)   *$$ Studio Course Fee*
The system of linear perspective as a method of producing a two-dimensional representation of the three-dimensional world. Problems in one, two, and three-point perspective with some use of projection methods. (Updated November 2014)

ART*122, Three-Dimensional Design (3 credits/4 contact hours)   *$$ Studio Course Fee*
Use of a variety of materials to investigate the interrelationships of spaces, planes, and volumes. (Updated November 2014)

ART*147/COM*147, Digital Cinematography (3 Credits)
An introduction to photographic principles as they apply to movies and video. This course will use both digital still and video cameras, and cover topics such as composition,depth-of-field, lenses, focal length, exposure, focus, filters, camera angles, camera operation, camera movement, visual effects, and principles of lighting and color; as well as the roles of the Director of Photography and other camera and lighting crew on a production.This is a hands-on course with students completing a series of practical exercises and production assignments. (Updated November 2014)

ART*163, Ceramic Handbuilding (3 credits/4 contact hours)   *$$ Studio Course Fee*
An Introduction to the fundamentals of ceramic design and construction. Pinch, coil, slab, and modeling techniques will be employed to create functional and sculptural works in clay. Surface treatments, glazing applications, kiln loading and firing processes will be covered. Historical and contemporary approaches to ceramics will be emphasized. Students will need to purchase their own materials and tools. This is a"D" course. (Updated November 2014)

ART*165, Metal and Jewelry Design I (3 credits/4 contact hours)   *$$ Studio Course Fee*
An introduction to basic jewelry techniques such as metal forming, metal weaving, sawing, soldering, and working with hand tools. Students work in base metals such as copper and bronze, or in sterling silver. Design will be heavily emphasized. Students will furnish their own hand tools and materials which will cost about $50. (Updated November 2014)

ART*166, Metal and Jewelry Design II (3 credits/4 contact hours)   *$$ Studio Course Fee*
An introduction to casting techniques: the primitive techniques such as coal casting, drop casting, cuttle bone casting that are used in less developed countries, as well as the sophisticated technique of lost-wax casting; students will learn how to carve wax, make temporary molds, and ultimately spin molten metal, translating their wax patterns into finished pieces of jewelry. Some materials and tools to be provided by the student which will cost about $50. (Updated November 2014)

ART*250, Digital Photography (3 credits)
An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing,manipulation and output options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools, and expressive possibilities of digital photography. Students must own a 3 megapixel (or greater) digital camera with manual, aperture priority and/or shutter priority exposure modes, There will be some additional expenses. Basic computer and photographic experience preferred. (Updated November 2014)

Computer-Aided Drafting (CAD*)

CAD*110, Introduction to CAD (3 credits)
An introduction to the techniques of generating graphic images with computers using AutoCAD. Topics include: overview of CAD terminology, computer terminology, hardware descriptions and requirements, file manipulation and management, two dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawings including tolerance

studies. (Existing course, published September 2013) (Updated November 2014)

Chinese (CHI*)

CHI*101, Elementary Chinese I (3 credits)
Presents the essentials of Modern Standard Mandarin Chinese. Includes grammatical structures and vocabulary needed to read, write, and interact in Chinese using simple phrases and common expressions while highlighting the diverse cultures of Chinese-speaking peoples. Students must concurrently enroll in CHI*105. This is a "D" course. (Existing course. published September 2013) (Updated November 2014)

CHI*105, Elementary Conversational Chinese I (1 credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three credit CHI*101 course. Students must concurrently enroll in CHI*101. This is a "D" course. (Existing course. published September 2013) (Updated November 2014)

Communications (COM*)

COM*104, Careers in Media (3 credits)
Exploration and research of careers in media covering the fields of journalism,advertising, public relations, broadcasting, television, film making, recording,digital multimedia and other media arts. Course utilizes guest speakers discussing career preparation, job requirements and responsibilities. Job targeting, networking, interviewing skills, resume and portfolio preparation are also taught. (Existing course; published September 2013)(Updated November 2014)

COM*125/DGA*125, New Media Production (3 credits)
This course is an introduction to the production of new media. New media is an emerging communications technology that adds on-demand interactive access to media content fostering creative participation and community formation.Students will learn to develop and produce a variety of digital media including, audio, video, photography, animation and web-design, and make that media accessible over the Internet and mobile devices through wikis, blogs, podcasts, and social media.Students will use professional media creation tools such as cameras, video and audio edition applications, content management systems and Internet radio, music creation, and podcast software. (Existing course, published September 2013) (Updated November 2014)

COM*130, Introduction to Broadcast Communications (3 credits)
This course serves as an introduction to broadcast writing, production, and distribution. Areas covered include program development, copy and scriptwriting,production techniques, FCC regulations, broadcast technology and operation, and new methods of program delivery. Emphasis will be on developing effective communication skills through written assignments, research, and the production of radio and television programming. (Existing course, published September 2013) (Updated November 2014)

COM*131, Audio Production (3 credits)
Students will learn the techniques and technologies used in creative sound design for radio, television, film and the Internet. Emphasis is on the technical skills used in recording, mixing, and editing. Students will create projects focusing on the fundamentals of sound design for various applications. (Existing course, published September 2013) (Updated November 2014)

COM*147/ART*147, Digital Cinematography (3 credits)
An introduction to photographic principles as they apply to movies and video.This course will use both digital still and video cameras, and cover topics such as composition,depth-of-field, lenses, focal length, exposure, focus, filters, camera angles, camera operation, camera movement, visual effects, and principles of lighting and color; as well as the roles of the Director of Photography and other camera and lighting crew on a production. This is a hands-on course with students completing a series of practical exercises and production assignments. (Existing

course, published September 2013) (Updated November 2014)

THR*113/COM*179, Performance for Film and Television (3 credits)
This course will develop performance and acting skills used in radio,television, and film including voice-over techniques, television news reporting and anchoring, dramatic acting, and comedic performance. Skills include voice articulation, projection and inflection, script analysis and interpretation. Students will analyze scripts and develop characters to improve acting and directing techniques and understand the importance of subtext to scenes. Students perform using microphones, teleprompters, lighting, and cameras. This course is designed for students interested in on-screen performance across a range of media as well as those interested in film and television directing and production. (Existing course, published September 2013) (Updated November 2014)

COM*294, Media Arts Workshop – Honors (3 credits)
The Media Arts Workshop is a summer honors program with the goal of producing a collaborative work of outstanding professional quality. This workshop is open to students in Broadcast-Cinema, Communications Arts, Multimedia or a related discipline. Students will learn by working with media professionals for training and guidance and by working together as a team to complete a film,video or interactive media presentation. *Enrollment is by application only. Prerequisites are courses and/or experience in the student's field of study and presentation of an accomplished portfolio and possible interview.* (Updated November 2014)

Computer Science (CS_*)

CSC*095, Basic Computer Skills (1 Credit)
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a personal computer.The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management,Internet research, and email. Students with little or no hands-on experience with

computers should take this basic skills course before taking any of the computer courses. This course cannot be counted toward graduation credit. (Existing course, published September 2013) (Updated October 2014)

CSC*115, Introduction to Programming with Alice (3 credits)
This course teaches students the fundamentals of object-oriented programming using Alice, a three-dimensional graphical system that is used to create three-dimensional worlds of animation and games. The course allows students to gain an understanding of the same fundamentals object-oriented principles that are taught with traditional languages such as Java or Visual Basic. However, students will learn and practice these techniques as they create exciting virtual worlds, thus making programming easier to learn. The intent is to provide students who are new to programming with an understanding of abstract principles in concrete ways. Students will be able to apply these skills to other object-oriented languages. (Existing course, published March 2014) (Updated October 2014)

Criminal Justice (CJS*)

CJS*151, Criminal Justice Supervision and Administration (3 credits)
In this course students study the essentials of personnel administration,management and supervision within criminal justice agencies. Topics include supervisory principles, discipline, motivation, training, ethics, recruitment,managing and supervising in a diverse workplace, and interviewing techniques. This is a 'D' course. (Updated November 2014)

Digital Arts/Multimedia (DGA*)

DGA*101, Introduction to Digital Arts (3 credits)
A hands-on introduction to the field of digital multimedia which integrates text, images, graphics, sounds, video, and animation in an interactive computer environment. Students will learn about multimedia technology, terminology,production techniques, and

software. Production work will include an introduction to multimedia authoring. (Existing course, published September 2013) (Updated November 2014)

DGA*110, Computer Graphics (3 credits)
An introduction to the computer as a tool for art and media imaging. Basic computer skills and an introduction to the major applications used for digital illustration, image manipulation, and page layout. (Existing course, published September 2013) (Updated November 2014)

COM*125/DGA*125, New Media Production (3 credits)
This course is an introduction to the production of new media.New media is an emerging communications technology that adds on-demand interactive access to media content fostering creative participation and community formation.Students will learn to develop and produce a variety of digital media including, audio, video, photography, animation and web-design, and make that media accessible over the Internet and mobile devices through wikis, blogs, podcasts, and social media.Students will use professional media creation tools such as cameras, video and audio edition applications, content management systems and Internet radio, music creation, and podcast software. (Existing course, published September 2013) (Updated November 2014)

Early Childhood Education (ECE*)

ECE*103, Creative Art Experiences for Children (3 credits)
The exploration of the relationship of creative art to the total educational program of the young child. Experimentation with the use of various media techniques and methods will be included. (Existing course, published September 2013) (Updated November 2014)

ECE*106, Music and Movement for Children (3 credits)
An investigation of the role of music and movement in early childhood development. Emphasis will be on the elements of songs, circle games,rhythmic activities and instruments. (Existing course, published

September 2013) (Updated November 2014)

ECE*141, Infant/Toddler Growth & Development (3 credits)
An introduction to the care and teaching of infants and toddlers, which emphasizes the interrelationship between social, emotional, cognitive, physical and language development. Age appropriate curriculum strategies will be based on developmental theories. Components of a high quality program will be explored. Students are required to complete 10 hours of field observation and participation in an infant/ toddler program. (Existing course, published September 2013) (Updated November 2014)

ECE*176, Health, Safety, and Nutrition (3 credits)
The relationship between health, safety and nutrition and child development will be explored. Emphasis will be on the strategies needed to implement a safe, healthy and nutritionally sound program. Community agencies and resources that benefit children and families will be explored. (Existing course, published September 2013) (Updated November 2014)

ECE*180, CDA Preparation Course (3 credits)
Child Development Associate Preparation Course: This course will explore the process a student must undertake to be credentialed as a Child Development Associate. In addition, the course will provide a thorough review of each of the eight content areas as identified by the Council for early Childhood Professional Recognition; assist the student in the development of a Professional Resource File; and provide a meaningful field placement opportunity. (Existing course, published September 2013) (Updated November 2014)

English (ENG*)

EDUC 1003, English Fast Track (Reading-Writing) Workshop (0 credits, 24-30 classroom hours)
This non-credit, fast-track workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension. The workshop will be particularly beneficial for

students placing at the intensive level but are open to all students. At the end of the workshop, students may retake a placement test to see if they can progress to College Level or College Level with Embedded Support.. (Existing course, published May 2014) (Updated November 2014)

EDUC 1010, Fast Track: Grammar (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in grammar and punctuation. This grammar workshop would be particularly beneficial for students who need to improve their Accuplacer Sentence Skills score. It is recommended that students who take this workshop also take Fast Track: Essay Writing. (New course, Spring 2015)

EDUC 1011 Fast Track: Reading (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in reading comprehension and vocabulary. This reading comprehension workshop would be particularly beneficial for students who need to improve their Accuplacer Reading Comprehension score. It is recommended that students who take this workshop also take Fast Track: Essay Writing. (New course, Spring 2015)

EDUC 1012 Fast Track: Essay Writing (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in essay writing. This workshop would be particularly beneficial for students who would like to become more familiar with college level essay writing. Fast Track: Essay Writing is strongly recommended for students taking Fast Track: Grammar, Fast Track: Reading, or both workshops. (New course, Spring 2015)

ENG*096, Introduction to College English (6 credits)
Prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and

practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. (Existing course, published September 2013) (Updated November 2014)

French (FRE*)

FRE*101, Elementary French I (3 credits)
Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in FRE*105. This is a "D"
course. (Existing course, published September 2013) (Updated November 2014)

FRE*105, Elementary Conversational French I (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three credit FREN 101 course. Students must concurrently enroll in FRE*101. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Freshman Seminar (FS)

FS100, Freshman Seminar (3 credits)
The Freshman Seminar introduces the new student to diverse academic content, emphasizing learning strategies and critical thinking skills in preparation for more rigorous college study. This multidisciplinary course combines a faculty lecture series with small-group discussion sessions. Topics to be covered include introductory lectures on social sciences, natural/physical sciences, mathematics, humanities, business, and career opportunities. Highly recommended for both full-time students with two or more college prep placements and part-time students taking college prep courses. (Existing course, published September 2013) (Updated November 2014)

Geography (GEO*)

GEO*101, Introduction to Geography (3 credits)
An introductory study of geography concerned with the basic patterns of physical environment and their relationship to man. Focus is upon not only where people and activities are located on the Earth's surface and the reasons for the location but also upon geography as a social science, emphasizing the relevance of geographic concepts to human problems and conditions. As such the course's use of physical geographic concepts will help students to better understand human behavior. A topical approach is used. Included are analyses of why languages, religions, and ethnicities are arranged as they are in the World and an examination of the significance of the locations of important economic activities, including agriculture, manufacturing, and services. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

History (HIS*)

HIS*101, Western Civilization I (3 credits)
A systematic study of the contributions of the ancient Middle East, Egypt, Greece, and Rome to Western Civilization. The above is followed by an examination of the first 1,200 years of Western History (Middle Ages, Renaissance, American Discovery, the Age of Absolutism) with an emphasis on religious, political, economic, intellectual, and social evolution. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*102, Western Civilization II (3 credits)
Students will explore significant economic, social, political, military, and intellectual trends in Western Society during the past three hundred years. Particular emphasis will be given to the ideas of political and economic freedom, the impact of the Industrial Revolution, changing intellectual climates, colonialism, the two World Wars, and the Cold War. (May be taken without

HIS*101.) This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*107, History of Puerto Rico (3 credits)
This course will explore the political, social, economic and constitutional development of Puerto Rico from the early 16th century to the near present. Four centuries of Spanish colonization and the island's dual role in the empire as a defensive outpost and producer of sugar, tobacco, and coffee forms the first part of the course. Next we examine how proximity to the United States in geographical, economic, and political terms has profoundly touched the lives of all Puerto Rican's and influenced the development of island society. Finally, we consider the history of Puerto Rican communities in the northeastern United States that are the result of successive migratory waves that started early in the 20th century. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*121, World Civilization I (3 credits)
This course examines the development of global history to 1500. Coverage is organized into seven successive eras of world history, and focuses on the development of civilization in every region of the world and their interaction with other societies. The latter allows for cross-cultural comparisons and provides insight into the consequences of cultural connections brought about by trade, transportation, and communication. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*122, World Civilization II (3 credits)
This course examines the development of global history since 1500. Coverage is organized into three successive eras of world history. The history of each region is examined as well as the interaction between different parts of the world. The latter focus allows for cross-cultural comparisons and provides insight into the consequences of cultural connections brought about by trade, transportation, and communication. This is a "D"course. (Existing course, published September 2013) (Updated November 2014)

HIS*201, United States History I (3 credits)
Students will study the development of British North America from the establishment of the first colonies to the founding of the United States with an emphasis on the nature of immigration, slavery, and overall themes of colonialism. Likewise, students will explore United States development from the early days of the republic through the Civil War with a focus on regional development and Westward. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*202, United States History II (3 credits)
A systematic study of the United States from Reconstruction to the present, with special attention given to industrialism's social, economic, and ideological impact, America's changing ethnic make-up, race conflict, and changes in the United States' international position through the two World Wars and the Cold War. (May be taken without HIS*201.) This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*244, Europe in the 20th Century (3 credits)
Students will study Europe's changing economic, social, military, and diplomatic trends from the late 19th Century to the present. Special emphasis will be given to the causes of the First World War, the Second World War, and the Cold War. (Existing course, published September 2013) (Updated November 2014)

Human Services (HSE*)

HSE*101, Introduction to Human Services (3 credits)
An introduction to the scope and nature of the human services profession. Focus is on integrated service delivery and the student's responsibility to the community. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Italian (ITA*)

ITA*101, Elementary Italian I (3 credits)
Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in ITA*105. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

ITA*105, Elementary Conversational Italian I (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit ITA*101 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA*101. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Mathematics (MAT*)

EDUC 1002, Fast-Track Math Workshop (0 credits, 30 classroom hours)
This noncredit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to benefit students placing at the intensive levels. At the end of the workshop, students may retake the placement test to see if they can progress to a course that is College Level or College Level with Embedded Support. (Existing course, published May 2014) (Updated November 2014)

MAT*085, Pre-Algebra & Elementary Algebra Foundations (6 Credits)
MAT*085 is an introductory course that will emphasize the understanding of basic concepts and skills of arithmetic (whole numbers, signed numbers, decimals, fractions, ratios and proportions, percent and estimation), as well as introductory topics in algebra. This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and

applications in geometry and algebra. This course will support students with skill levels below 9th grade to achieve the learning outcomes of Beginning Algebra in a single semester. Credit does not count toward meeting degree requirements. (Existing course, published September 2013) (Updated November 2014)

Manufacturing (MFG*)

MFG*051, Manufacturing Math I (3 developmental credits; does not count toward graduation)
First course in manufacturing mathematics. A study of arithmetic and algebraic operations applied to manufacturing circumstances. Fractions, decimals, tolerances, percentages, signed numbers, powers and roots, the metric system, as well as ratios and proportions are studied in depth. This course is not open to students who are eligible for MAT*137 or higher. (Existing course, published September 2013)

MFG*123, Measurement for Manufacturing (X credits)
This course provides students with the basics in measurement for manufacturing, incorporating an introduction to the construction and usage of inspection tools, as well as a comprehensive set of hands-on exercises. In addition to teaching students how to use measuring tools, this course helps prepare students for NIMS (National Institute for Metalworking Skills) credentialing exams in Benchwork and Measurement, Materials, and Safety. (New course, January 2016)

Music (MUS*)

MUS*101, Music History and Appreciation I (3 credits)
Understanding and appreciation of music literature. Classic, Romantic, and Modern styles studied through the works of composers of those periods. (Existing course, published September 2013) (Updated November 2014)

MUS*104, World Music (3 credits)
A survey course designed for non-musicians and musicians alike. The course will explore aspects of musical form, melody, rhythm, timbre, texture and instrumentation as rendered meaningful by the global music community. Content may include the music of Asia, Africa, India, and the Americas (including rock, jazz, blues and Native American music). Music in relation to art, ritual, theater, dance, and lifestyles will be considered, as well as aspects of musical instruments, including construction and playing techniques. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

MUS*111, Fundamentals of Music I (3 credits)
Development of basic skills in note reading, rhythm, meter, pitch symbols, scales, key signatures, interval, triads and ear training. (Existing course, published September 2013) (Updated November 2014)

MUS*117, Electronic Music (3 credits)
Designed for the non-musician, this course focuses on the composition, creation, performing, and recording of music using modern production techniques. Students will learn the compositional elements of music including rhythm, music and chord theory, and song structure and then perform and record their compositions using MIDI keyboards and digital audio workstations. (Existing course, published September 2013) (Updated November 2014)

MUS*137, History and Appreciation of Jazz (3 credits)
A music appreciation course that uncovers the development of Jazz, from ragtime to contemporary practice. (Existing course, published September 2013) (Updated November 2014)

MUS*138, Rock and Roll History and Appreciation (3 credits)
A survey of the evolution of rock music and the origins, characteristics, stylistic development, and cultural/social perspectives.

MUS*152, Drumming and Percussion Ensemble (2 Credits)
Through ensemble playing, students will learn a variety of traditional rhythms such as African, Latin, Indonesian (gamelan), Middle Eastern, etc. Various percussion instruments and playing techniques will be studied, including improvisation. Students will also learn how to use found objects as instruments. The course includes some study of the cultures associated with various instruments. Students should obtain a drum for use in the ensemble. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Political Science & Law (POL*)

POL* 103, Introduction to International Relations (3 credits)
This course examines international politics and has a focus on the United States in its superpower role. Relationships between nations which range from constructive engagement and peacemaking to war making will be examined. The Vietnam, Middle East, Balkan, Northern Ireland, and other conflicts will serve as case studies for understanding the forces shaping international politics. Present day topics concerning the United Nations, international terrorism, global capitalism, and others will be studied. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

POL*111, American Government (3 credits)
This course examines the patterns of politics in the nation, Constitution, Congress, and Presidency. Topics of study include political ideologies, interest group pluralism, citizen alienation, institutional power, democracy's requirements, and others. Learning objectives include becoming politically informed, engaging in political discussions, and analyzing the government's responsiveness to citizens' needs. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

POL*112, State and Local Government (3 credits)
The forms, functions, processes and problems of state and local government in the United States. Emphasis is on Connecticut, including the governorship and the General Assembly, state agencies, and localities with mayors, councils, and/or town meetings. (Existing course, published January 2014) (Updated November 2014)

POL*120, Introduction to Law (3 credits)
The course serves as an introduction to

the study of law with an overview of fundamental concepts and principles of the U.S. legal system. A variety of legal topics, terminology, and areas of law are discussed in order to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Students are introduced to the roles of legal professionals, including paralegals. Legal reasoning, legal ethics, and legal research methods are also presented. (New course, December 2014)

POL*293, Connecticut Legislative Internship (6 Credits)
This course is an active learning experience for the student as an intern in the state legislature. A student must apply directly to this college's faculty representative for selection. Learning involves becoming informed of the General Assembly's lawmaking processes, and developing skills to serve both the state legislator and his/ her constituents. The intern will have the opportunity for in-service orientation at the legislature prior to its January start. (Existing course, published September 2013) (Updated November 2014)

For more information about MxCC's Legislative Internship Program, click here.
To learn more about MxCC's current Legislative Interns, click here.

Psychology (PSY*)

PSY*103, Introduction to Holistic Wellness (3 credits)
This course will explore how cognition, emotion, stress, lifestyle, and the environment impact a person's health and sense of well-being. Students will review the psychological and behavioral factors which enhance health and wellness while preventing one's risk for illness. Students will learn how to become active participants in their journey toward wellness by studying and experiencing alternative, preventive, and stress reducing techniques. Modalities to be explored are the mind/body connection, relaxation, nutrition, exercise, and spirituality. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

PSY*247, Industrial & Organizational Psychology (3 credits)
Psychological principles are applied to business, industry, education, politics. Topics include job evaluation, motivation, management relations, individual and group relations. This course is appropriate as the psychology elective for the business and secretarial programs. Its transferability depends upon the policy of the receiving institution. (Existing course, published September 2013) (Updated November 2014)

Spanish (SPA*)

SPA*111, Elementary Spanish I (4 credits)
*This course replaces SPA*101 (3 credits) and SPA*105 (1 credit).*
This course presents the essentials of Modern Standard Spanish. It consists of vocabulary and grammatical structures that will enable students to read, write, and interact in Spanish using simple phrases and common expressions, while also highlighting the diverse cultures of Spanish-speaking peoples. This course also will feature an additional one-credit hour of instruction designed to develop students' basic conversational skills, with particular emphasis on dialogue. In such dialogues, students will utilize a wide range of vocabulary necessary for general conversation. This is a "D" course. (New course, December 2014)

Theater (THR*)

THR*110, Acting I (3 credits)
An introduction to the art of acting. This experiential course emphasizes the fundamental tools of the actor including use of voice and body, development of the imagination, creative interpretation, characterization, improvisation, and script analysis. Through both individual and group exercises, students will gain knowledge of different acting styles as well as study and perform scripts. (Existing course, published September 2013) (Updated November 2014)

THR*113/**COM*179**, Performance for Film and Television (3 credits)
This course will develop performance and acting skills used in radio, television, and film including voice-over

techniques, television news reporting and anchoring, dramatic acting, and comedic performance. Skills include voice articulation, projection and inflection, script analysis and interpretation. Students will analyze scripts and develop characters to improve acting and directing techniques and understand the importance of subtext to scenes. Students perform using microphones, teleprompters, lighting, and cameras. This course is designed for students interested in on-screen performance across a range of media as well as those interested in film and television directing and production. (Existing course, published September 2013) (Updated November 2014)

Therapeutic Recreation (RLS*)

RLS*121, Introduction to Therapeutic Recreation Services (3 credits)
Methods and activities that can aid in establishing better rapport with persons. Emphasis on therapeutic value of such experiences. (Existing course, published September 2013) (Updated November 2014)

RLS*122, Processes and Techniques in Therapeutic Recreation (3 credits)
This course provides an exploration of methods and materials utilized to lead people in creative/arts activities, physical/body movement activities, mental/stimulation activities, and social/interaction activities. The analysis of activities and the specific techniques for adapting activities in therapeutic recreation will be examined. (New course, November 2014)

ALL COURSES

Accounting (ACC*)

ACC*100, Basic Accounting (3 Credits)
A course in the basic accounting principles with emphasis on recording procedures and payroll for service businesses and professional offices. Students with no previous accounting exposure and limited college course experience should consider taking this course before taking ACC*115 Financial Accounting. It will satisfy a business or open elective requirement. *May not be taken after ACC*115 unless student received a D or F grade.* (Updated October 2014)

ACC*115, Financial Accounting (4 Credits)
An introduction to financial accounting fundamentals. The basic accounting equation, recording procedures, and analysis of corporate statements and specific business accounts are studied. A computerized commercial practice problem is incorporated into the course. Transferability may be limited to 3 credits. *Prerequisites: Eligible forENG*101 E or ENG*101, and eligible for MAT*137 OR permission of instructor.* (Updated October 2014)

ACC*118, Managerial Accounting (4 credits)
An introduction to managerial accounting fundamentals. It is the study of accounting that generates confidential information for use in decision-making and managing and operating a business. It studies cost-benefit criteria,behavioral implications of actions and strategies for setting long and short-range goals. Transferability may be limited to 3 credits. *Prerequisite: ACC*115.* (Updated October 2014)

ACC*271, Intermediate Accounting I (3 credits)
An examination of generally accepted accounting principles related to preparation of the financial statements, including the cash flow statement.Valuation and disclosure of current assets including cash, accounts receivable,and inventory are studied in detail. A computerized commercial

accounting project is incorporated into the course. *Prerequisite: ACC*118.* (Updated October 2014)

ACC*272, Intermediate Accounting II (3 credits)
Continuation of topics begun in ACC*271, including long assets, current liabilities, long term liabilities, stockholder's equity, present value concepts and payroll. A financial statement analysis project is incorporated into the course. This is an "L" course. *Prerequisite: ACC*271.* (Existing course; published September 2013)

Anthropology (ANT*)

ANT*101, Introduction to Anthropology (3 credits)
A survey of the major fields of anthropology – physical anthropology, archaeology, and cultural anthropology – with an emphasis on the distinctive anthropological perspective on human beings and their works. Non-western cultures will be a focus of the cultural analysis. This is an "L" course. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Updated November 2014)

ANT*205, Cultural Anthropology (3 credits)
An introduction to the cross-cultural study of human behavior and society. Focus will be on political organization, marriage and family, community organization, economic institutions, culture and personality, religion, social movements and change. This is a "D" course. **Prerequisite:** *Eligible for either ENG*101E or ENG*101.* (Updated November 2014)

ANT*212, Anthropology, Psychology, and Religion (3 credits)
This cultural anthropology course uses a psychological approach to study of the effects of major world religions on the development of the individual personality in selected cultures. *Prerequisite: ANT*101, completion of 20 college credits, and*

permission of the instructor. (Updated November 2014)

Art (ART*)

$$ Studio Course Fee: **Many studio art courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

ART*100, Art Appreciation (3 credits)
This initial course in the visual arts explores the constantly changing world of art, discovering how this form of expression is defined and the rich, varied ways in which it can be appreciated. The study of the individual elements and principles that constitute a work of art is undertaken in this exploration of creativity. Visits to galleries, studios, and museums are an integral part of the course. This is a "D" course. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.*(Existing course. published September 2013) (Updated November 2014)

ART*101, Art History I (3 credits)
A study of Western art and architecture from prehistory through the fourteenth century. This is a "D" course.*Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course. published September 2013) (Updated November 2014)

ART*102, Art History II (3 credits)
Painting, sculpture, and architecture from the Early Christian and Byzantine through the Renaissance, Baroque, and Rococo periods, with consideration of the political, social, economic, and religious influences of the times. This is a "D" course. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course. published September 2013) (Updated November 2014)

ART*109, Color Theory (3 credits)
This course is an examination of the action and interaction of color and a

study of the visual and psychological factors related to color perception. Students are responsible for purchasing their own supplies. (Existing course. published September 2013) (Updated November 2014)

ART*111, Drawing I (3 credits/4 contact hours)   *$$ Studio Course Fee*
A study of form through gesture, contour line, and the use of light and shade. Various mediums including conte crayon, charcoal, and ink are used in the study of still life and controlled subject matter. Composition is emphasized. (Updated November 2014)

ART*112, Drawing II (3 credits/4 contact hours)   *$$ Studio Course Fee*
Continuation of ART*111 applied to the human figure through the use of"life" models. The course also includes experimental and creative use of materials. *Prerequisite: ART*111.* (Updated November 2014)

ART*116, Perspective Drawing (3 credits/4 contact hours)   *$$ Studio Course Fee*
The system of linear perspective as a method of producing a two-dimensional representation of the three-dimensional world. Problems in one, two, and three-point perspective with some use of projection methods. (Updated November 2014)

ART*121, Two-Dimensional Design (3 credits/4 contact hours)   *$$ Studio Course Fee*
Background in the fundamentals of art through an examination of the basic elements and principles of design. Exercises in composition using paper, ink,and paint. The second half of the semester consists of the study of color and includes problems dealing with physical and relative properties. (Updated November 2014)

ART*122, Three-Dimensional Design (3 credits/4 contact hours)   *$$ Studio Course Fee*
Use of a variety of materials to investigate the interrelationships of spaces, planes, and volumes. (Updated November 2014)

ART*131, Sculpture I (3 credits/4 contact hours)   *$$ Studio Course Fee*
An introduction to the language of sculpture in its many facets. Projects will include modeling in clay, mold making, cement casting, direct carving, and

found object composition. Personal expression through both representation and abstraction is encouraged. Students will need to purchase their own materials and tools. *Prerequisite: ART*121 or permission of the instructor. Recommended: ART*122.* (Updated November 2014)

ART*147/COM*147, Digital Cinematography (3 Credits)
An introduction to photographic principles as they apply to movies and video. This course will use both digital still and video cameras, and cover topics such as composition,depth-of-field, lenses, focal length, exposure, focus, filters, camera angles, camera operation, camera movement, visual effects, and principles of lighting and color; as well as the roles of the Director of Photography and other camera and lighting crew on a production.This is a hands-on course with students completing a series of practical exercises and production assignments. (Updated November 2014)

ART*155, Watercolor I (3 credits/4 contact hours)   *$$ Studio Course Fee*
In this introductory course basic methods and techniques of watercolor and opaque water-media are presented. Assignments and exercises in acrylic/gouache and watercolor are designed to encourage exploration of the wide range of effects possible with water-media. Experimental methods will be demonstrated as well as traditional techniques such as glazing, wet on wet, and layering. Students will be introduced to the transparent,translucent, and opaque capabilities of water-media painting. Composition, color, design, and art historical reference are emphasized in each of the media. *Prerequisite: ART*121.* (Updated November 2014)

ART*163, Ceramic Handbuilding (3 credits/4 contact hours)   *$$ Studio Course Fee*
An Introduction to the fundamentals of ceramic design and construction. Pinch, coil, slab, and modeling techniques will be employed to create functional and sculptural works in clay. Surface treatments, glazing applications, kiln loading and firing processes will be covered. Historical and contemporary approaches to ceramics will be emphasized. Students will need to purchase their own materials and tools. This is a"D" course. (Updated November 2014)

ART*165, Metal and Jewelry Design I (3 credits/4 contact hours)   *$$ Studio Course Fee*
An introduction to basic jewelry techniques such as metal forming, metal weaving, sawing, soldering, and working with hand tools. Students work in base metals such as copper and bronze, or in sterling silver. Design will be heavily emphasized. Students will furnish their own hand tools and materials which will cost about $50. (Updated November 2014)

ART*166, Metal and Jewelry Design II (3 credits/4 contact hours)   *$$ Studio Course Fee*
An introduction to casting techniques: the primitive techniques such as coal casting, drop casting, cuttle bone casting that are used in less developed countries, as well as the sophisticated technique of lost-wax casting; students will learn how to carve wax, make temporary molds, and ultimately spin molten metal, translating their wax patterns into finished pieces of jewelry. Some materials and tools to be provided by the student which will cost about $50. (Updated November 2014)

ART*167, Printmaking I (3 credits/4 contact hours)   *$$ Studio Course Fee*
Basic concepts of printmaking are introduced, though mainly relief processes are studied. These include lino cut, woodcut, collage, and mono printing, in black and white and color. A working knowledge of the tools, materials and process of the traditional relief print will be learned, and an imaginative approach taken to the print as a work of fine art. *Prerequisite: ART*121.* (Updated November 2014)

ART*168, Printmaking II (3 credits/4 contact hours)   *$$ Studio Course Fee*
The basic intaglio processes of printmaking as an art medium. Techniques of etching, aquatint, engraving, and dry point. *Prerequisite: ART*167.* (Updated November 2014)

ART*215, Illustration (3 credits/4 contact hours)   *$$ Studio Course Fee*
*Students who have taken GRA*220 will not earn credit for ART*215.*
Creative exploration of the processes of illustration including design, visualization and sequential imaging, lighting effects, and advanced rendering techniques. Problems presented to develop conceptual, compositional, and

technical skills. *Prerequisite: ART*111 or ART*121 or permission of the instructor.* (Updated November 2014)

ART*250, Digital Photography (3 credits)
An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing,manipulation and output options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools, and expressive possibilities of digital photography. Students must own a 3 megapixel (or greater) digital camera with manual, aperture priority and/or shutter priority exposure modes, There will be some additional expenses. Basic computer and photographic experience preferred. (Updated November 2014)

ART*253, Oil Painting I (3 credits/4 contact hours) *$$ Studio Course Fee*
An introduction to the materials and techniques of oil painting. Development of composition through color, form, and textures to meet requirements of a controlled aesthetic concept. **Prerequisites:***ART*111 and ART*121.* (Updated November 2014)

ART*254, Oil Painting II (3 credits/4 contact hours) *$$ Studio Course Fee*
Continuation of ART*253 with an emphasis on artistic growth and development of painterly skills. Critical exploration of paint properties and the illusionary effects of color. **Prerequisite:** *ART*253.* (Updated November 2014)

ART*280, Advanced Digital Photography (3 credits)
Advanced study of photographic aesthetics, capture and printing techniques, and the history of photography. Students will utilize the latest image editing software to create a portfolio of sophisticated digital images that reflect their personal creativity and vision. Other projects will explore studio lighting, high dynamic range (HDR) imaging and fine art. Students will review the fundamentals of exposure and creative camera controls, learn a non-destructive workflow, advanced masking techniques, and how to process RAW files inkjet output. Students are required to provide their own manually adjustable digital cameras (SLR preferred), printing substrate as specified, and other

photographic equipment and materials; a complete list is available from the instructor. A manually adjustable digital camera is a requirement for this course. *Prerequisites: ART*250 or Demonstrated knowledge of strong computer skills as determined by the Program Coordinator.* (Updated November 2014)

ART*299, Independent Study (1-3 Credits)
Students will have an opportunity to pursue with greater depth studio or research projects of particular interest. Must be arranged in the semester prior to registration with departmental approval and with the supervision of an art faculty member. *Prerequisite: Departmental approval.* (Existing course. published September 2013) (Updated November 2014)

Art-Graphic Design (GRA*)

GRA*150, Introduction to Graphic Design (3 credits)
An introduction to graphic design, a creative process that uses art,technology, and the written word to produce effective visual communication.Creativity is encouraged through hands-on exercises using fundamental design elements and skills to solve thought-provoking communications problems. Various techniques and mediums, including the computer, are explored in the execution of solutions.*Prerequisite: ART*121 and DGA*110.*
Recommended: ART*111. (Existing course, published September 2013) (Updated November 2014)

GRA*246, Digital Pre-Press I (3 credits)
An introduction to the principles of color separation and preparation of files for digital output to various media. Includes an understanding of color models,fonts, trapping, scanning, resolution, and data formats. *Prerequisite:DGA*110.*
Recommended: DGA*231. (Existing course, published September 2013) (Updated November 2014)

GRA*251, Advanced Graphic Design (3 credits)
Real world execution of visual communications including discussions and exercises in the use of typography, the use of a layout grid, the commissioning of illustration/

photography, print production, and the business side of graphic design. Computer skills are emphasized in the solving of visual communications problems typical of today's graphic design industry. *Prerequisite: GRA*150 and DGA*231.*
Recommended: DGA*120 or DGA*223. (Existing course, published September 2013) (Updated November 2014)

GRA*296, Graphic Design Internship (3 credits)
Students work for design companies, printeries, service bureaus, or other relevant businesses. For Graphic Design majors who have nearly completed the requirements for the A.S. degree/Graphic Design Track. Minimum of 120 hours required for 3 credits. *Prerequisite: Permission of Program Coordinator.* (Existing course, published September 2013) (Updated November 2014)

Biology (BIO*)

$$ Laboratory Course Fee: **Many science lab courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

BIO*105, Introduction to Biology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
A course for non-science majors. Topics covered include cell biology,diversity, biotechnology, basic chemistry, cellular respiration and photosynthesis, ecology, genetics, behavior, and evolution. Labs may involve dissection of plant and animal specimens, microscope work, and elementary biochemistry experiments. This course is recommended for students who do not need a full year of laboratory biology. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites: Eligible for ENG*101 and eligible for MAT*095 (or higher).* (Existing course, published September 2013) (Updated October 2014)

BIO*109, Principles of Biotechnology (3 credits)
This course provides a basic introduction to the field of biotechnology. Students will gain a broad understanding of the goals, products, practices, regulations, ethics, and career paths in the biotechnology industry. Students will acquire the fundamental knowledge of the biotechnology industry through the

introduction of molecular biology, contemporary techniques, and applications. In addition, students will learn about current topics from lectures, as well as guest speakers from industry partners. This course is intended for students in the biotechnology program, as well as students exploring career options in the field of science. *Prerequisite: Eligible for ENG*101 and eligible forMAT*137E or higher.* (Existing course, published May 2014) (Updated October 2014) New Prerequisite, effective Spring 2016: Eligible for **ENG*101**.

BIO*110, Principles of the Human Body (3 credits)
This is an introductory course dealing with the structure and function of the human organism and the issues facing humans in today's world. It is intended for students with a limited science background. *Prerequisite: Eligible for ENG*101 and eligible for MAT*095 or higher).* (Existing course, published September 2013) (Updated October 2014)

BIO*111, Introduction to Nutrition (3 credits)
A study of the science of nutrition including the chemical structure, function,digestion, absorption, and metabolism of nutrients. Class discussion will emphasize how poor dietary habits contribute to the formation of diseases associated with the Western diet. Students critically analyze their own diets with respect to nutritional content and adequacy. *Prerequisite: High school biology, BIO*110 or permission of instructor.* (Existing course, published September 2013) (Updated October 2014)

BIO*115, Human Biology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
This course provides a basic introduction to fundamental biological principles and the structure and function of the human body. Selected topics of relevance to humans will be highlighted through case studies. Application of scientific processes, including the scientific method, analysis of data, and drawing appropriate conclusions will be integrated in the laboratory and classroom setting. This course will serve to provide a foundation in biology enabling the student to become a more informed citizen in science. This course is not open to students who have passed

a higher level human anatomy and physiology course. *Prerequisite: Eligible for ENG*101 and eligible forMAT*137 or higher .* (Existing course, published September 2013) (Updated October 2014)

BIO*118**, Anatomy and Physiology of the Eye (4 credits/6 contact hours)**
Designed to introduce the student to the basic anatomy and physiology of the eye, this course will include study of the eye and its associated structures.Students will conduct a detailed study of the eyelids and lashes, the orbit,extra ocular muscles, the crystalline lens, the retina, lacrimal apparatus, uveal tract, and the cornea. Included in the course is certification in Adult C.P.R., a segment on A.I.D.S. awareness, and a study of medical abbreviations and commonly used medical prefixes and suffixes. The laboratory component of the course includes dissection of cow's eye, as well as numerous slide and video presentations of ocular anatomy, physiology and surgery. Open only to ODD students. (Existing course, published September 2013) (Updated October 2014)

BIO*121, General Biology I (4 credits/6 contact hours) *$$ Laboratory Course Fee*
An introduction to the structure and function of cells including, but not limited to, membrane structure and function, basic biochemistry, cellular respiration, photosynthesis, modern genetics, gene expression, and cell division. Recommended for science majors and pre-allied health students.Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite:Eligible for ENG*101 and eligible for MAT*137 or higher.* (Existing course, published September 2013) (Updated October 2014)

BIO*122, General Biology II (4 credits/6 contact hours) *$$ Laboratory Course Fee*
A study of the diversity of life including evolution, population genetics,phylogenetics, and an overview of the kingdoms of life. Emphasis on structure,function and evolutionary relationships of organisms. Laboratory involves experimental design and hypothesis testing along with observation of living and preserved specimens, some dissection required. Lecture: 3 hours per week.Laboratory: 3 hours per week. *Prerequisite: Eligible*

for ENG*101 and eligible for MAT*137 or higher.* (Existing course, published September 2013) (Updated October 2014)

BIO*145, General Zoology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
Major taxonomic groups of the animal kingdom are studied. Morphology,functional processes, evolutionary relationships and ecology of the various groups are emphasized. Laboratory work encompasses dissection and microscopic examination of appropriate specimens. Lecture: 3 hours per week. Laboratory: 3 hours per week.*Prerequisites: Eligible for ENG*101 and eligible for MAT*137 or higher.* (Existing course, published September 2013) (Updated October 2014)

BIO*173, Introduction to Ecology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
This course will explore key concepts and principles of ecology – the study of interactions between organisms and their physical, chemical, and biological environment – within an evolutionary framework and the context of human-caused changes to the natural world. Topics include key physical and chemical environmental features and processes; organismal adaptations; population, community and ecosystem interactions;biodiversity and biogeography; human activities that effect ecosystem processes and biodiversity; and the conservation of ecosystems. This course is intended for both environmental science majors and non-majors.*Prerequisites: Eligible for ENG*101 and eligible for MAT*095 or higher.* (Existing course, published September 2013) (Updated October 2014)

BIO*211, Human Anatomy and Physiology I (4 credits/6 contact hours) *$$ Laboratory Course Fee*
This course is the first semester of a two-semester sequence designed to provide a comprehensive study of human anatomy and physiology. Topics include anatomical terminology,chemistry, cellular and general biological principles, histology, and anin-depth study of the integumentary, skeletal, muscular, and nervous systems.Emphasis is on function and homeostasis.Aging and relevant diseases are also presented. Laboratory dissection and physiology experimentation are

coordinated with the lecture material.Dissection is required.Three hours of lecture and three hours of laboratory per week. This is a "D" course. *Prerequisites: ENG*101E or ENG*101,CHE*111 or higher, and BIO*121 taken within the past 5 years, all with a "C" or better).* (Updated October 2014)

BIO*212, Human Anatomy and Physiology II (4 credits/6 contact hours) *$$ Laboratory Course Fee*
This course is a continuation of BIO*211 with an emphasis on the anatomy and physiology of the major body systems. Topics include metabolism and energetics,fluid, electrolyte and acid-base balances, development and inheritance, and anin-depth study of the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Emphasis is on function and homeostasis. Aging and relevant diseases are also presented.Laboratory dissection and physiology experimentation are coordinated with the lecture material.Dissection is required. Three hours of lecture and three hours of laboratory per week. This is a "D" course. This is a "L" course. *Prerequisite: BIO* 211 with a grade of 'C' or better taken within the past five years.* (Existing course, published September 2013) (Updated October 2014)

BIO*222, Molecular Biotechniques (4 credits/6 contact hours) *$$ Laboratory Course Fee*
A laboratory course designed to introduce molecular biology techniques such asplasmid and chromosomal DNA isolation, restriction enzyme mapping, agarose gelelectrophoresis, and manipulation of DNA fragments. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: CHE*112 or higher and either BIO*121 or BIO*235, OR permission of the instructor.* (Existing course, published September 2013) (Updated October 2014)

BIO*235, Microbiology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
This is an introduction to general microbiology.The course is designed to meet the needs of pre-allied health students as well as biology or science majors.Topics include the structure, physiology, and molecular biology of microorganisms as well as the

interactions between microbes and their hosts,including their role in the environment.Students also learn how microbes are studied and how they can cause disease and yet are essential to human well-being. There are laboratory exercises each week that will teach the basics of aseptic techniques as well as handling, culturing, and identifying microbes. Lecture: 3 hours per week. Laboratory: 3 hours per week. This is a "L" course. *Prerequisites: ENG*101E or 101 , CHE*111 or higher with a grade of "C" or better, and either BIO*105 or BIO*121 taken within the past five years. All with a grade of "C" or better.* (Existing course, published September 2013) (Updated October 2014)

BIO*238**, Parasitology (3 credits)**
This course is intended to familiarize students with the parasites of importance in the veterinary field with an emphasis on the diagnosis and treatment of parasitic diseases of domestic animals. A laboratory component focuses on clinical diagnostic procedures including immunodiagnostic techniques using both living and preserved specimens. Topics include prevention of infection and transmission, and zoonotic disease transmission, control and epidemiological concerns. **Prerequisite:** *VET* 205 with a grade of "C" or better.* (New course, Fall 2012)

BIO*260, Principles of Genetics (3 credits)
This course deals with classical principles of human genetics as well as topics in modern molecular genetics in areas such as recombinant DNA, biotechnology,gene mapping and diagnosis of human genetic diseases. This is a "L" course. *Prerequisite: BIO*121 or BIO*122 OR permission of the instructor.* (Existing course, published September 2013) (Updated October 2014)

BIO*263, Molecular Genetics (4 credits/6 contact hours) *$$ Laboratory Course Fee*
A study of the basic theory and application of classical and molecular genetics including human genetics, Mendelian inheritance, chromosomes, DNA structure and gene expression. The laboratory will emphasize application of genetic principles in model systems and will introduce modern molecular biology techniques such as DNA isolation, restriction enzyme analysis, agarose gel

electrophoresis,recombinant DNA techniques and PCR analysis. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites: CHE*112 or BIO*121 or BIO*235, OR permission of the instructor.* (Existing course, published September 2013) (Updated October 2014)

BIO*270, Ecology (4 credits/6 contact hours) *$$ Laboratory Course Fee*
A principles oriented investigation of the relationships between organisms and their environments. Structural and functional aspects of the ecosystem,community types, population and succession related field and laboratory investigations. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites: BIO*122.* (Existing course, published September 2013) (Updated October 2014)

BIO*296, Biotechnology Internship (3 credits)
Student will work a minimum of 160 hours in an industrial or research biotechnology laboratory learning new research skills and practicing skills learned in lab classes. *Prerequisite: Permission of the Program Coordinator.*(Existing course, published September 2013) (Updated October 2014)

Business Administration: Entrepreneurship (BES*)

BES*118, Small Business Management (3 credits)
An introduction to small business management, including the attitude, knowledge and skills needed to own and operate a small business. Topics include the resources needed in the formation of new ventures, an understanding of the basic business skills needed to finance, market and manage a small business, risk taking and the formulation of a well-conceived business plan. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

Business Administration: Finance (BFN*)

BFN*110, Personal Finance (3 credits)
This course introduces the student to the concepts, tools, and applications of personal finance and investment. It reviews the institutions, instruments and

techniques of personal financial planning concentrating on risk management,establishing budgets, tax management, investments, retirement and estate planning. *Prerequisite: Eligible for either ENG*101E or ENG*101, and eligible MAT*095 or higher.* (Existing course, published September 2013) (Updated October 2014)

BFN* 201, Principles of Finance (3 credits)
This course provides basic principles involved in the process of making financial decisions. Topics include the time value of money, ratio analysis of financial statements, leverage, cash flow and working capital and the relationship of risk to return. *Prerequisite: ACC*115 . Recommended:ENG*101 and MAT*137.* (Existing course, published September 2013) *(Updated October 2014)*

Business Administration: General (BBG*)

BBG*101,Introduction to Business (3 credits)
This introductory course examines business and how it operates in our private enterprise system, a multicultural society and a global marketplace. The focus will be on a practical understanding and application of business, emphasizing the relationship of business to an individual's everyday life, and the organization's social responsibility and response to change in a technological society. Areas of basic study include: marketing, management, finance,information systems and career opportunities. Not open to students who have completed BMG*202. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Updated October 2014)

BBG*115, Business Software Applications (3 credits)
FOR STUDENTS TAKING THIS COURSE PRIOR TO THE FALL 2016 SEMESTER
Historically, BBG*115 and CSC*101 were treated as the same course. Students cannot get academic credit for both courses if both were taken prior to the Fall 2016 semester. Course content was reorganized such that both courses are unique, as of the Fall 2016 semester.

This hands-on course is designed for Business Administration/Marketing majors to utilize the microcomputer as a tool. With the Microsoft Office Suite, students will learn to use each software package to contribute value to business. Focus is on preparing professional documents with Word, building flexible spreadsheets on Excel, using Access to analyze data to produce valid results, and PowerPoint to effectively present and communicate. Social networking sites and their impact upon business will be explored. Individual and group projects will require students to utilize the MS Suite to prepare business documents, produce in-house publications and create business presentations using themes, tables, and graphs. This course is open to Business Administration/ Marketing majors. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing Course published September 2013) (Updated October 2014)

BBG*115, Business Software Applications (3 credits)
FOR STUDENTS TAKING THIS COURSE BEGINNING WITH THE FALL 2016 SEMESTER: *Effective with the Fall 2016 semester, CSC*101 and BBG*115 are treated as separate, unique courses such that students can earn six credits for taking both courses. This policy will NOT be applicable retroactively for students who took both courses prior to the Fall 2016 semester.*

This course is an examination of problem solving techniques using computer applications software. With the MS Office Suite, students will learn to use each software package to contribute value to business. Focus is on preparing professional documents with Word, building flexible spreadsheets on Excel, using Access to analyze data to produce valid results and PowerPoint to effectively present and communicate. Social networking sites and their impact upon business will be explored. Individual and group projects will require students to utilize the MS Suite to prepare business documents, produce in-house publications and create and business presentations using themes, tables and graphs. A primary focus is the in-depth use of spreadsheets and databases to solve business problems. Interpretation and effective communication of results, both written and oral are practiced. ***Prerequisite:***

Eligible for either ENG*101E or ENG*101. (Updated for Fall 2016)

BBG*125, The Future and Business Organizations (3 credits)
This course provides an introduction to business organization in our changing economic system and the global market. It includes an extensive look at the external environmental factors and their impact upon business/industry.Environmental scanning, from an organization perspective, is used to forecast,adjust and adapt to future trends. Students will analyze business organizations in the present and develop future-oriented thinking skills. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Updated October 2014)

BBG*135, Exploring Business & Technology Careers (3 credits)
This course is designed to expose students to various career pathways in the fields of business and computer technology. Students will learn about the world of business and will be given information about how to be successful in various business occupational areas. The student will have the opportunity to explore the workplace firsthand. Students will learn how to develop a personal career strategy and will develop a complete career portfolio. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Updated October 2014)

BBG*215, Global Business (3 credits)
An introductory course designed to provide students with the foundations for conducting international business and an understanding of the impact of the social, cultural, economic, political, religious, and legal environments in international trade. The course will focus on the importance of globalization, foreign investment, international marketing, international management, and operations of multinational corporations. *Prerequisite: Eligible for ENG*101.* (New Course, Spring 2017)

BBG*231, Business Law I (3 credits)
An introductory study of the legal system of the United States and its relationship to the business manager. Topics include contracts, sales (general background in torts and product liability under Article 2 of the UCC),negotiable instruments and administrative agencies. *Prerequisite: Eligible for ENG*101.* (Updated October 2014)

BBG*232, Business Law II (3 credits)
This course focuses on the Uniform Commercial Code with special emphasis on the sale of goods, commercial paper, and secured transactions. In addition, bankruptcy law, business formation, employment law and labor law are covered. *Prerequisite: Eligible for ENG*101.* (New Course, Spring 2016)

BBG*234, Legal Environment of Business (3 credits)
An in-depth study of business organizations including agency and securities regulation and antitrust regulations with emphasis on real and personal property including an in-depth study of secured transactions under Article 9 of UCC. *Prerequisite: Eligible for ENG*101.* (Updated October 2014)

BBG*294, Business Internship (3 credits)
This course will enable students, individually and as part of a team, to become involved in problem-solving and decision-making activities in the business community. A research project or activity will be cooperatively undertaken by the students and representatives from business and industry. The students will participate in seminars presented by the instructor. To be eligible, students must demonstrate academic ability,personal ability to be self-paced and work with people in various business situations. *Prerequisites: completion of 24 college credits and permission of the instructor.* (Updated October 2014)

BBG*295, Cooperative Work Experience I (3 credits)
This course enables a student who has completed 24 credits with a G.P.A. of 2.5or higher to earn college credit for work experience in a career which correlates with his/her business program of study. Student must work a minimum of 15 hours per week in a college-approved position as well as attend seminars.*Prerequisite: completion of 24 completed college credits, GPA 2.5 and permission of the instructor.* (Updated October 2014)

Business Administration: Management (BMG*)

BMG*202, Principles of Management (3 credits)
An introduction to the principles of management and their application to business organizations. Emphasis is placed upon the management functions;development of a philosophy of total quality management; interpersonal behavior; and business problem solving activities. This is a "D" course. *Prerequisite: Eligible for ENG*101.*(Existing course, published September 2013) (Updated November 2014)

BMG*204, Managerial Communications (3 credits)
The development of effective written, oral and electronic business communication. Selected assignments include writing business memos, letter and short reports, nonverbal communication, oral presentations, electronic mail and listening. This is an "L" course. *Prerequisite: ENG*101 or ENG*101E.* (Existing course, published September 2013) (Updated October 2014)

BMG*210, Principles of Organizational Behavior (3 credits)
This course examines concepts and theories that help managers understand, motivate, and supervise employees. Emphasis is placed upon interaction of individuals and groups relative to management's actions and the organization's needs. Contemporary case studies are presented to develop an effective management skill set. No credit awarded to students who have previously taken BMG*105, Supervision and Organizational Behavior.*Prerequisite: BMG*202.* (Existing course, published September 2013) (Updated October 2014)

BMG*220, Human Resource Management (3 credits)
This course examines the decision-making process of managing human resources. Topics include organizational environments; recruitment, selection, training and development, and performance appraisal; leadership and motivational philosophies and strategies; and group behavior. Emphasis upon current labor market and case study analysis. *Prerequisite: BMG*202.* (Existing course, published September 2013) (Updated October 2014)

Business Administration: Marketing (BMK*)

BMK*103, Principles of Retailing (3 credits)
The study of the retail sector of our economy and the role it plays in the marketing process. Emphasis is placed upon current trends in retailing and the factors responsible for change. The organization and operation of conventional retailing institutions and non-store methods of retailing will be explored. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014) New Prerequisite, effective Spring 2016: Eligible for ENG*101-ALP, ENG*101E, or**ENG*101**.

BMK*106, Principles of Selling (3 credits)
A study of sales principles and techniques used in the sale of consumer and industrial goods and services. Emphasis is placed upon the characteristics of successful sales associates, psychology of selling and sales techniques. An interactive approach to the sales process is emphasized. *Prerequisite: Eligible for either ENG*101E orENG*101.* (Existing course, published September 2013) (Updated October 2014). New Prerequisite, effective Spring 2016: Eligible for ENG*101-ALP, ENG*101E, or **ENG*101**.

BMK*123, Principles of Customer Service (3 credits)
This course is designed to develop the necessary skills for success as a customer service provider. The course examines various service situations and develops an attitude of superior customer service which is critical to success in all organizations. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

BMK*201, Principles of Marketing (3 credits)
An overview of the multifaceted discipline of marketing in a service-oriented economy. Consideration is given to market segmentation, target markets, consumer and industrial markets. Emphasis is placed upon developing a marketing mix,including product planning; pricing; the role of distribution; and promotional strategies.*Prerequisite: Eligible for ENG*101.* (Existing course,

published September 2013) (Updated October 2014)

BMK*216, Internet Marketing (3 credits)
This course introduces the student to this exciting, significant part of a business' marketing mix: marketing on the Internet. Students will use the internet as a source for market research, a communication medium and as a distribution channel. Cyberspace is very fluid and every effort will be made to take full advantage of this medium. Some basic marketing and computer knowledge is necessary. *Prerequisites: Eligible for ENG*101.* (Existing course, published September 2013) (Updated October 2014)

BMK*230, Advertising and Promotion (3 credits)
A study of an organization's marketing communications with consumers and other stakeholders. Theory characteristics and management of various promotion mix elements are surveyed, including advertising, sales promotion, public relations, direct marketing and personal selling. *Prerequisite: BMK*201.* (Existing course, published September 2013) (Updated October 2014)

Chemistry (CHE*)

$$ Laboratory Course Fee: **Many science lab courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

CHE*101, Introductory Chemistry (3 credits)
This course is intended for non-science majors. It fulfills the science requirement in the General Studies program. It does not have additional laboratory time, and will not count toward a lab science requirement at MxCC and other colleges or universities. An introduction and survey course in chemistry which discusses atomic structure, bonding, energy changes, gas laws, stoichiometry, solutions, electrochemistry, organic chemistry, and biochemistry. *Prerequisites: Eligible for ENG*101E or ENG*101 and eligible for MAT*137 or higher.* (Updated October 2014)

CHE*111, Concepts of Chemistry (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
An introduction to inorganic chemistry. Topics include atomic structure, bonding, nomenclature, gases, solutions, equilibrium, nuclear chemistry, and acids & bases. Lecture: 3 hours per week. Laboratory: 3 hours per week. Two and a half hours of class and three hours of laboratory each week. *Prerequisites: Eligible for ENG*101E or ENG*101, and eligible for MAT*137 or higher.* (Updated October 2014)

CHE*112, Principles of Organic and Biochemistry (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
An introduction to organic and biochemistry. Topics will include the major organic functional groups, carbohydrates, lipids, proteins, nucleic acids, as well as glycolysis, Krebs cycle, electron transport, protein synthesis, and DNA/RNA. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: CHE*111 or CHE*121.* (Updated October 2014)

CHE*121, General Chemistry I (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
The first of a two semester sequence, this course introduces fundamental concepts, models, and techniques including stoichiometry, periodicity, atomic structure, reaction types, and molecular shape. This course also prepares the student for continued study in CHE*122. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites: MAT*137E or MAT*137 with a grade of "C-" or better, eligible for ENG*101, and either High School Chemistry or CHE*111.* (Updated October 2014)

CHE*122, General Chemistry II (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
The second of a two semester sequence, this course builds upon concepts presented in CHE*121, including discussions of kinetics, equilibrium, and thermodynamics. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: CHE*121 with a grade of "C-" or better.* (Updated October 2014)

CHE*220, Biochemistry (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
This intermediate level course focuses on the details of the structure, function, and properties of biological molecules. The chemistry and metabolism of carbohydrates, lipids, proteins, and the role of enzymes and nucleic acids will be covered in detail. Concepts are discussed in the context of real world examples. This course includes laboratory work that will teach techniques such as pipetting, solution preparation, spectrophotometry, culturing, DNA manipulation, computer analysis, and gel electrophoresis. *Prerequisites: BIO*121 and CHE*122 with a "C" or better in both.* (Updated October 2014)

CHE*250, Instrumental Analysis (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
This course is a theoretical and hands-on introduction to analytical instruments commonly used in chemical, biological, and environmental analyses. Students will become familiar with polarimetry, refractometry, spectrophotometry (infrared, ultraviolet, visible, and atomic absorption), and chromatography (paper, thin layer, gas-liquid, and liquid-liquid). Sample preparation, analysis, and data evaluation will be emphasized. Lecture: 3hours per week. Laboratory: 3 hours per week. *Prerequisite: CHE*121 with a grade of "C-" or better, OR permission of the instructor.* (Updated October 2014)

Communications (COM*)

COM*101, Introduction to Mass Communication (3 credits)
An examination of the effect and impact of mass media on contemporary life.Emphasis is on the influence of cable and broadcast television, radio, film,the internet and the press in such areas as entertainment, news, politics,advertising, popular culture and human behavior. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2014) (Updated November 2014)

COM*104, Careers in Media (3 credits)
Exploration and research of careers in media covering the fields of journalism,advertising, public relations, broadcasting, television, film making, recording,digital multimedia and other media arts. Course utilizes guest speakers discussing career preparation, job requirements and responsibilities.

Job targeting, networking, interviewing skills, resume and portfolio preparation are also taught. (Existing course; published September 2013)(Updated November 2014)

COM*111, Scriptwriting (3 credits)
Practice and analysis in all aspects of script writing for motion pictures, television and radio. Course covers basic formats as well as techniques for narrative development, story structuring, etc. *Prerequisite: ENG*101E or ENG*101.* (Updated February 2016)

COM*116, Publications Workshop (3 credits)
This hands-on course is designed to train students to produce The Flying Horse,the student newspaper. Students will practice all aspects of production, including writing, editing, managing, layout and design, photography, proofreading, and pre-press work (including digital imaging). Students will learn to judge appropriate news content, check facts, and investigate legal and ethical concerns. The course will also allow students to specialize in one or two supporting areas of newspaper production, including editing, layout and management. Advertising (sales and design) may also be part of this course. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, orENG*101 and basic computer literacy. (Existing course, published September 2014) (Updated November 2014)*

COM*120 Social Media (3 credits)
This course will introduce students to various forms of social media and how to use them strategically. Students will learn about leading social media platforms and tools, who uses them, and how they have transformed the way we interconnect and interact with the world, both personally and professionally. Students will be expected to apply their knowledge by participating on different social media platforms through interactive class projects.*Prerequisite: Eligible for ENG*101.* (Existing course, published March 2014) (Updated November 2014)

COM*125/DGA*125, New Media Production (3 credits)
This course is an introduction to the production of new media.New media is an emerging communications technology that adds on-demand interactive access to media content fostering creative participation and community formation.Students will learn to develop and produce a variety of digital media including, audio, video, photography, animation and web-design, and make that media accessible over the Internet and mobile devices through wikis, blogs, podcasts, and social media.Students will use professional media creation tools such as cameras, video and audio edition applications, content management systems and Internet radio, music creation, and podcast software. (Existing course, published September 2013) (Updated November 2014)

COM*130, Introduction to Broadcast Communications (3 credits)
This course serves as an introduction to broadcast writing, production, and distribution. Areas covered include program development, copy and scriptwriting,production techniques, FCC regulations, broadcast technology and operation, and new methods of program delivery. Emphasis will be on developing effective communication skills through written assignments, research, and the production of radio and television programming. (Existing course, published September 2013) (Updated November 2014)

COM*131, Audio Production (3 credits)
Students will learn the techniques and technologies used in creative sound design for radio, television, film and the Internet. Emphasis is on the technical skills used in recording, mixing, and editing. Students will create projects focusing on the fundamentals of sound design for various applications. (Existing course, published September 2013) (Updated November 2014)

COM*142, Television Production (4 credits)
Introduction to the techniques, aesthetics and processes involved in professional television production. Equipment operations and techniques of field and studio production will be covered including scriptwriting, project planning, camera and recorder operation, lighting, scenery, microphones and linear and non-linear editing. Students will output projects to various media including tape, web, and DVD. Broadcast-Cinema majors should take this course concurrently with COM *203. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course,

published September 2014) (Updated November 2014)

COM*147/ART*147, Digital Cinematography (3 credits)
An introduction to photographic principles as they apply to movies and video.This course will use both digital still and video cameras, and cover topics such as composition,depth-of-field, lenses, focal length, exposure, focus, filters, camera angles, camera operation, camera movement, visual effects, and principles of lighting and color; as well as the roles of the Director of Photography and other camera and lighting crew on a production. This is a hands-on course with students completing a series of practical exercises and production assignments. (Existing course, published September 2013) (Updated November 2014)

COM*153, Film Production (3 credits)
A hands-on, collaborative approach to narrative film production techniques,including pre-production organization, cameras, lighting, shooting strategies,sound recording, crewing, and editing. Students will specialize in a specific area of production and collaborate with fellow students to produce a short original film during the semester. Creative use of the medium for dramatic story telling will be emphasized using current technologies. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101. Recommended: COM*142* (Existing course, published September 2014) (Updated November 2014)

COM*154, Film Study and Appreciation (3 credits)
An introduction to the art, history, and influence of film. Students will learn about significant genres and styles of film, influential films and directors,film language and technique. Selected films will be viewed and analyzed weekly.*Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2014) (Updated November 2014)

COM*155, History of Film I (3 credits)
Survey of the film's history, techniques, and aesthetics to the end of World War II. Film classics shown weekly. This is an "L" course. This is a "D" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course,

published September 2014) (Updated November 2014)

COM*156, History of Film II (3 credits)
Survey of the film's history, techniques, and aesthetics from the end of World War II. Film classics shown weekly. This is an"L'" course. This is a "D" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2014) (Updated November 2014)

COM*172**, Interpersonal Communication (3 credits)**
This course focuses on developing positive interpersonal communication skills necessary for building and maintaining healthy, productive relationships in both a personal and professional environment. This includes both one-on-one as well as small group situations. Topics may include: verbal and non-verbal communication, perception of self and others, listening techniques, cultural and gender considerations, conflict avoidance and management, effective leadership skills, group dynamics and decision-making, and interpersonal communication within organizations. The course will expose students to various interpersonal communication theories and processes, while developing skills through practical exercises and activities. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published May 2014) (Updated November 2014)

COM*173, Public Speaking (3 credits)
Students will develop oral messages of varying lengths and styles that communicate across a variety of settings. This is an "L" course. *Prerequisite*: *Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

THR*113/**COM*179**, Performance for Film and Television (3 credits)
This course will develop performance and acting skills used in radio,television, and film including voice-over techniques, television news reporting and anchoring, dramatic acting, and comedic performance. Skills include voice articulation, projection and inflection, script analysis and interpretation. Students will analyze scripts and develop characters to

improve acting and directing techniques and understand the importance of subtext to scenes. Students perform using microphones, teleprompters, lighting, and cameras. This course is designed for students interested in on-screen performance across a range of media as well as those interested in film and television directing and production. (Existing course, published September 2013) (Updated November 2014)

COM*201, Introduction to Public Relations (3 Credits)
A comprehensive survey of public relations theories and practices as they function in organizations and society. The course examines the roles and responsibilities of public relations professionals and the evolution of the profession. Students study the process of public relations planning; examine the strategies and tactics used to establish and maintain positive relationships with constituents; review relevant legal and ethical concerns; and explore the practice of public relations in various contexts, including event planning, promotions, publicity, traditional media as well as new social and digital media campaigns, and crisis management. Students will apply what they have learned by developing and presenting a public relations strategic plan and other PR materials.*Prerequisite: ENG*101.* (Updated November 2014)

COM*203, Media Literacy (3 credits)
An examination of the techniques used by media communicators to share meaning,influence and entertain mass audiences with sounds and images. Broadcast-Cinema majors should take this course concurrently with COM *142. *Prerequisite: Eligible for either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

COM*226, Journalism I (3 credits)
Practice in the methods and techniques of news gathering,writing, editing, and analysis. Students will also specialize in one or more areas of newspaper production and be involved in creating the college newspaper. This is an "L" course. *Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

COM*228, Broadcast Journalism Workshop (3 credits)
Students will develop and produce a weekly news or public affairs program for broadcast on local television. Emphasis is on story research, writing and producing a program under strict deadlines. Formats can include news, magazine and talk show while program topics can include local news, the arts, sports,community affairs, etc. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 and COM*142.* (Updated November 2014)

COM*231, Radio Production (3 credits)
This course introduces the skills needed for general radio, commercial, news,and spoken word production. Current practices in radio production and broadcasting will be covered including station automation, FCC regulations,studio operations, Podcasting, Internet radio, and other forms of digital broadcasting. Research, scriptwriting, and workshop-based projects in informational and music-based programming including regular programs for the college's radio station are required. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101. Recommended: COM*131* (Updated November 2014)

COM*255, Topics in Film (3 credits)
This course will examine a specific topic in film and film making from an historical and artistic perspective. Topics that may be covered include examining the work of an influential director or a specific film genre or artistic movement. This is a "D" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Updated November 2014)

COM*264, Advanced Editing Workshop (3 credits)
The operation of advanced video editing equipment and advanced editing techniques will be covered. This will include media organization, editing aesthetics, editing dialog and action sequences, montage, the integration of effects and transitions and equipment interfacing. *Prerequisite: COM*142.* (Existing course, published September 2013) (Updated November 2014)

COM*283, Broadcast Engineering (3 credits)
Course emphasizes both studio and field engineering practices including system

design and timing, station operations, reading of waveform monitors and vectors copes, camera theory and adjustments, and RF equipment. Digital and analog theory and IT integration will also be covered. (Updated November 2014)

COM*287, Advanced Media Production (3 credits)
Advanced work in video, audio, or digital multimedia leading to the development and production of a completed professional project. Emphasis on using professional approaches in pre-production and production. Students will specialize in their preferred area of production for which they must have had prior production experience. Majors should see a program advisor to make sure they have taken the necessary sequence of courses prior to enrolling in this class. *Prerequisite: One of the following: COM*131, COM*142, DGA*241, DGA*260, or DGA*250.* (Existing course, published September 2013) (Updated November 2014)

COM*293, Corporate Media Production Practicum (3 credits)
Students work on professional corporate video and multimedia productions. All aspects of production including meeting with clients, proposal writing, budgeting, scriptwriting, video production, post production and delivery of video will be covered. *Entry into this class will be based on instructor evaluation and academic standing. Enrollment is limited to 5 students.* (Updated November 2014)

COM*294, Media Arts Workshop – Honors (3 credits)
The Media Arts Workshop is a summer honors program with the goal of producing a collaborative work of outstanding professional quality. This workshop is open to students in Broadcast-Cinema, Communications Arts, Multimedia or a related discipline. Students will learn by working with media professionals for training and guidance and by working together as a team to complete a film, video or interactive media presentation. *Enrollment is by application only. Prerequisites are courses and/or experience in the student's field of study and presentation of an accomplished portfolio and possible interview.* (Updated November 2014)

COM*295, Internship I (3 credits)
Students gain practical work experience by interning with approved broadcast, cable, multimedia, education, media production companies or public service organizations for academic credit. Minimum of 120 hours of practical experience a well as written assignments and evaluation required for 3 credits. Students should arrange internship during the semester prior to registration. *Prerequisite: Permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

COM*296, Internship II (3 credits)
Communications/Multimedia Internship II) Students gain practical work experience by interning with approved broadcast, cable, multimedia, education, media production companies or public service organizations for academic credit. Minimum of 120 hours of practical experience as well as written assignments and evaluation required for 3 credits. Students should arrange internship during the semester prior to registration. *Prerequisite: Permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

Computer Applications (CSA*)

CSA*135, Spreadsheet Applications (3 credits)
Microsoft EXCEL for Windows, which contains spreadsheet, database, and graphics features, will be utilized to capture, organize, process, and store data for business applications. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

CSA*140, Database Applications (3 credits)
This course will provide an introduction to database software. Students will learn to create and manipulate databases using leading database packages currently popular in business and industry. Students will get an overview of the range of available database management systems and an understanding of fundamental theory. Hands-on work will be emphasized. *Prerequisite: Eligible for either ENG* 101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

CSA*205, Advanced Applications (3 credits)
This course explores the intermediate and advanced features of popular business software applications. Students will learn how to apply word processing, spreadsheet, database, and presentation tools to achieve productivity gains. The course will also include software integration and collaboration software using cloud computing. The goal of this course is to challenge students to move beyond the basics of the Office applications to a much higher level of proficiency in a broad range of business software applications. Additionally, this course will assist in preparing students to take the industry-recognized Microsoft Office Specialist (MOS) Certification exam. Permission to enroll without the prerequisite may be granted based on a student's prior knowledge of Microsoft Office applications. *Prerequisite: CSC*101* (Existing course, published September 2013) (Updated October 2014).

Computer Science (CSC*)

CSC*095, Basic Computer Skills (1 Credit)
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a personal computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students with little or no hands-on experience with computers should take this basic skills course before taking any of the computer courses. This course cannot be counted toward graduation credit. (Existing course, published September 2013) (Updated October 2014)

CSC*101, Introduction to Computers (3 credits)
This course prepares students to use the computer as a productivity tool. It offers both Mac and PC users essential computer skills for personal and professional applications. The fundamentals of information technology concepts, operating systems functions, cloud computing, and computer security are covered. Students will complete hands-on projects using popular productivity software that include word processing, spreadsheet, database, and presentation applications. Also included are topics in Web design, Internet basics,

information literacy, and productivity apps. Students will gain knowledge to be well-informed consumers of computer technology. **Recommended:** *Students taking this course should possess hands-on familiarity with computers. CSC*095 Basic Computer Skills course is recommended for students who do not possess the requisite computer skills.* (Course description updated February 2016)

CSC*105, Programming Logic (3 credits)
In this course students are introduced to the fundamental concepts of object-oriented programming and the basic structures of programming including linear, selection, and iteration. They will learn the algorithm design using flowcharts, pseudo code and UML diagrams,and the algorithm implementation through editing, compiling, running, and debugging .Students will become familiar with variables, expressions, control structures, methods, arrays, objects, and GUI applications. *Prerequisite: Eligible for MAT*137.* (Existing course, published September

2013) (Updated October 2014)

CSC*115, Introduction to Programming with Alice (3 credits)
This course teaches students the fundamentals of object-oriented programming using Alice, a three-dimensional graphical system that is used to create three-dimensional worlds of animation and games. The course allows students to gain an understanding of the same fundamentals object-oriented principles that are taught with traditional languages such as Java or Visual Basic. However, students will learn and practice these techniques as they create exciting virtual worlds, thus making programming easier to learn. The intent is to provide students who are new to programming with an understanding of abstract principles in concrete ways. Students will be able to apply these skills to other object-oriented languages. (Existing course, published March 2014) (Updated October 2014)

CSC*205, Visual Basic I (3 credits)
Students will gain an understanding of fundamental Visual Basic programming concepts. This will include how Visual Basic's programming environment operates as well as its application language. Concepts covered include

window form development, programming controls and how to access databases using the Visual Basic language.*Prerequisite: Eligible for ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

CSC*220, Object Oriented Programming Using JAVA (3credits)
In this course, students will learn to use object oriented techniques in planning, designing, and implementing Java applets and standalone applications. Topics include object-oriented design, arrays, inheritance, polymorphism, exceptions, recursion and collections. Graphical User Interface and event-driven programming will be covered. *Prerequisite: CSC*105.* (Updated October 2014)

CSC*231, Database Design I (3 credits)
This course uses a DATABASE application software package. The software will be used to construct useful databases for the daily tasks performed by business professionals. Using hands on approach, the student will learn how to store and retrieve records, devise search strategies, and to produce data structures and programming techniques necessary to solving problems. *Prerequisite: CSA*140.* (Existing course, published September 2013) (Updated October 2014)

CSC*262, Programming Mobile Devices I (3 credits)
The course will introduce students to the various platforms in use on small and mobile devices. Platforms will include Apple iPhone, Google Android OS, and Microsoft Windows Phone 7. Students will learn the process involved in developing applications for mobile devices. They will create applications for each platform using specialized development environments. *Prerequisites: CSC*205 or CSC*220.* (Existing course, published Mar 2014) (Updated October 2014)

CSC*295, Coop Ed/Work Experience (3 credits)
This course will give the student the opportunity to apply the concepts and skills acquired in the Information Systems Program in an on the job experience at a designated business. The student will be required to attend a specific number of classes during the semester to incorporate system analysis concepts as well as communication techniques. *Prerequisite: All Information*

Systems required courses and permission of the instructor. (Existing course, published May 2014) (Updated November 2014)

Computer Technology (CST*)

CST*120, Introduction to Operating Systems (3 credits)
This course is intended to provide the student with a more advanced knowledge of computer hardware and Operating Systems. Students will learn how to use Windows' advanced features, and how the operating systems interact with hardware both locally and on a network. Topics covered include how to work with computer networks, major components of computer hardware, data back-up, and windows customization. *Prerequisite: Eligible for either ENG*101E or ENG 101.* (Existing course, published September 2013) (Updated October 2014).

CST*141, Computer Hardware (4 credits)
This hands-on course covers essential skills on how to install, upgrade, repair, configure, troubleshoot, optimize, and maintain a personal computer's hardware and peripherals. Topics include power supplies, motherboards, processors, memory, hard drives, I/O devices, and multimedia devices. Four hours of lecture/laboratory per week.*Prerequisites: Eligible for MAT*095.* (Existing course, published September 2013) (Updated October 2014)

CST*163, Windows Server Administration (3 credits)
This course covers the Microsoft Windows Server environment. Students will learn the basics of installing, administrating, and maintaining a Windows Server implementation. Administration of user and group accounts, Active Directory, network protocols and services such as virtual private networking. Routing and Remote Access Service, DHCCP, DNS, backup, recovery and disaster planning will be covered. *Prerequisites: CST*120* (Existing course, published March 2014) (Updated October 2014)

CST*201, Introduction to Management Information Systems (3 credits)
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 organizational and technical foundations of information systems, theory of information systems design, fundamental database principles, network systems, e-commerce and supply chain systems, information network security management, and meeting global challenges. Microsoft Excel, Access, PowerPoint and Project are used to demonstrate selected topical concepts. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

CST*228, Voice and Data Interworking (3 credits)
The course covers the engineering of voice technologies. Topics include: voice compression methods, understanding the H.323 protocol, voice over frame-relay,voice over ATM, and voice over IP. The MxCC lab will be used to design and build a voice over IP network. *Prerequisite: CST*120.* (Existing course, published September 2013) (Updated October 2014)

CST*231, Data Communication and Networking (3 credits)
The course outlines interconnecting computers using communication networks. The seven layer OSI Reference framework, physical layer standards, data link protocols, repeaters, bridges, routers, local area networks, wide area networks, and network configurations will be discussed. *Prerequisites: CST*120 or CST*141.* (Existing course, published September 2013) (Updated October 2014)

CST*270, Network Security Fundamentals (3 credits)
This course is designed to meet the needs of students who want to master practical network and computer security. Topics include: malware attacks, application and network attacks, vulnerability assessments for mitigating attacks, data security, network security, wireless network security, authentication and account management, access control fundamentals, basic and advanced cryptography for protecting data, business continuity model, and risk mitigation procedures. *Prerequisites: CST*120 or taken concurrently.*

(Existing course, published March 2014) (Updated October 2014)

Criminal Justice (CJS*)

$$ Laboratory Course Fee: **Many science lab courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

CJS*101,Introduction to Criminal Justice (3 credits)
This course examines an overview of the criminal justice system on the local, state and federal levels in the United States. Students will be exposed to the historical, theoretical, philosophical and practical perspectives of the system's police, court and correctional agencies. The course is required and is a core class in the Criminal Justice major. This is a "D" course. New Prerequisite, effective Spring 2016: Eligible for ENG*101-ALP, ENG*101E, or **ENG*101**. (Updated January 2016)

CJS*102, Introduction to Corrections (3 credits)
A study of the history, philosophy, and evolution of corrections as well as the functions of U.S. jails and prisons. The course also examines the procedures used by state and federal courts that result in the sentencing of offenders to penal institutions and community-based supervision and treatment programs. New Prerequisite, effective Spring 2016: CJS*101 (can be taken concurrently) and eligible for ENG*101-ALP, ENG*101E, or**ENG*101**. (Updated October 2015)

CJS*105, Introduction to Law Enforcement (3 credits)
This course offers a comprehensive examination of the public safety and law enforcement functions of government in a modern society. Topics covered will include the evolution, history, and philosophy of the law enforcement function: the role of the police in a democratic society; police accountability, corruption and deviance; police operational principles and practices; and, current problems confronting the police in their relationship to the community they serve. *Prerequisite: CJS*101 (can be taken concurrently) and eligibility for ENG*101-ALP, ENG*101E, or ENG*101.* (New course, effective Spring 2016)

CJS*106, Introduction to Homeland Security (3 credits)
New Course, Fall 2016: An introduction to the fundamental concepts of homeland security in the United States. This course examines the planning, preparedness, management, and response of governmental and non-governmental agencies to man-made and natural disasters. An historical perspective of events related to homeland security will also be examined in addition to technological and transportation implications. *Prerequisite: CJS*101, which may be taken concurrently.* (New course, effective Fall 2016)

CJS*151, Criminal Justice Supervision and Administration (3 credits)
In this course students study the essentials of personnel administration,management and supervision within criminal justice agencies. Topics include supervisory principles, discipline, motivation, training, ethics, recruitment,managing and supervising in a diverse workplace, and interviewing techniques. This is a 'D' course. (Updated November 2014)

CJS*211, Criminal Law I (3 credits)
The study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This is not a course specifically addressing Connecticut laws, although they will be discussed in comparison with other state and federal court decisions. **New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, AND ENG*101-ALP, ENG*101E, or ENG*101** with a "C-" or better. (Updated October 2015)

CJS*212, Criminal Law II (3 credits)
A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This is not a course specifically addressing Connecticut laws, although they will be discussed in comparison with other state and federal court decisions. Content of the course will build on the foundation laid in CJS*211: Criminal Law I. *Prerequisite: CJS*211 with a "C-" or better.* (New course, effective Spring 2016)

CJS*213, Evidence and Criminal Procedure (3 credits)
This course provides students with fundamental principles relative to procedures and processes within the Criminal Justice system as applied to arrest,the use of force, and search and seizure. The course provides the student with an opportunity to examine the various types of evidence and "proof"in regard to kind, degree, admissibility, competence, and weight. **New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better,AND ENG*101-ALP, ENG*101E, or ENG*101 with a "C-" or better.** (Updated October 2015)

CJS*220, Criminal Investigation (3 credits)
In this course students study the fundamental principles and relative theories applicable to criminal investigation. The course includes the consideration of development of information sources, identification of witnesses and suspects,laws and techniques relative to interview and interrogation and admissions, and case preparation techniques. This is a "D" course. **New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, ANDENG*101-ALP, ENG*101E, or ENG*101 with a "C-" or better.** (Updated October 2015)

CJS*225, Forensic Science (3 credits)
A study of how the disciplines of Biology, Chemistry, Earth Science, Physical Science, and Physics meld to form the field of Forensic Science. The course will focus on developing the scientific vocabulary necessary for investigators to communicate with scientists. This course is meant to assist students who are pursuing a career in criminal justice. Emphasis of the course is placed on scientific analysis of data rather than detective work. Students will learn to appreciate how the major fields of science are utilized in solving crimes. New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, AND ENG*101-ALP, ENG*101E, or **ENG*101** with a "C-" or better. (Updated October 2015)

CJS*250, Police Organization and Management (3 credits)
This course exposes students to the complexities inherent in the administration of modern law enforcement organizations by presenting and analyzing a variety of management styles and administrative techniques

used in such organizations. Students will examine many of the internal and external factors that impact contemporary law enforcement organizations (e.g., federal regulations, political structures, community needs, press, etc.). New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, AND ENG*101-ALP, ENG*101E, or **ENG*101** with a "C-" or better. (Updated October 2015)

CJS*252, Professional Development-Leadership (3 credits)
The course is designed to provide students with fundamental and advanced components of leadership theory as it relates to Criminal justice organizations. *Prerequisite: CJS*101 or permission of instructor* (Updated November 2014)

CJS*255, Ethical Issues in Criminal Justice Leadership (3 credits)
This course is designed to provide students with an understanding of the necessity of high standards of ethical and moral behavior in the justice system. Areas of focus include ethical and moral issues in personal, social, and criminal justice contexts. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy, and philosophical issues. This is an "L" course. **New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, AND ENG*101-ALP, ENG*101E, or ENG*101** with a "C-" or better. (Updated October 2015)

CJS*285 / SCI*285, Forensic Science with Laboratory (4 credits/6 contact hours) *$$ Laboratory Course Fee*
As of Fall 2016, this course will replace CJS*225 Forensic Science. Students cannot get academic credit for taking both CJS*225 and CJS*285/SCI*285: A study of how the disciplines of Biology, Chemistry, Earth Science, Physical Science, and Physics meld to form the field of Forensic Science. The course will focus on developing the scientific vocabulary necessary for investigators to communicate with scientists. This course is meant to assist students who are pursuing a career in criminal justice. Emphasis of the course is placed on scientific analysis of data rather than detective work. Students will learn to appreciate how the major fields of science are utilized in solving crimes. The laboratory component will provide hands-on opportunities to

integrate scientific methodology as it relates to criminal justice and the limitations of scientific testing. *Prerequisite: CJS*101 with a grade of "C-" or better, AND ENG*101-ALP, ENG*101E, or ENG*101 with a grade of "C-" or better.* (New course, effective Fall 2016)

CJS*288, Careers in Criminal Justice (3 credits)
The course is designed to provide students with the practical skills necessary for employment within the field of criminal justice. Students will explore the physical, intellectual, and psychological demands associated with obtaining and maintaining a career within the field of criminal justice. The course will explore various types of job opportunities available within the courts, corrections, and law enforcement community, to include the application and selection process for each of these positions. Students will learn the various physical fitness standards associated with each position as well as the necessary written and oral communication skills. Students will draft both a cover letter and resume, in conjunction with participating in a mock oral board interview. *Prerequisite:ENG*101-ALP, ENG*101E, or ENG*101 with a grade of "C" or better, AND completion of 12 credits in criminal justice courses.* (New course, effective Spring 2016)

CJS*290, Practicum in Criminal Justice (3 credits)
Open to students in Criminal Justice programs, this practicum offers participants the opportunity to put learned theory to practical application. Assignments are individualized and may vary. Those who are not currently employed in a field directly related to their program may be assigned either a research project/paper or a supervised internship experience. Those currently employed in a field directly related to their study will be required to relate their experiences through appropriate assignments. New Prerequisite, effective Spring 2016: Instructor Approval, AND ENG*101-ALP, ENG*101E, or **ENG*101** with a "C-" or better. (Updated January 2016) *Old Prerequisite: CJS*101.*

CJS*294, Contemporary Issues in Criminal Justice (3 credits)
In this course students will be exposed to the contemporary issues that impact the functions, and organization of Criminal

Justice agencies in the United States. Topics in the course includes issues such as; racial profiling, torture, capital punishment, gender, social stratification, social class, politics, and use of force. The focus and content of the course will change each year to reflect the changes in political and social thought and their impact on public policy. New Prerequisite, effective Spring 2016: Instructor approval AND ENG*101-ALP, ENG*101E, or **ENG*101** with a "C-" or better. (Updated January 2016)

CJS*298, Special Topics in Criminal Justice (1-3 credits)
Special topics courses may be offered for 1 to 3 credits, depending on the content of the class. These courses are designed to expose students to a vast array of specialized topics within the field of criminal justice. Three, 1-credit courses can be bundled to fulfill a criminal justice directed elective requirement. New Prerequisite, effective Spring 2016: CJS*101 with a "C-" or better, AND ENG*101-ALP, ENG*101E, or **ENG*101** with a "C-" or better. (Updated October 2015)

SOC*240, Criminology (3 credits)
The course examines the nature and cause of crime, approaches to the study of crime, and its treatment and prevention. The sociology of criminal law and the nature of criminal behavior are also examined. This is an "L" course. *Prerequisite: Eligible for ENG*101-ALP, ENG*101E or ENG*101.* (Prerequisite updated October 2015, to add ENG*101-ALP)

Digital Arts/Multimedia (DGA*)

DGA*101, Introduction to Digital Arts (3 credits)
A hands-on introduction to the field of digital multimedia which integrates text, images, graphics, sounds, video, and animation in an interactive computer environment. Students will learn about multimedia technology, terminology,production techniques, and software. Production work will include an introduction to multimedia authoring. (Existing course, published September 2013) (Updated November 2014)

DGA*110, Computer Graphics (3 credits)
An introduction to the computer as a tool for art and media imaging. Basic computer skills and an introduction to the major applications used for digital illustration, image manipulation, and page layout. (Existing course, published September 2013) (Updated November 2014)

DGA*120, Digital Imaging I (3 credits)
Students will receive in-depth instruction in the leading digital image editing software which is used in commercial graphics, video production and multimedia.This software is used to edit and manipulate scanned photographs and other images using masking, retouching and other special effects. Topics covered include: image creation and editing; digital scanning; digital color theory and file formats; typographic effects; advanced filter techniques; automation and performance options; and hardware considerations. *Prerequisites: DGA*110 or permission of the instructor. Recommended: ART*121.* (Existing course, published September 2013) (Updated November 2014)

COM*125/DGA*125, New Media Production (3 credits)
This course is an introduction to the production of new media. New media is an emerging communications technology that adds on-demand interactive access to media content fostering creative participation and community formation.Students will learn to develop and produce a variety of digital media including, audio, video, photography, animation and web-design, and make that media accessible over the Internet and mobile devices through wikis, blogs, podcasts, and social media.Students will use professional media creation tools such as cameras, video and audio edition applications, content management systems and Internet radio, music creation, and podcast software. (Existing course, published September 2013) (Updated November 2014)

DGA*182, Digital Video Technology (3 credits)
This course examines digital video technology with emphasis on the video production workflow including digital video theory, content acquisition, asset management, post-production and distribution. Students will learn the tools necessary to integrate video footage with computer graphics, animation, visual effects and interactivity. Preparing and compressing video for a variety of applications and platforms including SD/HD broadcast television, DVD, Internet and network streaming will also be covered. *Prerequisite: One of the following: COM*142, DGA*101, or DGA*110.* (Existing course, published September 2013) (Updated November 2014)

DGA*223, Digital Illustration (3 credits)
Students will receive in-depth instruction in this leading illustration software package which is used in commercial graphics, video production and multimedia.This software explores the use of spline-based drawing tools and the various techniques used to create vector-based artwork. Topics covered include Beziercurve construction, path editing, color and custom gradients, patterns,typographic effects, filter techniques, printing and output options, and hardware considerations. *Prerequisites: DGA*110 or permission of the instructor. Recommended: ART*121.*(Existing course, published September 2013) (Updated November 2014)

DGA*231, Digital Page Design I (3 credits)
Students will receive in-depth instruction in this leading desktop publishing software package which is used in commercial graphics and multimedia. Desktop publishing software is used for creating layouts of text, graphics, photographs and other visual images for print. This course provides the hands-on instruction to create publication files and templates for typical office documents, technical manuals, marketing literature, books, newsletters, magazines and package design. Topics include: digital typography; style sheets, layout grids and master page techniques, graphic design fundamentals, image processing effects, overprinting, trapping and color palette systems, plugin architecture and common desktop publishing issues. *Prerequisites: DGA*110 or permission of the instructor. Recommended: ART*121.* (Existing course, published September 2013) (Updated November 2014)

DGA*241, Internet Web Design I (3 credits)
An introduction to graphic and multimedia design used in web page and site creation by teaching basic design concepts essential to good Web publishing.This course discusses the anatomy of a Web page, identifies design elements and tackles design issues such as the constraints of designing effective web sites across different browsers and platforms,

monitor size and resolution, color palettes, and graphic file size. This course also covers the design process including project planning, mapping, interface design, prototyping, analyzing and organizing content, hyperlinks and page layout using tables, grids and frames. Students will use industry standard applications for coding HTML and creating, editing and integrating graphics and multimedia elements.*Prerequisites:DGA*110 or permission of the instructor. Recommended: DGA*202 and ART*121.* (Existing course, published September 2013) (Updated November 2014)

DGA*242, Internet Web Design II (3 credits)
A continuation of DGA*241 that explores the creative and technical design processes behind successful communicative and interactive Web page construction. Topics covered will include color and typographic relationships;graphic and media production techniques; graphic design and layout considerations; and usefulness and effectiveness of current Web technologies,including audio, video, animation and scripting options. Students' experience will include the production of various Web pages and culminate with the creation of several Web sites.*Prerequisite: DGA*241.* (Existing course, published September 2013) (Updated November 2014)

DGA*250, Interactive Multimedia Production (3 credits)
Students will explore the various multimedia authoring programs used in the industry. Authoring is the software that integrates sound, images, and graphics in an interactive environment. Various programming languages particular to each package, importing various media elements and cross platform production will be covered.*Prerequisite: DGA*101 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

DGA*256, 3D Animation Foundations (3 credits)
An introduction to the creative and technical processes involved in the production of 3-dimensional modeling and animation. Through theories, instructions, visual examples, and hands-on production students will learn the fundamental principles of modeling and

animating virtual objects and environments using industry-leading software and hardware. Students' experience will include the production of various modeled and animated project to further enhance their production portfolios. *Prerequisite: DGA*110 or DGA*101 or permission of the program coordinator.* (Existing course, published May 2014) (Updated November 2014)

DGA*257, Motion Graphics and Effects (3 credits)
An introduction to the creative and technical processes involved in the production of motion graphics and visual effects. Through theories, instructions, visual examples, and hands-on production students will learn the fundamental principles of animating and producing visual effects utilizing industry-leading software and hardware. Topics include: motion graphic animation concepts, compositing, masking, effects, keying, motion tracking, rotoscoping and animating in 3D space. Students' experience will include the production of various animated projects to further enhance their production portfolios. *Prerequisite: DGA*110 or DGA*101 or permission of the program coordinator.* (Existing course, published May 2014) (Updated November 2014)

DGA*260, Animation (3 credits)
An introduction to the creative and technical processes behind the animated image.Through theories, instructions, visual examples, and hands-on production students will learn the fundamental principles of animation. Students will explore 2-dimensional cel, stop-motion, 2-dimensional digital, and motion graphic techniques. Additional topics covered will include: storyboarding; character development; time-lapse photography; collage techniques; and basic editing aesthetics. Students' experience will include the production of various animated projects in a number of different formats ranging from the printed page to computer-based digital image. *Prerequisite: DGA*110 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

Drug & Alcohol Rehab. (DAR*)

DAR*101, Public Health Issues: Abuse & Addiction (3 credits)
Key issues of the alcohol and drug abuse treatment field from the standpoint of the

unique sociological and public health aspects involved. *Prerequisite: Eligible for either ENG*101E, orENG*101.* (Existing course, published September 2013) (Updated November 2014)

DAR*114, Introduction to Family Systems (3 credits)
Presents an overview of family systems with special emphasis toward families afflicted with substance abuse. The particular areas discussed include the structure and function of the family, role structure, development stages,communications systems and functional and dysfunctional families. *Prerequisite: HSE*202.* (Existing course, published September 2013) (Updated November 2014)

DAR*158, Biology of Addiction (3 credits)
Study of drug abuse in current times, including the pharmacology and pathology of chronic drug abuse with respect to the individual as well as society and the law. *Prerequisite: Eligible for either ENG*101E or ENG*101.*(Existing course, published September 2013) (Updated November 2014)

Early Childhood Education (ECE*)

ECE*101, Introduction to Early Childhood Education (3 credits)
A study of the historical, philosophical and social perspectives of early care and education. Emphasis will be on modern development and trends, along with an understanding of the organization and composition of early childhood education settings, which include curriculum materials, learning environments and equipment. This course will involve 10 hours of field observation and participation in a preschool setting. This is a "D" course. *Prerequisites: Eligible for ENG*101E or ENG*101.* (Existing course, published September 2014) (Updated November 2014)

ECE*103, Creative Art Experiences for Children (3 credits)
The exploration of the relationship of creative art to the total educational program of the young child. Experimentation with the use of various media techniques and methods will be included. (Existing course, published September 2013) (Updated November 2014)

ECE*106, Music and Movement for Children (3 credits)
An investigation of the role of music and movement in early childhood development. Emphasis will be on the elements of songs, circle games,rhythmic activities and instruments. (Existing course, published September 2013) (Updated November 2014)

ECE*131, Children's Literature (3 credits)
This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. It covers selection and critical study of books for children, including folklore, poetry, fiction and nonfiction. Issues related to children's literature and literature extension activities will also be explored.*Prerequisites: ECE*101 and either ENG*101E or ENG*101E.* (Existing course, published September 2013) (Updated November 2014)

ECE*141, Infant/Toddler Growth & Development (3 credits)
An introduction to the care and teaching of infants and toddlers, which emphasizes the interrelationship between social, emotional, cognitive, physical and language development. Age appropriate curriculum strategies will be based on developmental theories. Components of a high quality program will be explored. Students are required to complete 10 hours of field observation and participation in an infant/ toddler program. (Existing course, published September 2013) (Updated November 2014)

ECE*176, Health, Safety, and Nutrition (3 credits)
The relationship between health, safety and nutrition and child development will be explored. Emphasis will be on the strategies needed to implement a safe, healthy and nutritionally sound program. Community agencies and resources that benefit children and families will be explored. (Existing course, published September 2013) (Updated November 2014)

ECE*180, CDA Preparation Course (3 credits)
Child Development Associate Preparation Course: This course will explore the process a student must undertake to be credentialed as a Child Development Associate. In addition, the course will provide a thorough review of each of the eight content areas as identified by the Council for early Childhood Professional Recognition; assist the student in the development of a Professional Resource File; and provide a meaningful field placement opportunity. (Existing course, published September 2013) (Updated November 2014)

ECE*182, Child Development (3 credits)
This course is concerned with human development from prenatal through the elementary education years. The physical, emotional, social and cognitive benchmarks through successive stages of development will be studied in depth.Investigation of the familial and societal influences that impinge upon the child during the course of development. This course includes 20 hours of field observation and participation in an early childhood program. (Existing course, published September 2013) (Updated November 2014)

ECE*210, Observation & Participation Seminar (3 credits)
The study of observing and recording children's behavior, focusing on objective observations and the interpretation and understanding of the behavior. Observation and participation placements in approved early childhood settings are required. This course consists of 90 hours of field observation and participation in an approved preschool setting. *Prerequisite: ECE*101.* (Existing course, published September 2013) (Updated November 2014)

ECE*215, The Exceptional Learner (3 credits)
The study of the exceptional or special needs child. Emphasis is on the history, laws, concepts, practices and terminology used by professionals in the field. Educators are assisted in understanding the needs of students with exceptionalities and helped to identify the characteristics, issues, and instructional considerations for students with disabilities. This course consists of 25 hours of field observation and participation in a special education preschool setting. This is a "D" course. *Prerequisite: ECE*101.* (Existing course, published September 2013) (Updated November 2014)

ECE*231, Early Language and Literacy Development (3 credits)
Introduction to language and literacy development in the young child. Students will explore the early childhood language arts curriculum including speaking,listening, writing, and reading skills. The teacher's role and methods of creating a literacy-rich environment that engages children in creative,developmentally appropriate language-arts experiences will be examined.Students will create plans and materials for use with children. *Prerequisite: ECE*101.* (Existing course, published September 2013) (Updated November 2014)

ECE*275, Child, Family and School Relations (3 credits)
An in-depth look at the child, the family, and the relationship between the school and the family. An understanding of child behavior and its guidance will be examined, as will communication with families. Students will explore today's families and how schools can develop working relationships with families. This is a "D" course. *Prerequisite:ECE*101.* (Existing course, published September 2013) (Updated November 2014)

ECE*295, Student Teaching Practicum (6 Credits)
Guided observation, participation and supervised student teaching in NAEYC accredited center or kindergarten is required. The purpose of student teaching is to enable the student to apply child development theory in a learning environment and to work with children under close supervision. Students will manage a classroom independently, plan, organize, implement and evaluate classroom activities. Students will complete 220 hours of student teaching. Weekly seminars devoted to issues in Early Childhood Education and the experience of student teachers will extend the individual's student teaching experience. In addition to the prerequisites below, students must take 9 more credits of Early Childhood Education courses with a grade of 'C' or better. *Prerequisite: ENG*101E or ENG*101,PSY*204, ECE*101, ECE*210, and permission of instructor.* (Existing course, published September 2013) (Updated November 2014)

Earth Science (EAS*)

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EAS*102, Earth Science (3 credits)
An introductory survey of the planet Earth, which covers topics in astronomy,oceanography, meteorology, and geology. May be taken as a general science elective. Field trips included. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT* 085 or MAT*095with a "C-" or better or taken concurrently.* (Existing course, published September 2013) (Updated November 2014)

EAS*106, Natural Disasters
This course examines the science behind different types of natural disasters and our ability or inability to control and predict such events. From this course, students will gain an appreciation of natural disasters and will better understand how the effects of disasters can be reduced. *Prerequisite: Eligible for either ENG*101E or ENG*101.*(Existing course, published April 2014) (Updated October 2014)

EAS*107, Earth Resources (3 credits)
A view of earth's resources, their occurrence, extraction and use, and their impact with the environment. Topics include mineral, energy, metals, and construction and industrial Earth resources. *Prerequisite: Eligible for either ENG*101E or ENG*101 and eligible for MAT*095 or higher.* (Existing course, published September 2013) (Updated October 2014)

Economics (ECN*)

ECN*100, Introduction to Economics (3 credits)
Practical microeconomics and macroeconomics in one semester. Excellent foundation for all business and related careers. Essential tools for individual and business decision making. Fundamentals of how buyers and sellers interact,and prices. Basic economic interrelationships among families, businesses, and government. Understanding inflation, unemployment, taxes, and government policies to improve our economy. Relate current news to our discussions. Not open to students who have completed ECN*101 or ECN*102. (Existing course, published September 2013) (Updated November 2014)

ECN*101, Principles of Macroeconomics (3 credits)

An elementary study of the macroeconomic system. A study of the interrelationships among the household, business and government sectors. An elementary study of output, income, employment, consumption, inflation,fluctuations in the economy, and fiscal and monetary policy. This course should be taken after ECN*102. *Prerequisite: Eligible for either ENG*101E or ENG*101 and eligible for either MAT*137E or MAT*137.* (Existing course, published September 2013) (Updated November 2014)

ECN*102, Principles of Microeconomics (3 credits)
An elementary study of the principles of economics related to relative scarcity and resource allocation. The course provides a basic study of a market economy and various kinds of market structures. Some time is devoted to cost and to labor economics. Should be taken before ECN*101. *Prerequisite: Eligible for either ENG*101E or ENG*101 and eligible for either MAT*137E or MAT*137.* (Existin g course, published September 2013) (Updated November 2014)

ECN*220, International Economics (3 credits)
A study of the principles and applications of international trade and finance,comparative advantage, exchange rates, monetary standards, and international economic institutions. Investigation of national policies and balance of payments issues vis-a-vis open-market economics and globalization. The positions in the global economy of China, the United States, and other countries, and regional economic arrangements are examined. *Prerequisite: ECN*101 and ECN*102; one of these two courses may be taken concurrently. Recommended: MAT*137 and ENG*101* .(Existing course, published September 2013) (Updated November 2014)

Engineering (EGR*)

EGR*111**, Introduction to Engineering (3 Credits)**
Students will be introduced to the fields of engineering through design and graphics and comprehensive engineering projects. Topics include: sketching, charts, graphs, forces, energy, electrical circuits, mechanisms, robotics, manufacturing technologies, and fundamentals of engineering

economics. *Prerequisite: MAT*186 or taken concurrently and eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

EGR*211**, Applied Mechanics I (Statics) (3 Credits)**
The fundamentals of statics, including the resolution and composition of forces, the equilibrium of force systems, the analysis of forces acting on structures and machines, centroids, moments of inertia. Vector methods are used. *Prerequisite/Co-requisite: MAT*256.* (Updated November 2014)

EGR*212**, Applied Mechanics II (Dynamics) (3 Credits)**
A basic course in dynamics covering rectilinear and curvilinear motion, translation, rotation, plane motion; work, energy, and power; impulse and momentum. The application of the principles of dynamics to engineering problems. Vector methods are used. *Prerequisite: EGR*211.* (Updated October 2014)

EGR*214**, Engineering Thermodynamics (3 Credits)**
This course covers energy concepts and balances, basic definitions including the first and second laws of thermodynamics, ideal and real gases, thermodynamic properties, and introductory cycle analysis. *Prerequisites: MAT*254 and PHY*221, or taking concurrently.* (New course, Fall 2016)

EGR*221, Introduction to Electric Circuit Analysis (4 credits)
This course covers the basic concepts, theorems, laws,methods of analysis, and application examples in DC and AC circuits.Topics include resistance, capacitance,inductance, operational amplifiers, Ohm's Law, Kirchhoff's Laws, Thevenin's and Norton's Theorems, Nodal and Loop analysis, first and second order transient circuits, steady-state analysis, and polyphase circuits.Laboratory experiments involve using simulation software and using instruments for circuit building and testing.Four hours of lecture/laboratory per week.*Prerequisites: MAT*254.* (Existing course, published September 2013) (Updated October 2014)

English (ENG*)

EDUC 1003, English Fast Track (Reading-Writing) Workshop (0 credits, 24-30 classroom hours)
This non-credit, fast-track workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension. The workshop will be particularly beneficial for students placing at the intensive level but are open to all students. At the end of the workshop, students may retake a placement test to see if they can progress to College Level or College Level with Embedded Support.. (Existing course, published May 2014) (Updated November 2014)

EDUC 1010, Fast Track: Grammar (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in grammar and punctuation. This grammar workshop would be particularly beneficial for students who need to improve their Accuplacer Sentence Skills score. It is recommended that students who take this workshop also take Fast Track: Essay Writing. (New course, Spring 2015)

EDUC 1011 Fast Track: Reading (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in reading comprehension and vocabulary. This reading comprehension workshop would be particularly beneficial for students who need to improve their Accuplacer Reading Comprehension score. It is recommended that students who take this workshop also take Fast Track: Essay Writing. (New course, Spring 2015)

EDUC 1012 Fast Track: Essay Writing (0 credits, 5-15 classroom hours)
This noncredit workshop is designed to help students refresh their skills in essay writing. This workshop would be particularly beneficial for students who would like to become more familiar with college level essay writing. Fast Track: Essay Writing is strongly recommended for students taking Fast Track: Grammar, Fast Track: Reading, or both workshops. (New course, Spring 2015)

ENG*096, Introduction to College English (6 credits)
Prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. (Existing course, published September 2013) (Updated November 2014)

The Accelerated Learning Program (ALP) gives students with higher developmental placement scores the opportunity to pass college-ready ENG*101 during the same semester. Students must register for special, linked sections of both ENG*063-ALP and ENG*101-ALP. Prerequisites: by Placement Exam or Recommendation of Instructor.

ENG*063-ALP, Writing: Introduction to the Essay (3 credits)
Leads students from the paragraph to the essay. Focus on how to develop a thesis, maintain coherence, develop evidence. Instruction in grammar and punctuation; exercises in spelling and vocabulary. Readings included. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. *Available only to students who place into, or are recommended for, the Accelerated Learning Program. Students must also register for ENG*101-ALP during the same semester.* (Existing course, published May 2014)(Updated November 2014)

ENG*101, Composition (3 credits)
ENG*101-ALP, Composition
Students will develop written texts of varying lengths and styles for different audiences and purposes. They will respond to rhetorical situations, use sources, craft logical arguments, apply language conventions, and formulate effective writing strategies. This is an "L" course. *Reading Prerequisite: ENG* 073 or ESL *173 with a grade of "C" or better, or placement, or SAT/ACT scores; Writing Prerequisites: ENG *063 with a grade of "C" or better; or placement; or SAT/ACT scores; or ENG*096 with a grade of "C" or better.* (Existing course, published November 2013) (Updated November 2014)

ENG*101E, Composition Embedded (3 credits/4 contact hours)   *$$ Laboratory Course Fee*
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Composition with Embedded support meets the same outcomes as ENG*101, but offers students additional support through supplemental instruction, increased time on task, focused workshops, and/or tutoring. *Reading Prerequisite: ENG* 073 or ESL *173 with a grade of "C" or better, or placement, or SAT/ACT scores; Writing Prerequisites: ENG *063 with a grade of "C-" or better; or placement; or SAT/ACT scores; or ENG*096 with a grade of "C" or better.* This is an "L" course. (Updated November 2014)

ENG*102, Literature and Composition   (3 credits)
Students will learn how to develop interpretations of literature through reading short fiction, poetry, drama, and essays. They will be introduced to literary terminology and to standard critical approaches. They will also learn how to use source materials in order to clearly express their views about literature in several argumentative essays, which includes at least one research essay. This is an "L" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 with a "C" or better*. (Existing course, published September 2013) (Updated November 2014)

ENG*110, Introduction to Literature (3 credits)
This course provides an introduction to fiction, drama, and poetry through reading literature from different genres, historical periods, and of various styles. Students will learn the elements of fiction, the basics for reading drama, and an introduction to poetics in order to conduct literary analyses. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 with a "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ENG*200, Advanced Composition (3 credits)
A thorough study of rhetoric, prose style, argumentation, and editing through

sophisticated non-fiction readings.   Minimum of three extensive essays with various levels of research. This is an "L" course. This may not be used as a 200 level literature course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 with a "B-" or better.* (Existing course, published September 2013) (Updated November 2014)

ENG*202, Technical Writing   (3 credits)
Practice and analysis of formats used in scientific and industrial writing. This is an "L" course. This may not be used as a 200-level literature course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 . (Existing course, published September 2013) (Updated November 2014)

ENG*210, Fiction (3 credits)
Students will analyze different forms of fiction to critique its elements and to learn the history of the genre. Students will write analytical essays, including at least one with research. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Updated November 2014)

ENG*211, Short Story (3 credits)
Reading and analysis of the short story from the 19th century to the present. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. This is a "D" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*213, Poetry (3 credits)
This course is an introduction to poetry as a literary genre. Students will learn the elements of poetry and standard critical approaches to read and analyze poems from different historical periods and of various styles. Students will write analytical essays, including at least one with research. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*214, Drama (3 credits)
Reading and analysis of major works of dramatic literature. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*218, Autobiography (3 credits)
Reading and analysis of major works of classic and contemporary autobiographical writings. Focus on literary and historical context, close reading, and interpretation. Researched essays are required.   This is an "L" course. This is a "D" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*220, Studies in American Literature (3 credits)
Reading and analysis of the American novel since World War II. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*221, American Literature I (3 credits)
Reading and analysis of major works of American literature from early American through the mid-nineteenth century. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*222, American Literature II (3 credits)
Reading and analysis of major works of American literature from the mid-nineteenth century through the present. Focus on literary and historical context, close reading, and

interpretation. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*231, British Literature I (3 credits)
Reading and analysis of major works of British literature from Old English through the 18th century. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. *Prerequisites: Either ENG*101, ENG*101E, or ENG*101ALP and either ENG*102 or ENG*110.* (Existing course, published September 2013) (Updated November 2014)

ENG*232, British Literature II (3 credits)
Reading and analysis of major works of British literature from the Romantics through the present. Focus on literary and historical context, close reading, and interpretation. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*233, Shakespeare (3 credits)
A study of the major plays of Shakespeare with special emphasis on the histories and comedies. Focus on literary and historical context, and close reading and analysis of Shakespeare's poetics and characters. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*234, Shakespeare II (3 credits)
A study of the major plays of Shakespeare with special emphasis on the tragedies and romances. Focus on literary and historical context, and close reading and analysis of Shakespeare's poetics and characters. Researched essays are required. This is an "L" course. *Prerequisite:* Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or

ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*262, Women in Literature (3 credits)
Students will explore the contributions of women authors to literature by reading and analyzing works by women. These works represent the traditional genres of poetry and fiction in addition to autobiography/memoir, diary, speech, and essay. Students will explore feminist literary theory and criticism as well as investigate the roles played by class, sexual orientation, and culture. Students will write analytical essays, including at least one with research. This is an "L" course. This is a "D"
course. Prerequisites:Either ENG*101, ENG*101E, or ENG*101ALP and either ENG*102 or ENG*110. (Existing course, published September 2013) (Updated November 2014)

ENG*281, Creative Writing (3 credits)
Students will learn and practice the craft elements of writing poetry, fiction, and/or non-fiction, examine the works of writers in the genres, and receive and offer critique in workshop
setting. Students will submit end of semester portfolio and work for possible publication in *Pegasus* literary journal. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

ENG*282, Creative Writing – Poetry (3 credits)
Is a continuation of creative writing skills begun in ENG*281, Creative Writing, focusing exclusively on the technique of writing poetry. Students will continue to study, model, and practice the craft elements of writing poetry, providing and receiving critique in a workshop setting. Revision, reading, and submission for possible publication will be
emphasized. *Prerequisite: ENG*281.* (Existing course, published September 2013) (Updated November 2014)

ENG*283, Creative Writing – Fiction (3 credits)
Focuses on the elements and techniques of fiction writing. Students will study examples of fiction and discuss and practice elements of craft, such as character, conflict development, dialogue, and point of view. Student

will write fiction and discuss their work in a workshop
environment. *Prerequisite: ENG*281.*(Existing course, published September 2013) (Updated November 2014)

ENG*285, Memoir Writing (3 credits)
The primary focus of the class will be creating personal essays – writing may include travel or political pieces, memoir, interviews, or other forms of nonfiction. Students will share, discuss, and revise their work. Students will read a wide range of published nonfiction, write reflectively about the published essays, and model the work of established authors. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 with a "B-" or better.* (Existing course, published September 2013) (Updated November 2014)

ENG*291, Mythology (3 credits)
This course will explore mythology from ancient to modern periods. Students will read and analyze myths, explore critical approaches, and assess its impact on society. Students will write analytical essays, including at least one with research. This is an "L"
course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110.* (Existing course, published September 2013) (Updated November 2014)

ENG*298, Special Topics in English (3 credits)
An in-depth exploration of a specialized topic in literature. Researched essays are required. This is an "L" course.*Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101 and either ENG*102 or ENG*110.* (Existing course, published September 2013) (Updated November 2014)

Environmental Engineering Tech (ENV*)

ENV*109, OSHA 40 Hour Training and Emergency Response Procedure (3 credits)
This course provides the training required by 29 CFR 1910.120, and NFPA standards for hazardous waste site workers, and those involved in the emergency response to incidents involving hazardous materials. A minimum of 48 hours of classroom and or hands-on training is required.

(Existing course, published September 2013) (Updated October 2014)

ENV*162, Environmental Sampling (3 credits)
An introduction to the techniques of environmental sampling and data collection for contamination and water supply investigations. Topics include soil and groundwater sampling, surface water measurements, aquifer tests, and other basic field techniques. Also included is an introduction to the concept of Brownfields, innovative remediation technologies, and the chemical nature of hazardous substances. This introductory course is intended for students with no prior exposure to field investigation techniques and as a precursor to advanced training and ENV*212. (Existing course, published September 2013) (Updated October 2014)

ENV*212, Site Assessment (3 credits)
An introduction to the environmental site assessment process. Topics include Phase I Environmental Site Assessments under the CT Property Transfer Act, further study of innovative remediation technologies, and an overview of Phase II and III Environmental Site Assessments. Also included is an overview of the CT Remediation Standard Regulations and chemical-specific remediation criteria. This introductory course is intended for students with no prior exposure to Environmental Site Assessments and CT Environmental Regulations. *Prerequisite: ENV*162.* (Existing course, published September 2013) (Updated October 2014)

ENV*292, Environmental Internship (3 credits)
A minimum of 160 hours spent working at an organization concerned with environmental monitoring or control. Placement can include but is not limited to local health departments, DEP, local sanitarians, environmental testing laboratories, and water supply and purification companies. *Prerequisite: Permission of program coordinator.*(Existing course, published May 2014) (Updated November 2014)

Environmental Science (EVS*)

EVS*100, Introduction to Environmental Science (3 credits)
An overview of biological and physical processes in the natural environment,

and the impact of human activities. The course will explore current environmental issues both locally and globally, and critically evaluate potential solutions. Topics include threats to species and ecosystems, overpopulation, land use, air and water pollution, climate change, energy resources, resource depletion, and waste management. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated October 2014)

EVS*111, Environmental Science Laboratory (1 Credit/3 contact hours)
An introductory laboratory course that provides a survey of concepts and techniques in environmental science. Students will investigate habitats, ecosystems, soils, air quality, climate change, fossil fuels, and renewable energy. Student will develop observational, sampling, and analytical skills in the laboratory and in the field. The course will include fieldwork both on and off campus, and students may be required to meet at off-campus locations. 3 hours of lab per week. *Prerequisites: EVS*100 or taken concurrently and eligible for MAT*137.* (Existing course, published September 2013) (Updated October 2014)

EVS*135, Exploring Environmental Science (1 Credit)
An introduction to environmental science career pathways. A series of guest speakers from the environmental field, including industry, government, and education, will describe their work and the skills and tools needed to be successful. The course will focus on environmental work in Connecticut with connections to broader trends. The course is open to anyone interested in environmental issues, sustainability, and career opportunities. One hour of lecture per week. (Existing course, published September 2013) (Updated October 2014)

Geography (GEO*)

GEO*101, Introduction to Geography (3 credits)
An introductory study of geography concerned with the basic patterns of physical environment and their relationship to man. Focus is upon not only where people and activities are located on the Earth's surface and the reasons for the location but also upon geography as a social science, emphasizing the relevance of geographic

concepts to human problems and conditions. As such the course's use of physical geographic concepts will help students to better understand human behavior. A topical approach is used. Included are analyses of why languages, religions, and ethnicities are arranged as they are in the World and an examination of the significance of the locations of important economic activities, including agriculture, manufacturing, and services. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Geology (GLG*)

GLG*112, Geology of Connecticut (3 credits)
An introduction to the geological features of Connecticut and surrounding areas. Emphasis on field relations and general geological concepts. Review of history on Connecticut Geology. Field trips included. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT* 085 or MAT*095with a "C-" or better or taken concurrently.* (Existing course, published September 2013) (Updated November 2014)

GLG*120, Dynamic Earth (4 credits)
An introduction to the physical geology of the Earth, with an emphasis on interactions between land, air, water, and life, and the cycling of energy and matter over time. This course will investigate how processes within the earth system have produced resources, landforms, catastrophes, climates, and biological evolution throughout Earth's history. Includes consideration of human impacts on the earth system. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites: Eligible for ENG*101 and eligible for MAT*137 or higher.* (Existing course, published September 2013) (Updated October 2014)

GLG*121, Introduction to Physical Geology (4 credits)
An introduction to the principles governing the composition and structure of the Earth's crust and the study of landforms and geological processes on and within the Earth's surface. Topics include earth materials, geologic time, surface processes, internal processes, and earth structures. *Prerequisite: Eligible for*

either ENG*101E orENG*101 and either MAT* 085 or MAT*095 with a "C-" or better or taken concurrently. (Existing course, published September 2013) (Updated November 2014)

Health (HIM*, HLT*, HPE*, MED*)

HIM*102, Introduction to Healthcare Systems (3 credits)
This course introduces the student to the field of health information technology. Topics to be covered include the healthcare delivery system, medical records format and content, various filing systems, the environment where the information is gathered, by who the information is used, and the technology behind health information systems. In addition, the course will cover retention policies and procedures, documentation, confidentiality issues, and legal and regulatory aspects of the medical record. *Prerequisite: Eligible for either ENG 101E or ENG 101.* (Updated October 2014)

HIM*112 Medical Insurance and Reimbursement (3 credits)
This course will teach the important issues regarding healthcare today, clerical and administrative skills, medical health insurance and claims processing, insurance terminology, types of insurance, and the eligibility and benefit structure of the insurance plan. This knowledge readies students to work in a private physician's office, a multi-specialty clinic, or a hospital setting. Topics discussed will include the Health Insurance Portability and Accountability Act (HIPPA), Medicare, Medicaid, Managed Care, TRICARE, and Workers' Compensation. Students will learn to generate and manage billing claim forms for the medical office and other organizations. Students will be prepared to analyze and accurately decipher complicated medical claims and oversee the entire billing and reimbursement process. In particular, as the industry is currently updating from ICD-9 to ICD-10, the latest system will be taught to students. *Prerequisite/Co-Requisite: MED*125.* (Existing course, published September 2013) (Updated November 2014)

HIM*156, Electronic Health Records (3 credits)
This course is meant to give students an inside look at electronic documentation that is an essential component of

healthcare recordkeeping. It offers students fundamental knowledge of health information systems and introduces the use of electronic health record systems and health information exchanges (HIE). This course includes rules, regulations, and innovations in electronic health records, as well as hands-on exercises that use real EHR software to transform theoretical EHR concepts into practical understanding. *Recommended Prerequisite:* CSC*101 Introduction to Computers or working knowledge of Microsoft Windows navigation and file management. *Prerequisites: MED*125 and HIM*102.* (Updated November 2014)

HIM*201, Health Information Management Principles (3 credits)
This course covers health information management and patient record practices. Students will learn of the requirements of managing HIM departments. Topics will include electronic data management, document and repository systems, retention and destruction of medical records, production and accuracy of patient information, analysis and reporting for decision-making and strategy development, and HIPAA regulations concerning medical records and the uses of medical record. *Prerequisite: HIM*102* (Updated October 2014)

HIM*203, Pathophysiology (3 credits)
This course provides an introduction to the study of functional changes that accompany human diseases. The purpose of this course is to supply students with basic understanding which will prepare them for the healthcare setting. The most common conditions along with new and emerging diseases will be included. Components of pharmacology will also be included for each category of diseases. *Prerequisite: BIO*115.* (Updated November 2014)

HIM*205, Medical Coding 1 (3 credits)
This course covers ICD-10-CM and ICD-10-PCS medical code sets for diagnoses and is designed to help students meet the challenge of today's changing government regulations and healthcare reporting. Included in the course are in-depth coding content and practice in diagnosis coding, HCPCS (Healthcare Common Procedure Coding System) Level II coding, and a review of insurance and reimbursement

topics. *Prerequisites: BIO*115 and MED*125.* (Course description updated February 2016)

HIM*206, Medical Coding 2 (3 credits)
This course covers CPT medical coding procedures and is designed to help students meet the challenge of today's changing government regulations and healthcare reporting. Included in the course is detailed information on health reform, ethical, legal, and compliance issues that relate to coding and reimbursement.
*Prerequisite: HIM*205.* (Updated October 2014)

HIM*220, Supervision/Quality Management (3 credits)
This course covers topics of leadership and supervision, research methods, healthcare statistic, and healthcare quality management. Students will learn common quality improvement processes in healthcare organizations, and discuss topics related to accreditation, licensure, teamwork, change management, project management, data analysis and other quality measures. Students will also perform financial management tasks such as budgeting, accounting and variance analysis. Employee recruitment and employee law will be explored, along with employee productivity and training needs. *Prerequisite: HIM*201.* (Course description updated February 2016)

HIM*256, Legal and Ethical Issues of HIM (3 credits)
Students will learn about the legal and ethical issues affecting healthcare today, including legislative and regulatory processes and legal terminology. Special attention will be devoted to issues of electronic record systems from the legal and ethical perspective. Students will study health information/record laws and regulations (such as retention, patient rights/advocacy, advanced directives, privacy.) Confidentiality, privacy, and security policies, procedures and monitoring along with release of information policies and procedures, professional and practice-related ethical issues will also be studied. Students will investigate and recommend solutions to privacy issues and problems. *Prerequisites: HIM*102 and HIM*112.* (Updated November 2014)

HIM*295, Health Information Management Internship (3 credits)
This course will give students the

opportunity to apply the concepts and skills acquired in the Health Information Management Program in an on-the-job experience. Students will concentrate their time developing knowledge of the HIM department and related tasks such as coding. One hundred and fifty hours of supervised work and participation in online assignments will be required. *Prerequisites: HIM*102, HIM*201, HIM*205, and HIM*206.* (Updated October 2014)

HPE*144, Fitness and Wellness for Everybody (2 Credits)
An introduction to the benefits of healthy lifestyle incorporating fitness and wellness topics within an off-campus lecture and gym based activity setting at a local facility. This course is designed to emphasize the importance of self-responsibility in achieving a high level of wellness. A lecture/physical activity setting will provide the opportunity for students to: 1. Identify and implement one fitness/wellness change that will have a positive impact on their well-being. 2. Participate in classroom lectures that cover a variety of wellness topics. 3. Engage in physical fitness activity.

HLT*103, Investigations in Health Careers (3 credits)
This course is designed to provide the learner students with an overview of the healthcare system, health professions, general anatomy and physiology, principles of the scientific process, medical terminology, documentation, conducting scientific research and the use of information technology in the healthcare environment. The course will also include segments in signs and symptoms of illnesses, medical triage, medical ethics, and the legal responsibilities of healthcare providers. *Prerequisite: Eligible for either ENG*101E or ENG 101.* (Existing course, published September 2013) (Updated October 2014)

HLT*160/*SOC160, Introduction to Public Health (3 credits)
This course provides a basic overview of public health and various public health systems. It provides a foundation for the understanding of public health principles and practices for any student interested in social work, health careers, biology, health education, or simply being an informed citizen. Topics will include the effects of individual lifestyle decisions and their relation to personal and public health. The course deals with a variety of

current public health threats and trends, and how public health professionals play a role in identifying and remediating or avoiding them. This is a "D" course. *Prerequisite: Eligible for either ENG* 101E or ENG*101.* (Existing course, published May 2014) (Updated October 2014)

MED*125, Medical Terminology (3 credits)
This course is an introduction to basic medical terminology including origins of scientific terms, suffixes and prefixes which will enhance student ability to interpret and discuss scientific and clinical concepts. Concentration is on medical terminology which facilitates the student's comprehension of materials in patient records, medical reports and scientific articles. Clinical cases including diagnostic reports are utilized for discussion in this course. *Prerequisite: Eligible for either ENG*101E or 101.* (Existing course, published September 2013) (Updated October 2014)

MED*250, Principles of Pharmacology (3 credits)
An examination of the more commonly prescribed medications as they relate to specific body systems. Topics include practices governing the use, dispensing, administration, and storage of pharmaceuticals. Terminology relating to drugs and the administration of drugs is emphasized. *Prerequisite: MED*125* (Existing course, published September 2013) (Updated October 2014)

History (HIS*)

HIS*101, Western Civilization I (3 credits)
A systematic study of the contributions of the ancient Middle East, Egypt, Greece, and Rome to Western Civilization. The above is followed by an examination of the first 1,200 years of Western History (Middle Ages, Renaissance, American Discovery, the Age of Absolutism) with an emphasis on religious, political, economic, intellectual, and social evolution. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*102, Western Civilization II (3 credits)
Students will explore significant economic, social, political, military, and

intellectual trends in Western Society during the past three hundred years. Particular emphasis will be given to the ideas of political and economic freedom, the impact of the Industrial Revolution, changing intellectual climates, colonialism, the two World Wars, and the Cold War. (May be taken without HIS*101.) This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*107, History of Puerto Rico (3 credits)
This course will explore the political, social, economic and constitutional development of Puerto Rico from the early 16th century to the near present. Four centuries of Spanish colonization and the island's dual role in the empire as a defensive outpost and producer of sugar, tobacco, and coffee forms the first part of the course. Next we examine how proximity to the United States in geographical, economic, and political terms has profoundly touched the lives of all Puerto Rican's and influenced the development of island society. Finally, we consider the history of Puerto Rican communities in the northeastern United States that are the result of successive migratory waves that started early in the 20th century. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*121, World Civilization I (3 credits)
This course examines the development of global history to 1500. Coverage is organized into seven successive eras of world history, and focuses on the development of civilization in every region of the world and their interaction with other societies. The latter allows for cross-cultural comparisons and provides insight into the consequences of cultural connections brought about by trade, transportation, and communication. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*122, World Civilization II (3 credits)
This course examines the development of global history since 1500. Coverage is organized into three successive eras of world history. The history of each region is examined as well as the interaction between different parts of the world. The latter focus allows for cross-cultural comparisons and provides insight into the consequences of cultural connections brought about by trade,

transportation, and communication. This is a "D"course. (Existing course, published September 2013) (Updated November 2014)

HIS*201, United States History I (3 credits)
Students will study the development of British North America from the establishment of the first colonies to the founding of the United States with an emphasis on the nature of immigration, slavery, and overall themes of colonialism. Likewise, students will explore United States development from the early days of the republic through the Civil War with a focus on regional development and Westward. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*202, United States History II (3 credits)
A systematic study of the United States from Reconstruction to the present, with special attention given to industrialism's social, economic, and ideological impact, America's changing ethnic make-up, race conflict, and changes in the United States' international position through the two World Wars and the Cold War. (May be taken without HIS*201.) This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HIS*244, Europe in the 20th Century (3 credits)
Students will study Europe's changing economic, social, military, and diplomatic trends from the late 19th Century to the present. Special emphasis will be given to the causes of the First World War, the Second World War, and the Cold War. (Existing course, published September 2013) (Updated November 2014)

Human Services (DFS*, HSE*)

(Also see course listings under Drug & Alcohol Rehabilitation and Therapeutic Recreation)

DFS*110, Orientation to Deafness (3 credits)
An overview of deafness that encompasses three major topics: the nature and experience of deafness; the education of deaf children and adults; and the deaf community. Subtopics are likely to include:

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language/communications; medical, psychological, social, and vocational. (Updated November 2014)

HSE*101, Introduction to Human Services (3 credits)
An introduction to the scope and nature of the human services profession. Focus is on integrated service delivery and the student's responsibility to the community. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HSE*116, Youth Advocacy and Community Organization (3 credits)
This course is intended to provide students with practical skills related to working with at risk children and youth either within residential or community settings. The course is an introduction to the identification, prevention, and solution of individual, family, and community problems, while managing and setting policies for youth servicing agencies. This course includes a 20-hour community service requirement. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

HSE*167, Nature & Needs of Persons with Mental Retardation (3 credits)
This course is a view of the person who has been labeled mentally retarded. The particular learning deficits unique to retardation will be explored. The history of the care of persons with retardation in Connecticut will be reviewed. Current trends in mental retardation will be considered. (Existing course, published September 2013) (Updated November 2014)

HSE*191, Problem Gambling, Treatment, and Prevention (3 credits)
This course will provide an introduction to the field of problem gambling, treatment, and prevention. Emphasis will be on the social, economic, and personal impact of problem gambling on individuals, families, and communities. Theory and practice regarding the prevention, identification and assessment of problem gambling will also be explored as well as methods of referral and intervention for persons experiencing gambling problems. (Existing course, published September 2013) (Updated November 2014)

HSE*202, Introduction to Counseling/ Interviewing (3 credits)
A systematic study of the basic theories, methods, and techniques utilized in interviewing and counseling. Each student will learn through theory and application. The integration of new techniques into the individual's unique style is anticipated. *Prerequisite: PSY*111.* (Existing course, published September 2013) (Updated November 2014)

HSE*224, Social Problems of Youth (3 credits)
This course is intended to explore targeted concerns and perspectives regarding problems among youth. Topics to be covered are substance abuse among youth, addiction and prevention, the influence of media on youth, conflict resolution, alternative to incarceration, youth sexuality, and multi-cultural issues. *Prerequisites: Either ENG*101E orENG*101 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

HSE*288, Developmental Practicum (3 credits)
This course will provide theoretical knowledge and field work placement for students working with either children, adolescents, or adults of any age. This practicum serves as either an introductory field placement experience or to fulfill the practicum requirement for students enrolled in the Therapeutic Recreation Certificate program. *Prerequisite: HSE*101.* Students enrolled in the Therapeutic Recreation Certificate program do not need HSE*101 in order to enroll in this practicum. (Existing course, published September 2013) (Updated November 2014)

HSE*289, Psychiatric Practicum (3 credits)
This course provides theoretical knowledge and field placement experience for students working with challenged populations or engaging in some type of community organization experience. Students in this practicum may work with children, youth, or adults who experience developmental, behavioral, or psychiatric disabilities. It is expected that students in this practicum have had former practicum or work experience which has contributed to skill development. This practicum also fulfills the practicum requirement for the Juvenile Justice and Substance Abuse Education certificate programs. *Prerequisite: HSE*101 and permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

Languages: Chinese (CHI*), French (FRE*), Italian (ITA*), Spanish (SPA*)

Chinese

CHI*101, Elementary Chinese I (3 credits)
Presents the essentials of Modern Standard Mandarin Chinese. Includes grammatical structures and vocabulary needed to read, write, and interact in Chinese using simple phrases and common expressions while highlighting the diverse cultures of Chinese-speaking peoples. Students must concurrently enroll in CHI*105. This is a "D" course. (Existing course. published September 2013) (Updated November 2014)

CHI*102, Elementary Chinese II (3 credits)
Builds on and expands skills learned in CHI*101 with further study on Chinese grammar, sentence patterns, and vocabulary of native Chinese-speaking peoples. Students learn simple transactions and address the challenges of daily life in Chinese cultures. Students must concurrently enroll in CHI*106. This is a "D" course. *Prerequisite: CHI*101.* (Existing course. published September 2013) (Updated November 2014)

CHI*105, Elementary Conversational Chinese I (1 credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three credit CHI*101 course. Students must concurrently enroll in CHI*101. This is a "D" course. (Existing course. published September 2013) (Updated November 2014)

CHI*106, Elementary Conversational Chinese II (1 credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit CHI*102 course. Students work with learning

media at home for further intensive practice in speaking and listening. Students must concurrently enroll in CHI*102. This is a "D" course. *Prerequisite: CHI*105.* (Existing course. published September 2013) (Updated November 2014)

French

FRE*101, Elementary French I (3 credits)
Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in FRE*105. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

FRE*102, Elementary French II (3 credits)
Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in FRE*106. This is a "D" course. *Prerequisite: FRE*101 or permission of the instructor.*(Existing course, published September 2013) (Updated November 2014)

FRE*105, Elementary Conversational French I (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three credit FREN 101 course. Students must concurrently enroll in FRE*101. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

FRE*106, Elementary Conversational French II (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit FRE*102 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*102. This is a "D" course. *Prerequisite: FRE*105.* (Existing course, published September 2013) (Updated November 2014)

FRE*201, Intermediate French I (3 credits)
Further study of grammar with continued emphasis on the development of conversational fluency and writing proficiency. Compositions. Introduction to literature. Students must concurrently enroll in FRE*205. This is a "D" course. *Prerequisite: FRE*102 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

FRE*202, Intermediate French II (3 credits)
Continuation of the study of grammar with further emphasis on the development of conversational fluency and writing proficiency. Compositions. Literature. Students must concurrently enroll in FRE*206. This is a "D" course. *Prerequisite: FRE*201.* (Existing course, published September 2013) (Updated November 2014)

FRE*205, Intermediate Conversational French I (1 Credit)
Further development of conversational proficiency with emphasis on dialogues and oral practice are correlated with grammar covered in the three credit FRE*201 course. Students work with a cassette media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*201. This is a "D" course. *Prerequisite: FRE*106.* (Existing course, published September 2013) (Updated November 2014)

FRE*206, Intermediate Conversational French II (1 Credit)
Continued development of conversational proficiency with emphasis on dialogues and oral practice, correlated with grammar covered in three credit FRE*202 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*202. This is a "D" course.*Prerequisite: FRE*205.* (Existing course, published September 2013) (Updated November 2014)

Italian

ITA*101, Elementary Italian I (3 credits)
Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in ITA*105. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

ITA*102, Elementary Italian II (3 credits)
Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in ITA*106. This is a "D" course. *Prerequisite: ITA*101 or permission of the instructor.*(Existing course, published September 2013) (Updated November 2014)

ITA*105, Elementary Conversational Italian I   (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit ITA*101 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA*101. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

ITA*106, Elementary Conversational Italian II   (1 Credit)
Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit Italian 102 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA*102. This is a "D" course. *Prerequisite: ITA*105 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

Spanish

SPA*111, Elementary Spanish I (4 credits)
*This course replaces SPA*101 (3 credits) and SPA*105 (1 credit).*
This course presents the essentials of Modern Standard Spanish. It consists of vocabulary and grammatical structures that will enable students to read, write, and interact in Spanish using simple

phrases and common expressions, while also highlighting the diverse cultures of Spanish-speaking peoples. This course also will feature an additional one-credit hour of instruction designed to develop students' basic conversational skills, with particular emphasis on dialogue. In such dialogues, students will utilize a wide range of vocabulary necessary for general conversation. This is a "D" course. (New course, December 2014)

SPA*101, Elementary Spanish I (3 credits)
*Effective Fall 2015, this course is replaced by SPA*111.* Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in SPA*105. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

SPA*106, Elementary Conversational Spanish II   (1 Credit)
*Effective Fall 2015, this course is replaced by SPA*112.* Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit SPA*102 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*102. This is a "D" course. *Prerequisite: SPA*105.* (Existing course, published September 2013) (Updated November 2014)

SPA*112, Elementary Spanish II (4 credits)
*This course replaces SPA*102 (3 credits) and SPA*106 (1 credit).* This course is the continuation of Elementary Spanish I (SPA*111 or SPA*101 & 105), presenting the essentials of Modern Standard Spanish along with more advanced materials. It consists of grammatical structures and vocabulary that will enable students to read, write, and interact in Spanish using higher-level phrases and expressions, while also highlighting the diverse cultures of Spanish-speaking peoples. This course also will feature an additional one-credit hour of instruction designed to develop students' enhanced conversational skills, with particular emphasis on dialogue. In such dialogue, students will utilize a wide range of

vocabulary necessary for general conversation. This is a "D" course. *Prerequisite: SPA*111 or SPA*101 with SPA*105.* (New course, December 2014)

SPA*102, Elementary Spanish II (3 credits)
*Effective Fall 2015, this course is replaced by SPA*112.* Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in SPA*106. This is a "D" course. *Prerequisite: SPA*101 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

SPA*105, Elementary Conversational Spanish I   (1 Credit)
*Effective Fall 2015, this course is replaced by SPA*111.* Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit SPA*101 course. Students must concurrently enroll in SPA*101. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

SPA*117, Spanish for Careers (4 credits)
Development of speaking and listening ability for understanding and communication in daily situations, with emphasis on oral comprehension, speaking and pronunciation, and the development of a utilitarian vocabulary. This course is particularly useful for Social Workers, Teachers, Law Enforcement Officers, Medical Personnel, and Business and Finance Personnel. This is a "D" course. Prerequisite: *SPA 101 or one year of High School Spanish, or permission of the instructor. (Existing Course, published September 2013) (Updated November 2014)*

SPA*211, Intermediate Spanish I (4 credits)
*This course replaces SPA*201 (3 credits) and SPA*205 (1 credit).* SPA*211 is a third semester of Spanish language. This course covers at the intermediate level Spanish grammar with continued emphasis on the development of conversational fluency and writing proficiency. Compositions will be added to this course with an introduction to Spanish literature as well. This course

will also have an additional hour of instruction designed to develop the conversational skills of students with particular emphasis on dialogues including a wide range of vocabulary necessary for general conversation. *Prerequisite: SPA* 112 or SPA*102 with SPA*106.* (New course, December 2014)

SPA*201, Intermediate Spanish I (3 credits)
*Effective Fall 2015, this course is replaced by SPA*211.* Further study of grammar with continued emphasis on the development of conversational fluency and writing proficiency. Compositions. Introduction to literature. Students must concurrently enroll in SPA*205. This is a "D" course. *Prerequisite: SPA*102 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

SPA*205, Intermediate Conversational Spanish I   (1 Credit)
*Effective Fall 2015, this course is replaced by SPA*211.* Further development of conversational proficiency with emphasis on dialogues and oral practice are correlated with grammar covered in the three credit SPA*201 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*201. This is a "D" course. *Prerequisite: SPA*106.* (Existing course, published September 2013) (Updated November 2014)

SPA*212, Intermediate Spanish II (4 credits)
*This course replaces SPA*202 (3 credits) and SPA*206 (1 credit).* SPA*212 is a fourth semester of Spanish language. This course covers, at the intermediate level, Spanish grammar with continued emphasis on the development of conversational fluency and writing proficiency. Compositions will be added to this course with an introduction to Spanish literature as well. This course will also have an additional hour of instruction designed to develop the intermediate-level vocabulary and conversational skills of students, with particular emphasis on dialogue. *Prerequisite: SPA*211 or SPA *202 with SPA*206.* (New course, December 2014)

SPA*202, Intermediate Spanish II (3 credits)
*Effective Fall 2015, this course is replaced by SPA*212.* Continuation of the study of grammar with further emphasis on the development of conversational fluency and writing proficiency. Compositions. Literature. Students must concurrently enroll in SPA*206. This is a "D" course. *Prerequisite: SPA*201 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

SPA*206, Intermediate Conversational Spanish II (1 Credit)
*Effective Fall 2015, this course is replaced by SPA*212.* Continued development of conversational proficiency with emphasis on dialogues and oral practice, correlated with grammar covered in three credit SPA*202 course. Students work with a media program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*202. This is a "D" course. *Prerequisite: SPA*205.* (Existing course, published September 2013) (Updated November 2014)

SPA*217, Intermediate Career Spanish I (4 credits)
Specialized, filmed dialogue situations, taped materials, vocabulary building and aural-oral understanding. This course is particularly useful for Social Workers, Teachers, Law Enforcement Officers, Medical Personnel, and Business and Finance Personnel. This is a "D" course. *Prerequisite: SPA* 101 and SPA* 102 or two years of High School Spanish, or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

SPA*218, Intermediate Career Spanish II (4 credits)
Selected dialogues from career situations, role playing, and development of cross-cultural understanding and communication skills. This course is particularly useful for Social Workers, Teachers, Law Enforcement Officers, Medical Personnel, and Business and Finance Personnel. This is a "D" course. *Prerequisite: SPA* 217 or permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

Manufacturing (CAD*, MFG*, QUA*)

$$ Laboratory Course Fee: **Many laboratory-based courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

CAD*110, Introduction to CAD (3 credits)
An introduction to the techniques of generating graphic images with computers using AutoCAD. Topics include: overview of CAD terminology, computer terminology, hardware descriptions and requirements, file manipulation and management, two dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawings including tolerance studies. (Existing course, published September 2013) (Updated November 2014)

CAD*220, Parametric Design (3 credits)
Introduction to computer-based design using SolidWorks® parametric 3D CAD software. The course focuses on Parametric Modeling and topics include: Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate. *Prerequisite:CAD*110 .* (Existing course, published April 2015)

MFG*051, Manufacturing Math I (3 developmental credits; does not count toward graduation)
First course in manufacturing mathematics. A study of arithmetic and algebraic operations applied to manufacturing circumstances. Fractions, decimals, tolerances, percentages, signed numbers, powers and roots, the metric system, as well as ratios and proportions are studied in depth. This course is not open to students who are eligible for MAT*137 or higher. (Existing course, published September 2013)

MFG*102, Manufacturing Processes (3 credits)
This course studies manufacturing: making goods and wares by industrial processes. The course will provide

theoretical experience in the scientific, engineering, and economic principles on which the various manufacturing processes are based. *Prerequisite: Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently. Concurrent enrollment in MFG*103 highly recommended.* (Updated for Fall 2016)

MFG*103, Manufacturing Processes Lab (1 Credit)
This course provides laboratory emphasis on common metal cutting tools and lathe operations, as well as on associated precision measuring tools and instruments.The labs will involve set-ups and procedures for milling machines, lathes,grinders, drill presses, and some measuring instruments.Students will be required to do lab work beyond the lab time scheduled for this course. *Prerequisites: Eligible for ENG*063/ENG*ALP or higher or ENG*096 taken concurrently, AND completion of or concurrent enrollment in MFG*102.* (Updated for Fall 2016)

MFG*105, Manufacturing Math II (3 credits)
A study of arithmetic and trigonometric operations applied to manufacturing circumstances. The following geometric entities are studied in detail: the circle, regular and irregular polygons, the right triangle and oblique triangles. The application of angular arithmetic including the study of angle decimal conversion, the Pythagorean theorem, sine, cosine, and tangent functions, and the Law of Sines and Law of Cosines. *Prerequisite: MFG*051 with "C-" or better OR eligible for MAT*137E or higher.* (Existing course, published September 2013) (Updated November 2014)

MFG*109, Introduction to MasterCAM (3 credits)
This course introduces the student to computer-based CAD/CAM (Computer-Aided Drafting/ Computer-Aided Manufacturing) using MasterCAM software, an industry standard. CAD/CAM uses CAD drawing tools to describe geometries of an object. The CAM portion of the program defines the toolpath that directs the motion of a machine tool to create a product that is the exact shape that was drawn. This introductory course familiarizes the student to MasterCAM using mill, lathe, and solids tutorials. *Prerequisite:*

Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently. (Existing course, published September 2013) (Updated November 2014)

MFG*123, Measurement for Manufacturing (X credits)
This course provides students with the basics in measurement for manufacturing, incorporating an introduction to the construction and usage of inspection tools, as well as a comprehensive set of hands-on exercises. In addition to teaching students how to use measuring tools, this course helps prepare students for NIMS (National Institute for Metalworking Skills) credentialing exams in Benchwork and Measurement, Materials, and Safety. (New course, January 2016)

MFG*124, Blueprint Reading I (2 Credits)
First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered. *Prerequisite: Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently.* (Existing course, published September 2013) (Updated November 2014)

MFG*125, Blueprint Reading II (3 credits)
Second course in blueprint reading. A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls, the metric system, weldment, forging and casting drawings and procedures,communication with freehand sketches, blueprint terms and abbreviations. *Prerequisite: Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently.* (Updated for Fall 2016)

MFG*156, Manufacturing Machinery CNC I (2 Credits/4 contact hours) *$$ Laboratory Course Fee*
First course in CNC machinery and programming. Topics include: Cartesian coordinates, safe use of CNC equipment, set up and operation of 2-axis CNC lathe and 3-axis CNC machining center, CNC

programming and execution of these programs. *Prerequisite: Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently.* (Updated November 2014)

MFG*171, Introduction to Lean Manufacturing (3 credits)
The purpose of this course is to provide the student with the fundamental knowledge of current continuous process improvement methodologies in use today within competitive manufacturing environments. This introductory course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean-six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects. *Prerequisite: Eligible for either ENG*063/ENG*101ALP or higher or ENG*096 taken concurrently. (Existing course, published September 2013) (Updated November 2014)*

MFG*202, Precision Machining (3 credits)
This course explains common methods of machining used to shape parts to specifications with the emphasis on traditional tool room machinery (lathes, milling machines, drilling machines, and grinders). Related topics also include shop safety, hand tools, measurement, layout work, and cutting fluids. Students will apply classroom lessons to the fabrication of parts in the lab course. *Co-requisite: MFG*203.* (Updated for Fall 2016)

MFG*203, Precision Machining Lab (1 Credit)
This course supplements the Precision Machining course by providing the lab time necessary to reinforce classroom lessons.Students use lab machinery and equipment to shape parts to specifications using traditional tool room machinery (lathes,milling machines, drilling machines, and grinders).Related topics also include shop safety, hand tools, measurement, layout work, and cutting fluids. Students will be required to do lab work beyond the lab time scheduled for this course. *Prerequisites:Completion of MFG103 and MFG102 co-requisite wit a grade of C- or better.*

MFG*256, Manufacturing Machinery CNC II (3 credits/6 contact hours)
This course has been replaced by MFG258. Students cannot receive academic credit for BOTH MFG*256 and MFG*258. This second course in Computer Numerical Controlled programming is a continuation of CNC I and provides a further study of CNC programming for the Lathe and Vertical Machining Center. Topics include setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros,and special features. Students will be introduced to MasterCAM software and use it to create part programs. *Prerequisite: MFG156 with a grade of "C-" or better.* (Course replaced, January 2016)

MFG*258, CNC Operations (3 credits/4 contact hours) *$$ Laboratory Course Fee*
This is the second course in Computer Numerical Controlled machining. It is a continuation of MFG*156, Manufacturing Machinery CNC I and provides a further study of CNC programming and machine operation for the Lathe and Vertical Machining Center. *Prerequisite: MFG*156 with a grade of "C-" or better.* (New Course, Spring 2016) This course replaces MFG*256 Manufacturing Machinery II. Students cannot receive academic credit for taking BOTH MFG*256 and MFG*258.

QUA*114, Principles of Quality Control (3 credits)
Overview of the tools and techniques required in contemporary quality systems. First course in statistical quality control.Topics covered include determination of process capabilities, estimation of process standard deviation from sample data, use of control charts, calculation of probability of simple events.Student will develop SPC and TQM Manufacturing Plans. *(Existing course, published September 2013) (Updated November 2014)*

Mathematics (MAT*)

EDUC 1002, Fast-Track Math Workshop (0 credits, 30 classroom hours)
This noncredit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to

benefit students placing at the intensive levels. At the end of the workshop, students may retake the placement test to see if they can progress to a course that is College Level or College Level with Embedded Support. (Existing course, published May 2014) (Updated November 2014)

MAT*075, Pre-Algebra- Number Sense Geometry (3 credits)
This course was discontinued as of the Fall 2014 semester.
A course which emphasizes the understanding of the basic concepts and skills of arithmetic (whole numbers, signed numbers, decimals, fractions, ratios and proportion, percent and estimation) through applications in elementary geometry, measurement and other areas. Also included are topics which provide a transition to algebra (introduction to the concept of variables, expressions, equations and graphs). Credit does not count toward meeting degree requirements. *Prerequisite: Eligible for ENG*073.*

MAT*085, Pre-Algebra & Elementary Algebra Foundations (6 Credits)
MAT*085 is an introductory course that will emphasize the understanding of basic concepts and skills of arithmetic (whole numbers, signed numbers, decimals, fractions, ratios and proportions, percent and estimation), as well as introductory topics in algebra. This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. This course will support students with skill levels below 9th grade to achieve the learning outcomes of Beginning Algebra in a single semester. Credit does not count toward meeting degree requirements. (Existing course, published September 2013) (Updated November 2014)

MAT*095, Elementary Algebra Foundations (3 credits)
MAT*095 is an introductory course in the basics of algebra. This course includes a study of the basic properties and theorems of rational numbers; expressions and equations with polynomials, rational and radical expressions, and integer exponents; linear equations in one and two

variables; systems of linear equations in two variables; functions; and applications in geometry and algebra. Credit does not count toward meeting degree requirements.*Prerequisite: MAT*075 with "C" or better OR MAT*085 with "D or D+" OR Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*104, Quantitative Reasoning (3 credits)
A survey course to develop the abilities to interpret and reason with information that involves mathematical ideas or numbers. This course will prepare students for the mathematics they will encounter in other college courses and in their career, as well as help develop critical thinking and problem solving skills needed in all areas of life. Topics include: principles of reasoning, problem solving techniques, basic statistics, every day mathematical models, and the mathematics involved in personal finance, the arts, careers, and society in general. NOTE: This course does NOT cover the algebra skills necessary for intermediate algebra through calculus and statistics. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT*085 or MAT*095 with C or better OREligible either for ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated October 2014)

MAT*137, Intermediate Algebra (3 credits)
This course is a further study of algebra and mathematical modeling of functions and relations represented by tables, graphs, words, and symbols. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics.   A graphing calculator is required for this course. Note: Course cannot be used to satisfy the Quantitative Reasoning competency for transfer programs or pathways. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT*085 or MAT*095 with "C" or better OR eligible for ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*137E, Intermediate Algebra with Embedded Review (3 credits/4 contact hours)   *$$ Laboratory Course Fee*
This Course cannot be used to satisfy the Quantitative Reasoning competency for transfer programs or pathways. This version of MAT*137 meets four hours a week to incorporate review topics from Elementary Algebra that are essential for success in Intermediate Algebra and to provide more time to meet the outcomes of MAT*137. Polynomial functions and expressions with special attention to linear, quadratic, exponential, rational, and radical functions are studied. There is an emphasis on modeling and applications for all topics. A graphing calculator is required for this course.
Prerequisites:
*• Eligible for either ENG*101E or ENG*101, together with Math placement into MAT*137E*
*• OR Eligible for either ENG*101E or ENG*101 and either MAT*085 or MAT*095 with a grade of "C-" or better*
(Updated November 2014)

MAT*141, Number Systems (3 credits)
This course helps students with an intermediate algebra background to get acquainted with some fundamental ideas in mathematics such as set operations, logic, counting methods, numeration systems, and modular systems. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT*137E or MAT*137 with" C" or better OR eligible for either ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*146, Math for the Liberal Arts (3 credits)
This is a survey course designed to acquaint the student with mathematical ideas not normally encountered at the pre-college level. The course conveys something about the nature of mathematics- its methods, uses, and roles in society- through an elementary introduction to topics such as: Functions, Art in Mathematics, Logic, Number Theory, Computer Science, Statistics, Probability Theory, Graph Theory. *Prerequisite: Eligible for either ENG*101E orENG*101 and either MAT*137E or MAT*137 with "C" or better OR eligible for either ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*168, Elementary Statistics and Probability I (4 credits)
Graphs and charts, measures of central tendency and variation. Elementary probability theory, random variables, probability distributions, with emphasis on the binomial and normal. Sampling distributions, hypothesis testing, confidence intervals, correlation and linear regression. Use of technology included. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT*137E or MAT*137 with "C" or better OR eligible for either ENG*101E or ENG*101and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*173, College Algebra with Technology (4 credits)
This course continues the algebra sequence. It is primarily intended for students who plan to continue on to Precalculus. Topics include operations with complex numbers; functions; numeric, algebraic, and graphic techniques as applied to the following functions: polynomial, rational, radical, piecewise, and absolute value; modeling and applications using the above functions; exponential expressions and equations; logarithmic expressions and equations; Optional: conic sections. A graphing calculator is required for this course. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT*137E or MAT*137 with a grade of "C" or better OR eligible for either ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*186, Precalculus (4 credits)
Precalculus provides the mathematical preparation for the study of calculus. Topics include comparing and contrasting linear, quadratic, polynomial, rational, radical, exponential, and logarithmic function using numeric, algebraic and graphic techniques. Trigonometric functions will be studied extensively also using numeric, algebraic, and graphic techniques as well as right triangle trigonometry, identities, and trigonometric equations; sequences and series; and polar coordinates. There will be an emphasis on modeling and applications for all topics. A graphing calculator is required for this course. *Prerequisite: Eligible for either ENG*101E or ENG*101 and MAT*173 with a "C" or better Or Eligible for ENG*101E or ENG*101 and math*

placement. (Existing course, published September 2013) (Updated 2014)

MAT*254, Calculus I (4 credits)
A course in differential calculus. Topics include limits, continuity, derivatives, anti-derivatives, and applications. *Prerequisite: Eligible for either ENG*101E or ENG*101 and MAT*186 with a grade of "C" or better OR eligible for either ENG*101E or ENG*101 and Math placement.* (Existing course, published September 2013) (Updated November 2014)

MAT*256, Calculus II (4 credits)
The definite integral applied to algebraic and transcendental functions, techniques of integration, polar coordinates and applications, infinite series, and vectors. *Prerequisite: Either ENG*101E or ENG*101 and MAT*254 with a grade of "C" or better .* (Existing course, published September 2013) (Updated November 2014)

MAT*268, Calculus III: Multivariable (4 credits)
Two- and three-dimensional vector algebra, calculus of functions of several variables, vector differential calculus, line and surface integrals. *Prerequisite: Eligible for either ENG*101E or ENG*101 and MAT*256 with "C" or better.* (Existing course, published September 2013) (Updated November 2014)

MAT*272, Linear Algebra (3 credits)
A beginning course in Linear Algebra, intended for students in mathematics, science and engineering. Topics include: Systems of linear equations, matrices, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors. Applications will be considered, with emphasis on numerical methods. Computers and/or graphing calculators will be integrated into the course, as deemed appropriate. *Prerequisites: Eligible for either ENG*101E or ENG*101 and MAT*256 with a grade of "C" or better.* Updated November 2014)

MAT*285, Differential Equations (3 credits)
An introductory course in differential equations, intended for students in mathematics, science, and engineering. Topics include: Solution methods for differential equations including selected

first order equations, nth-order equations, and systems of linear equations using matrix techniques, Laplace transforms, and numerical methods. Series techniques for selected linear differential equations including Bessel's equation will be considered. Computer software and/or graphing calculators will be integrated as appropriate throughout the course.*Prerequisites: Eligible for ENG*101E or ENG*101 and MAT*256 with "C" or better.* (Existing course, published May 2014) (Updated November 2014)

Music (MUS*)

MUS*101, Music History and Appreciation I (3 credits)
Understanding and appreciation of music literature. Classic, Romantic, and Modern styles studied through the works of composers of those periods. (Existing course, published September 2013) (Updated November 2014)

MUS*104, World Music (3 credits)
A survey course designed for non-musicians and musicians alike. The course will explore aspects of musical form, melody, rhythm, timbre, texture and instrumentation as rendered meaningful by the global music community. Content may include the music of Asia, Africa, India, and the Americas (including rock, jazz, blues and Native American music). Music in relation to art, ritual, theater, dance, and lifestyles will be considered, as well as aspects of musical instruments, including construction and playing techniques. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

MUS*111, Fundamentals of Music I (3 credits)
Development of basic skills in note reading, rhythm, meter, pitch symbols, scales, key signatures, interval, triads and ear training. (Existing course, published September 2013) (Updated November 2014)

MUS*117, Electronic Music (3 credits)
Designed for the non-musician, this course focuses on the composition, creation, performing, and recording of music using modern production techniques. Students will learn the compositional elements of music including rhythm, music and chord theory, and song structure and then

perform and record their compositions using MIDI keyboards and digital audio workstations. (Existing course, published September 2013) (Updated November 2014)

MUS*137, History and Appreciation of Jazz (3 credits)
A music appreciation course that uncovers the development of Jazz, from ragtime to contemporary practice. (Existing course, published September 2013) (Updated November 2014)

MUS*138, Rock and Roll History and Appreciation (3 credits)
A survey of the evolution of rock music and the origins, characteristics, stylistic development, and cultural/social perspectives.

MUS*152, Drumming and Percussion Ensemble (2 Credits)
Through ensemble playing, students will learn a variety of traditional rhythms such as African, Latin, Indonesian (gamelan), Middle Eastern, etc. Various percussion instruments and playing techniques will be studied, including improvisation. Students will also learn how to use found objects as instruments. The course includes some study of the cultures associated with various instruments. Students should obtain a drum for use in the ensemble. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

Ophthalmic Design & Dispensing (ODD*)

BIO*118**, Anatomy and Physiology of the Eye (4 credits/6 contact hours)**
Designed to introduce the student to the basic anatomy and physiology of the eye, this course will include study of the eye and its associated structures.Students will conduct a detailed study of the eyelids and lashes, the orbit,extra ocular muscles, the crystalline lens, the retina, lacrimal apparatus, uveal tract, and the cornea. Included in the course is certification in Adult C.P.R., a segment on A.I.D.S. awareness, and a study of medical abbreviations and commonly used medical prefixes and suffixes. The laboratory component of the course includes dissection of cow's eye, as well as numerous slide and video presentations of ocular anatomy, physiology and surgery. Open only to ODD students. (Existing course,

published September 2013) (Updated October 2014)

ODD*101, Introduction to Ophthalmic Dispensing (4 credits/6 contact hours)
Designed to introduce the student to the field of Ophthalmic Dispensing, this course will provide a general overview of optical theory and is intended to provide the student with a basis for more advanced study. The course will include segments of basic lens theory, normal and abnormal vision, the history of lenses and eyeglasses, an introduction to prism, and a determination of lens power at any point of a lens. The laboratory component will include introduction to the lensometer, marking and blocking devices, mechanical edging equipment and hand edgers, as well as an overview of the fabrication process. Lecture: 3 hours per week. Laboratory: 3 hours per week. (Existing course, published September 2013) (Updated November 2014)

ODD*102, Ophthalmic Dispensing I (4 credits/6 contact hours)
This course will deal with the relationship between spectacles and the patient's visual needs. Topics shall include frame types and materials and the proper fitting and adjusting of spectacles, determination of lens thickness and weight, and vertical prism imbalance at the reading level. The laboratory segment shall include work in neutralization, fabrication of multifocal spectacles, pattern making, tinting, and lab equipment operation and maintenance. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: ODD*101 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*103, Ophthalmic Dispensing II (3 credits)
A continuation of Ophthalmic Dispensing I, discussion will include comprehensive spectacle verification, A.N.S.I. standards, lenses and frames for high powered prescriptions, managing presbyopia, occupational and lifestyle analysis and lens application, specialized absorptive lenses and sports and safety eyewear. The course will also include a review for the A.B.O. exam. This is an "L" course. *Prerequisite: ODD*102 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*104, Ophthalmic Dispensing III (3 credits)
A continuation of Ophthalmic Dispensing II, to include segments on Low Vision, prescription analysis, critical thinking and problem solving skills, marketing fashion eyewear, dispensing progressive addition lenses, record keeping, professional ethics and liability. Discussion of and preparation for the State Practical Exam will be included. *Prerequisite: ODD*103 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*109, Optical Business Management (3 credits)
This course is designed to prepare the Ophthalmic Design and Dispensing student for the challenges of managing or operating an Optical business. Topics will include business organization, financial management, purchase, sale or merger of a business, marketing, advertising, accounting procedures, second party billing, inventory control, management skills, and patient/ client relations. *Prerequisite: ODD*102 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*110, Ophthalmic Materials I (4 credits/6 contact hours)
This course is designed to introduce the most commonly used ophthalmic devices and their use. It will explore single vision, bifocal, trifocal and progressive lenses commonly used in ophthalmic practice. Special emphasis will be placed on the physical properties of lens materials including index of refraction, absorptive ability, lens coatings and special applications of lens materials. It will include the discussion of the lens surfacing process and the surfacing laboratory. Frame materials, design, selection, and dispensing will be discussed. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: ODD*101 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*111, Ophthalmic Materials II (4 credits/6 contact hours)
A continuation of Ophthalmic Materials I with special emphasis on unique optical devices and their function. This course will increase hands on experience in optical finishing skills, including edging, hand edging, drilling, grooving and inserting lenses. Basic frame

adjustment and bench alignment shall also be included. Lecture: 3 hours per week. Laboratory: 3 hours per week. Included in this course will be a mandatory optical clinic rotation. *Prerequisite: ODD*110 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*112, Ophthalmic Materials III (4 credits/6 contact hours)
A continuation of Ophthalmic Materials II, to include rimless, semi-rimless, specialty eyewear and more advanced spectacle fabrication. It will include the use of more advanced spectacle fabrication machinery and instruments. Fabrication of trifocals, and progressive addition lenses will be included. Additional didactic and practical application of frame adjusting techniques will be presented. Lecture: 3 hours per week. Laboratory: 3 hours per week. Included in this course will be a mandatory Optical Clinic rotation. *Prerequisite: ODD*111 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*113, Clinical Refractometry (4 credits)
This course is designed to provide the student with a thorough understanding of the basic principles and techniques of objective and subjective refractometry. Material will include basic optical concepts, anatomy and physiology of the eye as a visual system, taking a comprehensive medical and visual history, retinoscopy, color vision testing, evaluating stereopsis, automated refractometry, and vision screening techniques. (Existing course, published September 2013) (Updated November 2014)

ODD*120, Contact Lenses I (3 credits)
An introduction to the fitting of contact lenses; outlining the history of contact lenses and the development of new materials. Advantages and disadvantages of these materials will be outlined, as well as indications and contraindications to contact lens wear. Emphasis is placed on rigid lens fitting philosophies and acquisition of basic skills with related instrumentation. *Prerequisite: BIO*118 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*121, Contact Lenses II (4 credits)
Continuation of Contact Lenses 1, with increased attention to lens selection and design. Fitting philosophies of hydrophilic and oxygen permeable lenses are put into practice, and follow-up care is stressed. Diagnostic as well as insertion and removal skills are increased. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: ODD*120 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*122, Contact Lenses III (4 credits/6 contact hours)
Continuation of Contact Lenses II, dealing mainly with special fitting problems and special lens designs. Practice management techniques are included, as well as continued use of all needed instrumentation. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: ODD*121 with a grade of "C" or better.* (Existing course, published September 2013) (Updated November 2014)

ODD*130, Low Vision (1 Credit)
This course is designed to familiarize the student with a wide range of physiological disorders and diseases that lead to significant vision loss, and the optical and non-optical devices used to provide correction. Emphasis will be placed on the use of telescopic, magnifiers, illuminating devices, and a list of resources for the partially sighted patient. (Existing course, published September 2013) (Updated November 2014)

ODD*299, Opticianry Practicum (2 Credits)
Students are placed in area optical firms licensed by the State of Connecticut, Department of Health Services, under the direct supervision of a licensed optician. This summer practicum is designed to provide more diverse practical experience to the student/apprentice optician. Supervision of this program will include job site visits by the college faculty member and both employer and faculty evaluation of students' performance. Students will be required to complete an on-campus orientation to the Optical and Contact Lens Clinics, and will be required to keep a log of their daily activities in the off-campus work place. (Existing course, published September 2013) (Updated November 2014)

Ophthalmic Medical Assisting (OMA*)

Special Note: Students must enroll in OMA*101, OMA*102, OMA*103, and OMA*104 during the same semester.

OMA*101, Introduction to Ophthalmic Medical Assisting (3 credits)
Students must take OMA*101, OMA*102, OMA*103, and OMA*104 concurrently.
This course introduces the role, scope, and duties of the ophthalmic assistant, including medical history-taking, preliminary patient examination, assessing visual fields, ophthalmic equipment, and office efficiency. Topics included will be the comprehensive eye exam and supplemental tests, lensometry and basic opticianry skills. It also introduces theoretical, clinical, physical and geometric optics, and provides an introduction to the types of vision loss and corrective devices used in Low Vision care. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (New course, June 2014)

OMA*102, Ocular Anatomy, Physiology and Pathology (3 credits)
Students must take OMA*101, OMA*102, OMA*103, and OMA*104 concurrently.
This course provides the learner with a detailed study of normal ocular anatomy, physiology and pathology. Topics to include; medical terminology and vocabulary commonly used in health care field, the origin of words with emphasis on suffixes, prefixes, roots, abbreviations and terminology pertinent to body systems. It includes the fundamentals of common external and internal diseases of eye and the orbital region, emphasizing the ocular effects of systemic diseases, identification of ocular emergencies, triage and the appropriate response. Topics will also include common ocular surgical procedures, first aid treatment and physician referral procedures.*Prerequisite: Eligible for either ENG*101E or ENG*101.* (New course, June 2014)

OMA*103, Ophthalmic Clinical Skills and Procedures (4 credits)
Students must take OMA*101, OMA*102, OMA*103, and OMA*104 concurrently.
This course emphasizes basic skills in patient care and examination techniques to include medical history taking and the

assessment of the pupils. Additional clinical training will include tonometry, first aid treatment, retinoscopy, biomicroscopy, objective and subjective refractometry, measuring vital signs, clinical equipment maintenance and visual field analysis. Other topics include an overview of ophthalmic pharmacology, comparing drug delivery systems and administering and recording topical and oral medications at a physician's direction. A safety component of the course covers office and clinic safety, microbiology, disinfection/sterilization and control of infections and prevention of contamination in a medical facility. *Prerequisite: Eligible for either ENG*101E orENG*101.* (New course, June 2014)

OMA*104, Healthcare Policies and Procedures (3 credits)
Students must take OMA*101, OMA*102, OMA*103, and OMA*104 concurrently.
This course is designed to serve as an introduction to the health care delivery system and health information management functions for allied health professionals. The students will be introduced to the types of health care delivery organizations and professionals, HIPAA, medical record content, reimbursement methodology and electronic health record use. Important topics of the course will include developing oral and written communication skills, patient education, patient services and relations, medical ethics, regulatory and legal issues, community health eyecare and ophthalmic assistant administrative duties. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (New course, June 2014)

Philosophy (PHL*)

PHL*101, Introduction to Philosophy (3 credits)
Some of the major philosophical problems, theories of knowledge, reality, and value. The nature of philosophical thought. Readings in philosophical literature. This is an "L" course.*Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

PHL*111, Ethics (3 credits)
A study of the leading theories of

morality and ethics concerning what is good, right, and just; the principles of good moral reasoning; and the examination of contemporary ethical issues and social problems. Readings in both classical and contemporary philosophical literature. Library research required. This is a "L" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

PHL*131, Logic (3 credits)
Logic is the study of reasoning. It promotes skill in evaluating persuasive language according to general standards of validity. Accordingly, this course introduces forms of deductive and inductive reasoning and methods of evaluation. Attention is given to argument recognition, fallacy identification, and the analysis of reasoning in ordinary language. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

PHL*145, Sustainable Living (3 credits)
Sustainable living involves creating and maintaining conditions under which humans and nature can exist in productive harmony, fulfilling environmental, social, economic and other requirements of present and future generations. This course offers an introduction to, and survey of, ideas and issues surrounding sustainability. This includes examining current human practices and lifestyles to determine if they are sustainable or not. It also includes studying possible alternative approaches to living that may be more sustainable as well as considering strategies for change. Topics include eco-literacy, energy and food, technology and design, politics and society, economics and money, ethics and aesthetics, worldview and spirituality. *Prerequisite: ENG*101E or ENG*101.*

PHL*151, World Religions (3 credits)
An introduction to the beliefs and practices of major world religions such as Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Shamanism, etc. Students will gain an appreciation for the similarities and differences between various religions. The course will also touch on philosophical religious questions such as

the value of religion, God, faith, soul, immortality, evil, mystical experience, etc. Library research required. This is a "L" course. This is a "D" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

PHL*199, Special Topics in Philosophy (3 credits)
An in-depth exploration of a specialized area in philosophy The content of this course may vary every time it is offered. This is a "D" course. *Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101. Recommended: PHL*101* (Existing course, published September 2013) (Updated November 2014)

Physical Science (AST*, OCE*, PSC*)

AST*101, Principles of Astronomy (3 credits)
An introduction to the study of the solar system, the stars, galaxies, nebulae, and newly discovered celestial bodies. Laboratory activities and field trips included. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT* 085 or MAT*095 with a "C-" or better or taken concurrently.*(Existing course, published September 2013) (Updated November 2014)

OCE*101, Introduction to Oceanography (3 credits)
An introduction to the chemical, biological, and physical processes at work in the marine environment. Emphasis on near shore and estuarine areas. Three field trips to Long Island Sound and the Connecticut River Estuary. *Prerequisite: Eligible for either ENG*101E or ENG*101 and co-enrolled in MAT* 085 or *095.* (Existing course, published September 2013) (Updated October 2014)

PSC*101, Physical Science I (3 credits)
An introduction to physics and chemistry for students with no previous experience in science. Necessary mathematical concepts are taught as part of the course. Recommended for individuals planning a career in elementary education or as a general science elective. Credit not given to students who have already taken any of the

following: CHE*111, CHE*112, CHE*121, CHE*122, or PHY*121, PHY*122. *Prerequisite: Eligible for either ENG*101E or ENG*101 and either MAT* 085 or MAT*095 with a "C-" or better or taken concurrently.* (Existing course, published September 2013) (Updated November 2014)

Physics (PHY*)

$$ Laboratory Course Fee: **Many science lab courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

PHY*110, Introductory Physics (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
An introductory course in the physics of motion, heat, sound, electricity, magnetism, light, optics, and the theory of the atom. A process oriented laboratory approach emphasizing exploration and problem solving. This course is intended for nonscience majors, or for students who need only one semester of physics. Students with credit for high school physics should elect PHY*121 or PHY*221. Scientific calculator required. Class meets 6 hours per week for integrated lecture and laboratory. *Prerequisites: Eligible for ENG*101 and eligible for MAT*137 or higher.* (Updated October 2014)

PHY*121, General Physics I (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
Basic concepts of mechanics and heat, including motion, forces, work and energy, conservation laws, fluid and thermal phenomena, and the laws of thermodynamics. Scientific calculator required. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: Eligible for ENG*101, and MAT*173 with a grade of "C" or better.*(Updated October 2014)

PHY*122, General Physics II (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
Basic concepts of electricity, magnetism, and wave motion, including electric and magnetic fields, electromagnetic radiation, wave properties of light, and optics. Scientific calculator required. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: PHY*

121, which may be taken concurrently. (Updated October 2014)

PHY*221, Calculus-Based Physics I (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
Basic facts and principles of physics. Elementary concepts of calculus are used. Classical dynamics, rigid-body motion, harmonic motion, wave motion, acoustics, relativistic dynamics, thermodynamics. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: MAT*254, which may be taken concurrently.* (Updated October 2014)

PHY*222, Calculus-Based Physics II (4 credits/6 contact hours)   *$$ Laboratory Course Fee*
Electric and magnetic fields, electromagnetic waves, quantum effects, introduction to atomic physics. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisite: PHY*221.* (Updated October 2014).

Political Science (POL*)

POL* 102, Introduction to Comparative Politics (3 credits)
This course focuses on the governments and peoples of the major regions of the world: Europe, Africa, the Middle East, Asia, and the Americas. It examines global variations in governing structures due to historic, cultural, religious, economic, and other causes. Issues of Third World democratization, economic globalization, Islam and democracy's "clash of civilizations," authoritarian states, and other timely issues will be subjects of class discussions and course papers. This is a "D" course. This is a "L" course.*Prerequisite: ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

POL* 103, Introduction to International Relations (3 credits)
This course examines international politics and has a focus on the United States in its superpower role. Relationships between nations which range from constructive engagement and peacemaking to war making will be examined. The Vietnam, Middle East, Balkan, Northern Ireland, and other conflicts will serve as case studies for understanding the forces shaping international politics. Present day topics concerning the United Nations,

international terrorism, global capitalism, and others will be studied. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

POL*111, American Government (3 credits)
This course examines the patterns of politics in the nation, Constitution, Congress, and Presidency. Topics of study include political ideologies, interest group pluralism, citizen alienation, institutional power, democracy's requirements, and others. Learning objectives include becoming politically informed, engaging in political discussions, and analyzing the government's responsiveness to citizens' needs. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

POL*112, State and Local Government   (3 credits)
The forms, functions, processes and problems of state and local government in the United States. Emphasis is on Connecticut, including the governorship and the General Assembly, state agencies, and localities with mayors, councils, and/or town meetings. (Existing course, published January 2014) (Updated November 2014)

POL*120, Introduction to Law   (3 credits)
The course serves as an introduction to the study of law with an overview of fundamental concepts and principles of the U.S. legal system. A variety of legal topics, terminology, and areas of law are discussed in order to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Students are introduced to the roles of legal professionals, including paralegals. Legal reasoning, legal ethics, and legal research methods are also presented. (New course, December 2014)

POL*293, Connecticut Legislative Internship (6 Credits)
This course is an active learning experience for the student as an intern in the state legislature. A student must apply directly to this college's faculty representative for selection. Learning involves becoming informed of the General Assembly's lawmaking processes, and developing skills to serve both the state legislator and his/ her constituents. The intern will have the opportunity for in-service orientation at

the legislature prior to its January start. (Existing course, published September 2013) (Updated November 2014)

For more information about MxCC's Legislative Internship Program, click here.
To learn more about MxCC's current Legislative Interns, click here.

Psychology (PSY*)

PSY*103, Introduction to Holistic Wellness (3 credits)
This course will explore how cognition, emotion, stress, lifestyle, and the environment impact a person's health and sense of well-being. Students will review the psychological and behavioral factors which enhance health and wellness while preventing one's risk for illness. Students will learn how to become active participants in their journey toward wellness by studying and experiencing alternative, preventive, and stress reducing techniques. Modalities to be explored are the mind/body connection, relaxation, nutrition, exercise, and spirituality. This is a "D" course. (Existing course, published September 2013) (Updated November 2014)

PSY*111, General Psychology I (3 credits)
Major principles and theories of psychology including perception, learning, the biological basis of behavior, motivation and emotion. This course is suitable for all students and is the prerequisite for all upper level psychology courses. It is also required for transfer into many four-year programs. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG 101.* (Existing course, published September 2013) (Updated November 2014)

PSY*201, Life Span Development (3 credits)
This course will examine human development from conception through death. Theories pertaining to physical, cognitive, and psychosocial development will be explored and applied to the developmental tasks which face the individual throughout the life span. Human Development, as a process of adaptation to the biological, psychological, sociological, and cognitive challenges which are continuously presented to the growing person, will be explored. This is an "L"

course. This is a "D" course. *Prerequisite: PSY 111.* (Existing course, published September 2013) (Updated November 2014)

PSY*204, Child and Adolescent Development (3 credits)
This course will examine childhood from conception through adolescence, with emphasis on the areas of emotional, social, cognitive, language and physical development. *Prerequisite: PSY*111.* (Existing course, published September 2013) (Updated November 2014)

PSY*208, Psychology of Adult Development and Aging (3 credits)
Examines adult development from young adulthood through old age and death. Emphasis is on current theories of each stage of adulthood and their implications for career choice and change, intimacy and marriage, parenthood, mid-life adjustment, retirement and death. This is a "L" course. *Prerequisite*: *PSY*111 and either ENG*101E or ENG*101* . (Existing course, published September 2013) (Updated November 2014)

PSY*240, Social Psychology (3 credits)
This course is designed to introduce students to social behavior from a social-psychological perspective. Emphasis is on social and cultural factors and their consequences for self-development, small group behavior, self-image, attitude acquisition and change, leadership, conformity and prejudice. This is a "D" course.
Prerequisites: MxCC Credit level SOC F101 Minimum Grade of D- or MxCC Credit level PSY* F111 Minimum Grade of D- or MxCC Credit level PSYC F101 Minimum Grade of D-.*(Existing course, published September 2013) (Updated January 2016)

PSY*243, Theories of Personality (3 credits)
Study of the human individual, with emphasis on self as related to others. Investigation of personal growth, defense mechanisms, and the mental health movement. *Prerequisite: PSY*111 or permission of the instructor.*(Existing course, published September 2013) (Updated November 2014)

PSY*245, Abnormal Psychology (3 credits)
This course examines the major theories of psychopathology and explores the research, classification systems, and intervention strategies relative to each theoretical perspective. Diagnostic categories and processes will also be studied. This is an "L" course. This is a "D" course. *Prerequisite: Either ENG*101E or ENG*101* and PSY*111 with a "C" or better. (Existing course, published September 2013) (Updated November 2014)

PSY*247, Industrial & Organizational Psychology (3 credits)
Psychological principles are applied to business, industry, education, politics. Topics include job evaluation, motivation, management relations, individual and group relations. This course is appropriate as the psychology elective for the business and secretarial programs. Its transferability depends upon the policy of the receiving institution. (Existing course, published September 2013) (Updated November 2014)

PSY*251, Behavior Disorders of Children and Youth (3 credits)
This course is an advanced level study of the behavioral, educational and psychological problems displayed by young people. The emphasis is on how these problems are impacted by biological, social, cultural, cognitive, family and situational factors. Evaluation and treatment perspectives will be explored. This is a "L" course. *Prerequisites: Either ENG*101E ir ENG*101 and PSY*111.* (Existing course, published September 2013) (Updated November 2014)

PSY*258, Behavior Modification (3 credits)
This course focuses on the basic current principles of learning with particular application to the area of cognitive and behavioral management. Behavioral intervention and treatment of diverse problems will be studied. *Prerequisites: PSY*111.* (Existing course, published September 2013) (Updated November 2014)

PSY*298, Special Topics in Psychology (3 credits)
Selected contemporary issues in psychology-for example, personality, motivation, learning and drugs. This course is not intended to be taken in lieu of PSY*111 or to transfer for that

purpose. (Existing course, published September 2013) (Updated November 2014)

Radiologic Technology (RAD*)

Enrollment in these courses is limited to students who have been admitted to the Radiologic Technology program.

RAD*105, Radiographic Anatomy Procedures I (3 credits)
This course emphasizes task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. *Prerequisites: Admission to Rad Tech, BIO*211 and BIO*212with "C+" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*109, Methods of Patient Care I (1 Credit)
This course is an introduction to patient care, including patient communication, interaction, history taking, and patient education. Students will be able to communicate and assess patients, evaluate and record patient history, and learn to correctly document. Students will also be able to differentiate between immobilization and restraints, recognize special needs of patients, and respect cultural and human diversity. Course content will also include: vital signs, medical emergencies, oxygen safety, patient consent, and ethical and legal issues in healthcare. Students will perform research and prepare a poster or presentation on an approved topic chosen from the course objectives. This is an "L" course This is a "D" course. *Prerequisites: Admission to Rad Tech, BIO*211and BIO*212 with a "C+" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*171, Radiographic Clinical Practicum I (2 Credits)
This course introduces the clinical setting and general radiographic areas of diagnostic imaging with supervised clinical practice. Students will refine patient care and positioning skills. *Prerequisites: Admission to Rad Tech,BIO*211 and BIO*212 with "C+" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*172, Radiographic Clinical Practicum II (2 Credits)
Students continue to practice clinical skills in the general radiographic areas of diagnostic imaging with supervised clinical
practice. *Prerequisites: RAD*105, RAD*109 and RAD*171 with "C" or better for all.* (Existing course, published September 2013) (Updated November 2014)

RAD*200, Radiologic Physics & Diagnostic Imaging Modalities (3 credits)
This course provides the student with advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy, and quality assurance/quality control techniques used to evaluate radiographic imaging equipment. *Prerequisites: RAD*209, RAD*172, RAD*219 and RAD*204 with "C" or better for all.* (Existing course, published September 2013) (Updated November 2014)

RAD*204, Radiographic Anatomy & Procedures II (3 credits)
The student will continue task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. *Prerequisites: RAD*105, RAD*109 and RAD*171 with "C" or better for all.* (Existing course, published September 2013) (Updated November 2014)

RAD*206, Quality Assurance (3 credits)
This course is a continuation in the advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy, and the techniques and testing to evaluate and assess quality
assurance. *Prerequisites: RAD*240 and RAD*200 with "C" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*209, Methods of Patient Care II (3 credits)
This course is a continuation of the study of patient care procedures, techniques, and therapeutic practices in the radiology department, and is designed to prepare students to act quickly and effectively in case of medical emergency. Additional topics will include contrast media, pharmacology, venipuncture, ECG and

CPR. *Prerequisites: RAD*105, RAD*109 and RAD*171 with "C" or better for all. (Existing course, published September 2013) (Updated November 2014)*

RAD*215, Radiographic Pathology (3 credits)
This course provides an overview of pathological conditions that are demonstrated by diagnostic imaging. Lecture material will include the cause and treatment of the disease process. Pediatric radiology is also presented. A research paper and presentation is required. This is an "L" course. *Prerequisites: RAD*240 and RAD*200 with "C" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*219, Radiographic Equipment and Image Production (3 credits)
This introductory course will cover radiographic equipment with emphasis on image formation, radiation protection and safety, and the production and interaction of x-rays with matter. Imaging accessories and their effect on radiographic quality will be discussed. *Prerequisites: RAD*105, RAD*109 and RAD*171 with "C" or better for all.* (Existing course, published September 2013) (Updated November 2014)

RAD*222, Radiobiology and Protection (3 credits)
This course is designed to present a clear understanding of all sources and use of medical radiation and the various types of equipment in a radiology department. Includes the study of radioisotopes, the production of x-rays, imaging measurements of radiation and a basic understanding of the ways in which radiation interacts with the biological system. Emphasis is also placed on the various methods of protection for both technologists and patients. *Prerequisites: RAD*240 and RAD*200 with "C" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*240, Radiographic Clinical Practicum III (4 credits)
Students continue to practice clinical skills in the general radiographic areas of diagnostic imaging with supervised clinical
practice. *Prerequisites: RAD*209, RAD*172, RAD*219 and RAD*204 with*

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"C" or better for all. (Existing course, published September 2013) (Updated November 2014)

RAD*241, Radiographic Clinical Practicum IV (3 credits)
Students continue to practice clinical skills in the general radiographic areas of diagnostic imaging with supervised clinical
practice. *Prerequisites: RAD*240 and RAD*200 with "C" or better for both.* (Existing course, published September 2013) (Updated November 2014)

RAD*271, Advanced Clinical Internship (6 Credits)
The student will have the opportunity to refine skills learned earlier in the program with indirect
supervision. Students will perform a comprehensive final clinical competency in preparation to apply for the national registry
examination. *Prerequisites: RAD*222, RAD*215, RAD*206 and RAD*241 with "C" or better for all.*(Existing course, published September 2013) (Updated November 2014)

Science (SCI*)

(Also see Course Listings under Astronomy, Biology, Chemistry, Environmental Science, Geology, Health, Physical Science, and Physics)

$$ Laboratory Course Fee: **Many science lab courses require a separate fee added at the time of registration in order to cover the cost of supplies and materials used by students.**

SCI*103, 3 credits, Recent Discoveries in Science I
This course teaches science by studying recent developments and progress in the discipline. Course content will be topical and dependent upon both current scientific issues and the areas of interest of course participants. *Prerequisite: Eligible for either ENG*101E or 101.* (Existing course, published September 2013) (Updated October 2014)

CJS*285 / SCI*285, Forensic Science with Laboratory (4 credits/6 contact hours) *$$ Laboratory Course Fee*
As of Fall 2016, this course will replace CJS*225 Forensic Science. Students cannot get academic credit for taking both CJS*225 and CJS*285/SCI*285: A study of how the disciplines of Biology, Chemistry, Earth Science, Physical Science, and Physics meld to form the field of Forensic Science. The course will focus on developing the scientific vocabulary necessary for investigators to communicate with scientists. This course is meant to assist students who are pursuing a career in criminal justice. Emphasis of the course is placed on scientific analysis of data rather than detective work. Students will learn to appreciate how the major fields of science are utilized in solving crimes. The laboratory component will provide hands-on opportunities to integrate scientific methodology as it relates to criminal justice and the limitations of scientific testing. *Prerequisite: CJS*101 with a grade of "C-" or better, AND ENG*101-ALP, ENG*101E, or ENG*101 with a grade of "C-" or better.* (New course, effective Fall 2016)

Sociology (SOC*, SSC*)

SOC*101, Principles of Sociology (3 credits)
A study of modern society and its social organization, institutions, groups and social roles. Topics of study will include patterns of social interaction, the organization and stratification of groups ranging from families to corporations, and others. Learning objectives include applying scientific methods of analysis and examining social issues from a humanistic perspective. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*103, Social Problems (3 credits)
A systematic analysis of major contemporary social problems, such as mental illness, crime, poverty, and racial and ethnic conflicts, with emphasis on their origins. Recommended as the introductory course for students having a general interest in sociology. Majors in the field should also take SOC*101. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*114, Sociology of Aging (3 credits)
This course will explore the impact of social and sociocultural conditions on the psychological, physiological, and psychosocial processes of aging. This course will explore the demographics of aging, and how the diversity of the aging population impacts societal, clinical, therapeutic, and institutional responses. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*117, Minorities in the U.S. (3 credits)
This course examines ethnicity in the transformation of America. The course focuses on cultures of diverse ethnic groupings, patterns of identity, discrimination due to economic forces, issues of assimilation, ethnic contributions to a multicultural democracy and other democracies. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*120, Group Dynamics (3 credits)
An overview of the interactions generated by group experience and group leadership. Emphasis on the principle dynamics of group interaction, group decision-making, and how these may be applied both in the therapeutic milieu and within organizations. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

HLT*160/*SOC160, Introduction to Public Health (3 credits)
This course provides a basic overview of public health and various public health systems. It provides a foundation for the understanding of public health principles and practices for any student interested in social work, health careers, biology, health education, or simply being an informed citizen. Topics will include the effects of individual lifestyle decisions and their relation to personal and public health. The course deals with a variety of current public health threats and trends, and how public health professionals play a role in identifying and remediating or avoiding them. This is a "D" course. *Prerequisite: Eligible for either ENG* 101E or ENG*101.* (Existing course, published May 2014) (Updated October 2014)

SOC*190, Self and Others: Dynamics of Diversity (3 credits)
An examination of how the United States is growing increasingly diverse. The goal of the course is to have students understand the sociocultural nature of human identity and diversity. Topics include race, ethnicity, class, gender, religion, physical disability, sexual orientation, pluralism and its implications. This is a "D" course.*Prerequisites: SOC*101 or SOC*117.* (Existing course, published September 2013) (Updated November 2014)

SOC*210, Sociology of the Family (3 credits)
An examination of the evolution of contemporary relationships such as dating, cohabitation and marriage. The implications of changes in relationships and their effect on the individual, family and society will be analyzed. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*212, Sociology of Women (3 credits)
A study of a "Woman's Place" from a sociological and multidisciplinary perspective. The origins of women's position in society and the historical transformations that have occurred in the Western World and, particularly, in the United States, will be discussed along with contemporary issues. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*213, Human Sexuality (3 credits)
A study of contemporary human sexuality in Western society from both sociological and multidisciplinary perspectives. History and patterns of sexual behavior are discussed including such topics as contraception, sexual response, gender roles, orientation, sexual coercion, and sexually transmitted diseases. This is a "D" course.*Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*221, Social Inequality (3 credits)
The study of structured social inequality in the United States and globally; the existence of class and power structures and their effects on the lives of Americans; the relation of different forms of inequality based on class, ethnicity, religion, age, and gender. The various strategies people employ to respond to inequality. *Prerequisites: SOC*101 or SOC*117 or ANT*205 or SOC*190.* (Updated November 2014)

SOC*225, Death and Dying (3 credits)
A sociological and psychological study of death and dying. Topics include cultural attitudes toward death, self confrontation and value identification, dealing with dying, survivors and grieving, children and death, suicide, euthanasia. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*240, Criminology (3 credits)
The course examines the nature and cause of crime, approaches to the study of crime, and its treatment and prevention. The sociology of criminal law and the nature of criminal behavior are also examined. This is an "L" course. *Prerequisite: Eligible for ENG*101-ALP, ENG*101E or ENG*101.* (Prerequisite updated October 2015, to add ENG*101-ALP)

SOC*241, Juvenile Delinquency (3 credits)
This course examines the meaning of the concept of juvenile delinquency. Considered are the relationships between social attitudes and definitions of youthful law violations, along with studies on various forms of delinquency. Also analyzed are the diverse theoretical interpretations of delinquency including sub cultural theories, bodily related factors, emotional pressures and environmental pressures. This is a "D" course.*Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

SOC*277, Social Survey Research (3 credits)
This course will provide students with a hands-on learning experience in social science research. Its main purpose is to survey the major research designs and research techniques that are at the core of contemporary approaches used to study social phenomena. Students will be directly involved in designing and conducting survey research on a social issue. Topics will include interview and questionnaire design, computerized data collection, management and analysis, and writing a research report. *Prerequisites: MAT*168 taken concurrently.* (Existing course, published September 2013) (Updated November 2014)

SSC*153, Women and Work (3 credits)
A multidisciplinary study of women and work. This course provides a historical overview as well as an examination of contemporary issues such as the family and work gender socialization, sex discrimination and the emotional work in which women engage. It includes a discussion of the individual and collective strategies that women employ to meet various challenges. Topics of discussion are conditioned by the diverse backgrounds, interests and needs of students in each particular class. This is a "D" course. *Prerequisite: Eligible for either ENG*101E or ENG*101.*(Existing course, published September 2013) (Updated November 2014)

Theatre (THR*)

THR*101, Introduction to Theatre (3 credits)
This course is designed to introduce students to the world of theater as an expressive and collaborative art form. Students will have the opportunity to develop an appreciation and understanding of theater from its origin to the present day. Areas of study will include: theater history, genres and styles, the study of plays, stage terminology, acting, theater production, and theater as a profession. While not designed as an "acting" course, some in-class performance work may be included. Students will view recorded versions of plays during class. Attending at least one live theater performance will be required. *Prerequisite: Prerequisite: Either ENG*101ALP, ENG*101E, or ENG*101.* (Existing course, published September 2014) (Updated November 2014)

THR*110, Acting I (3 credits)
An introduction to the art of acting. This experiential course emphasizes the fundamental tools of the actor including use of voice and body, development of the imagination, creative interpretation, characterization, improvisation, and script analysis. Through both individual and group exercises, students will gain knowledge of different acting styles as well as study and perform scripts.

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(Existing course, published September 2013) (Updated November 2014)

THR*113/**COM*179**, Performance for Film and Television (3 credits)
This course will develop performance and acting skills used in radio,television, and film including voice-over techniques, television news reporting and anchoring, dramatic acting, and comedic performance. Skills include voice articulation, projection and inflection, script analysis and interpretation. Students will analyze scripts and develop characters to improve acting and directing techniques and understand the importance of subtext to scenes. Students perform using microphones, teleprompters, lighting, and cameras. This course is designed for students interested in on-screen performance across a range of media as well as those interested in film and television directing and production. (Existing course, published September 2013) (Updated November 2014)

THR*121, Plays in Production I (3 credits)
Practicum emphasizing acting techniques and theatre production. This course prepares students for acting in more developed roles and incorporates practical aspects of theatre production concluding with the performance of a play in front of an audience. Acting roles are determined by audition. *Prerequisite: THR*110 or previous acting experience with permission of the instructor.* (Existing course, published September 2013) (Updated November 2014)

THR*210, Acting II (3 credits)
Acting II emphasizes advanced acting techniques and theatre production. This course prepares students for acting in more developed roles and incorporates practical aspects of theatre production concluding with the performance of a play in front of an audience. Acting roles are determined by audition, and each student will create, rehearse, and develop and acting role as well as take on other production responsibilities. *Prerequisite:THR*110 or previous acting experience with permission of instructor.*

Therapeutic Recreation (RLS*)

RLS*121, Introduction to Therapeutic Recreation Services (3 credits)
Methods and activities that can aid in establishing better rapport with persons. Emphasis on therapeutic value of such experiences. (Existing course, published September 2013) (Updated November 2014)

RLS*122, Processes and Techniques in Therapeutic Recreation (3 credits)
This course provides an exploration of methods and materials utilized to lead people in creative/arts activities, physical/body movement activities, mental/stimulation activities, and social/interaction activities. The analysis of activities and the specific techniques for adapting activities in therapeutic recreation will be examined. (New course, November 2014)

RLS*221, Therapeutic Recreation (3 credits)
Emphasis is on meeting the varied needs and ability levels of clients through an in depth study of sensory integration, one to one programs for room bound, games, special events and parties, discussion groups, and creative expressions. *Prerequisites: Either RLS*121 or PSY*111 or permission of instructor.* (Existing course; published September 2013) (Updated November 2014)

Veterinary Technology (VET*)

These courses (except VET*101) are limited to those students who have been admitted to the Veterinary Technology program.

BIO*238**, Parasitology (3 credits)**
This course is intended to familiarize students with the parasites of importance in the veterinary field with an emphasis on the diagnosis and treatment of parasitic diseases of domestic animals. A laboratory component focuses on clinical diagnostic procedures including immunodiagnostic techniques using both living and preserved specimens. Topics include prevention of infection and transmission, and zoonotic disease transmission, control and epidemiological concerns. **Prerequisite:** *VET* 205 with a grade of "C" or better.* (New course, Fall 2012)

VET*100, Introduction to Animal Care (2 credits)
This course is an introduction to practical experience with various species. Basic biological concepts and normative data of the various species including common husbandry practices and diseases are discussed. Restraint and handling methodologies are discussed and practiced. *Prerequisite: Admission to Veterinary Technology Program.*(Existing course, published September 2013) (Updated November 2014)

VET*101, Introduction to Veterinary Technology (3 credits)
This course introduces the role of the Veterinary Technician to employment opportunities and professional development opportunities in the field. Covered topics include breed differentiation, nutrition, reproduction, and animal behavior. Ethics, animal welfare regulations, state and federal laws are reviewed, including controlled substance laws, occupational safety and health regulations and veterinary practice responsibilities. *Prerequisite: Eligible for either ENG*101E or ENG*101.* (Existing course, published September 2013) (Updated November 2014)

VET*102, Veterinary Office Management & Communication (3 credits)
This is a business management course for Veterinary Technology students. Topics include office procedures and practices, staff management, triaging phone calls, recordkeeping, the human-animal bond, stress management, and client relations, including working with members of the public from diverse cultural, ethnic, religious, and socioeconomic backgrounds. Personnel administration and other administrative procedures common to veterinary medical practices including databases are reviewed. This is a "D" course. *Prerequisite: Admission to Veterinary Technology Program.* (Existing course, published September 2013) (Updated November 2014)

VET*151, Small Animal Veterinary Technology with Lab (4 credits/6 contact hours)
Nursing procedures in small animals and laboratory species are discussed. Topics include physical examinations, common medical nursing techniques and emergency care. Long term nursing care of common animal conditions will be discussed including client education. The course includes vaccination protocols, nutritional support and specialized problems encountered in

companion animals as well as hands-on work with lab animals. Relevant clinical cases will be utilized in lecture discussions. *Prerequisites: VET* 100 and VET* 101 with a grade of "C" or better for both, and proof of Rabies Vaccination.* (Existing course, published September 2013) (Updated December 2014)

VET*152, Large Animal Veterinary Technology with Lab (4 credits/6 contact hours)
The course focuses on the specifics related to large animal medicine and nursing practices including techniques. Lectures include anatomy and physiology, nutrition and breeding of agricultural species. The etiology of disease, transmission, prevention and disease control are discussed. Topics include nursing care, diagnostic techniques, reproduction, husbandry, and common diseases. Laboratory sessions include restraint, physical exams, specimen collection, drug administration, and principles of husbandry. Supervised field trips are required. *Prerequisites: VET* 100 and VET* 101, with a grade of "C" or better for both, and proof of Rabies Vaccination.* (Existing course, published September 2013) (Updated November 2014)

VET*201, Veterinary Anatomy and Physiology I with Lab (4 credits/6 contact hours)
Veterinary anatomy and physiology of domestic species presented as a two course series. The anatomic structures and physiologic functions of domestic animals including companion species are discussed. The first semester reviews the basic foundations of structure and function of the most common species including the integumentary, skeletal, muscular, nervous, endocrine and digestive systems in addition to cellular aspects of metabolism. Comparative aspects of canine, feline, and farm species are provided. Lecture and laboratory exercises emphasize the understanding of the organized body state and the relationship of various components including cells, tissues, organs and body systems. *Prerequisite: Admission to Veterinary Technology Program.* (Existing course, published September 2013) (Updated December 2014)

VET*202, Veterinary Anatomy and Physiology II with Lab (4 credits/6 contact hours)

This course is a continuation of Veterinary Anatomy and Physiology I, with discussion of the respiratory, circulatory, urinary and reproductive systems. Comparative aspects of canine, feline, avian, reptilian, laboratory, and farm species are provided. Relevant clinical topics are utilized during this course. *Prerequisite: VET *201 with a grade of "C" or better.* (Existing course, published September 2013) (Updated December 2014)

VET*205, Veterinary Laboratory Procedures (3 credits/5 contact hours)
The theory behind clinical sample analysis utilizing clinical laboratory procedures including specimen collection, hematology, cytology, blood chemistry, urinalysis, necropsy technique, and serology. Emphasis is on manual performance of basic laboratory diagnostic procedures and discussion of the relevance of laboratory findings to the veterinary practitioner. *Prerequisites: MED* 125, VET* 151, VET* 152, and VET* 202, with a grade of "C" or better for all. VET* 205 must be taken concurrently with VET* 212 and VET* 230.* (Existing course, published September 2013) (Updated November 2014)

VET*212, Principles of Imaging with Lab (1 credit/2 contact hours)
The theory and principles of radiology and radiation safety are presented. Topics include radiologic and imaging principles and practices and their uses in patient diagnosis. Animal restraint, positioning, special diagnostic techniques and imaging are reviewed. Ultrasonography, Computerized Axial Tomography, Magnetic Resonance Imaging and Positron Emission Tomography will be discussed. *Prerequisites: MED* 125, VET* 151, VET* 152, and VET* 202, with a grade of "C" or better for all. VET* 212 must be taken concurrently with VET* 205 and VET* 230.*(Existing course, published September 2013) (Updated December 2014)

VET*220, Animal Pathology (3 credits)
This course is designed for students in the veterinary technology program. The main focus is to discuss select diseases in small and large animals as well as research animals. Diseases will be discussed in a categorized systematic format to include: infectious diseases, hematologic diseases, and diseases

affecting various systems including cardiovascular, respiratory, gastrointestinal, integumentary, endocrine, reproductive and nervous. Clinical signs of organ dysfunction, pathophysiology, diagnostic tests, treatment and prevention are reviewed. Students will learn tissue sampling and preparation. Laboratory animal and "pocket pets" (rats, mice, hamsters, guinea pigs, rabbits, and ferrets) husbandry and techniques, including proper restraint, blood drawing and gavaging will be taught through lectures and hands-on activities. These lectures will be in conjunction with the student's hands-on experiences at the Yale Animal Resource Center. This course will also require each student to perform a complete necropsy of a rat and an offsite field trip to a packing plant facility if time allows. *Prerequisite: VET* 205 with a grade of "C" or better.* (Existing course, published September 2013) (Updated December 2014)

VET*230, Veterinary Anesthesia and Surgical Nursing with Lab (4 credits/6 contact hours)
Lectures and demonstrations in general anesthetic technique, standard surgical procedure, and operating room conduct. The emphasis is on surgical technology including equipment and supply nomenclature, patient monitoring, aseptic, sterile technique, preoperative care of the patient and emergency medicine. Classifications and mechanisms of action for commonly used anesthetics, and analgesics are discussed. Topics include intravenous catheterization techniques, CPR, and oncology therapeutics. *Prerequisites: MED* 125, VET* 151, VET* 152, and VET* 202, with a grade of "C" or better for all. VET* 230 must be taken concurrently with VET* 205 and VET* 212.* (Existing course, published September 2013) (Updated November 2014)

VET*240, Periodontology and Oral Radiology (2 credits)
This course is an introduction to veterinary dentistry which has become a significant part of veterinary practices. Topics include oral anatomy, terminology periodontology oral radiography endodontics, orthodontics and restorative dentistry. Tasks performed by veterinary technicians, including oral radiography will be discussed. *Prerequisites: VET* 205 and VET* 212, with a grade of "C" or better for both.* (Existing course, published

September 2013) (Updated November 2014)

VET*250, Principles of Pharmacology for Vet Tech (3 credits)
The study of dose and dosage in applied pharmacology is presented. Topics include basic mathematics, conversions, measurements, drug calculations, drug orders and fluid rate calculations. The major classes of drugs used in therapeutics, dose response characteristics, mechanisms of action, major physiological effects, toxicity and drug interactions are discussed. A review of laws applying to licensure and use of controlled substances in veterinary medicine is included. *Prerequisite: MED *125 with a grade of "C" or better.* (Existing course, published September 2013) (Updated December 2014)

VET*285, Veterinary Technology Externship (2 credits)
Students must demonstrate competency in the defined learning objectives in order to meet program completion expectations. Students will be responsible for documenting completion of a comprehensive checklist of activities reflecting these objectives. Students and site supervisors will be provided with an externship manual that includes checklists.

The externship will offer a supervised experience under the direction of a licensed veterinarian or certified technician through placement at an off-site veterinary hospital, private practice, laboratory facility or other appropriate site. Students will refine skills learned in previous and concurrent veterinary technology courses. A minimum of 240 hours of participation in a position relating to the veterinary technology field in a facility approved by the Veterinary Technology Program Coordinator is required. *Prerequisites: Completion of courses in semesters 1 and 2 of the program sequence AND permission of the Program Coordinator.* (Existing course, published September 2013) (Updated November 2014)

SYSTEMWIDE TRANSFER APPEALS COMMITTEE

Purpose

The purpose of the Transfer Appeals Committee is to:
- Provide a review means for a student, transferring from one community college to another within the Connecticut system of community colleges, who believes the receiving college has not allowed adequate credit for a course or courses
- Provide an established procedure which shall ensure the fulfillment of Board of Regents policy regarding transfer of credit

Membership

The Transfer Appeals Committee will consist of a chairperson (the Academic Officer of the Community College system) and two members (deans selected from a pool of academic deans and deans of students). Neither dean serving for a particular review shall be from either of the colleges involved in the appeal. The pool shall consist of four academic deans selected annually by the Council of Academic Deans and four deans of students selected annually by the Council of Deans of Students. No dean shall serve more than three consecutive years. After the initial selection of deans, the executive officer will hold a drawing to determine that initially four deans shall hold a two-year service period in order to assure accumulation of some experience by a portion of the available deans.

Procedure

1. When a community college student transferring from one of the twelve community colleges to another concludes, after exhausting other means of review, that he or she is not being allowed sufficient credit for a course or courses he or she wishes transferred, the student may use this procedure as a final review and decision.

2. Before invoking this procedure the student shall have:

a. appealed the decision of the evaluator of transfer credit at the receiving college to the appropriate dean at the college, and if dissatisfied with the decision then

b. made an appeal of the decision of the dean to the president of the receiving college.

3. If the student receives an unsatisfactory decision at the college level, he or she may then appeal the decision of the president to the Academic Officer for the Community Colleges who shall convene the Transfer Appeals Committee for purposes of considering the appeal.

4. The Transfer Appeals Committee shall make a recommendation to the executive officer who shall render a final decision.

5. When a tie vote occurs by the two deans, the chair of the Transfer Appeals Committee shall break the tie by casting a vote.

6. A report shall be made to the Academic Policies Committee of the Board in the case of such appeals reviewed and acted upon by the Transfer Appeals Committee and the executive officer.

Experiential Learning Credits

In this area, the College awards credit for learning or competency acquired through non-collegiate experience when that competency is equivalent to courses which the College offers. This is consonant with board policy on non-traditional learning. The student may apply for credit under one or more of the following procedures, given in the preferred order of selection:

- Credit by examination
- Credit for programs by non-collegiate organizations
- credits for life experience in lieu of field work requirements, or cooperative work experience requirements

Credit by Exam

College Level Examination Program (CLEP)

This testing program, administered by the College Entrance Examination Board, is designed to measure college level learning acquired outside the college classroom. Two types of CLEP examinations are offered:

- The General Examinations provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts education: English Composition, Humanities, Mathematics, Natural Sciences, and Social Science/History.
- The Subject Examinations measure achievement in specified undergraduate courses. These tests measure the understanding of fundamental facts and concepts, as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

For additional information, contact the office of the Dean of Students.

American College Testing Proficiency Examinations (PEP)

The ACT Proficiency Examination Program consists of 47 examinations designed for the recognition of learning acquired outside the classroom. The PEP examinations are developed under the auspices of the Regents of the State University of New York and are used to fulfill degree requirements of the Regents External Degree Program. PEP Examinations are available in the areas of arts and sciences, business, criminal justice, education, health and nursing. Each examination is designed to measure knowledge and competencies a person might gain in non-traditional ways.

For additional information, contact the office of the Dean of Students.

Military Subject Standardized Tests (SSTs)

The Office on Education Credit of the American Council on Education (ACE) evaluates USAFI and DANTES military subject standardized tests and makes academic credit recommendations as an advisory service to those interested in applying for or granting credit for educational tests taken in the armed services. These college-level exams, offered only to military personnel, show general educational development. MxCC will grant degree or certificate credits for equivalent courses or electives based on ACE recommendations.

For additional information, contact the Admissions Office.

Advanced Placement Program (APP)

The Advanced Placement Program of the College Entrance Examination Board allows advanced high school students to take freshman-level courses in the latter days of their secondary schooling and receive credit for them in college. End-of-year Advanced Placement Examinations consist generally of two parts: objective and free response. Composite grades are assigned on a 5-point scale.

For further information contact the Admissions Office.

Challenge Examinations

At the discretion of the appropriate division chairperson and the Dean of Academic Affairs, a student may take a challenge examination in subject areas offered at MxCC not included in CLEP or PEP. The student must first apply to the dean and the division chairperson. If approved and a faculty member agrees to administer the exam, the instructor will prepare an examination that is presented to the department for approval. Upon such approval, the faculty member will administer the exam.

Credit will be granted with the grade of "Pass" only and will be treated in the same manner as transfer credit.

An Extension Fund Academic Evaluation Fee of $15.00, as approved by the Board of Regents, will be charged for

preparation, administration, and evaluation of each challenge examination.

Credit for Prior Learning through Portfolio Development

Students who plan to apply for such credit must enroll in a four-credit course entitled SPT0 122: Special Topics–Portfolio Development. The student develops a portfolio in which he or she describes the learning acquired through prior experiences, specifies learning outcomes, provides appropriate documentation, and requests college credit for that learning. An assessment committee reviews and evaluates the portfolio and then determines how many credits the student should receive. The credits gained through this evaluation process are applicable towards an associate degree at MxCC.

No credit shall be awarded via portfolio review outside of the subject areas encompassed by the approved curricula of the institution. No more than 50 percent of the credits required for a degree can be satisfied with credits awarded for prior experiential learning. For additional information contact the Dean of Academic Affairs at 860-343-5866.

Criminal justice students employed in criminal justice occupations may, with permission of the coordinator of the Criminal Justice program, enroll in CJS*298 -Special Topics in Criminal Justice-Portfolio Development. This three credit course provides students with the opportunity to receive college level credit for life/work experience.

Credit for Programs or Courses Offered by Non-Collegiate Organizations

1. Military Service School Courses and Military Occupational Specialties

MxCC gives credit for military training, experiences, and

military occupational specialty (MOS) qualifications. The College follows the credit recommendations in the "Guide to the Evaluation of Educational Experiences in the Armed Services" developed by the Office on Education Credit of the American Council on Education.

2. Credit Recommended by The National Guide to Credit Recommendations of Non-collegiate Courses

MxCC grants credit for courses listed in "The National Guide to Credit Recommendations for Non-collegiate Courses" published by the American Council of Education. The ACE guide reports credit recommendations for approximately 1,000 courses offered by 80 organizations nationally, including business and industry, labor unions, government agencies, and professional and voluntary associations. The recommendations are based on

evaluations conducted as part of ACE's Program on Non-collegiateSponsored Instruction by teams of faculty experts.

3. Credit Recommended by A Guide to Educational Programs in Non-collegiate Organizations

MxCC grants credit for courses listed in "A Guide to Educational Programs in Non-collegiate Organizations" published by the University of the State of New York Office on Non-collegiate Sponsored Instruction. (The Program on Non-collegiate Sponsored Instruction is conducted in New York State and other northeastern states by the State University of New York. The purpose of the program is to review formal educational programs and courses sponsored by non-collegiate organizations and to make appropriate credit recommendations. The 1977 edition of the Guide reports on 761 courses conducted by 67 organizations.)

TRANSFER PROGRAMS FOR MIDDLESEX STUDENTS

With proper planning, MxCC students are able to transfer credits to most public and private colleges and universities both in and out of Connecticut. Because requirements of four-year institutions vary, students planning to transfer should confer with their academic advisor or a counselor from the Career Development and Counseling Center early in their academic career to ensure proper course selection.

Students planning to transfer will find regional college catalogs and national college search resources in the Career Development and Counseling Center (CDCC). Students can also take advantage of the Transfer Fair sponsored by

the CDCC held each fall, as well as individual transfer visits from college representatives.

MxCC has transfer articulation agreements with public and private colleges and universities including the University of Connecticut and the Connecticut State University system. These agreements provide students with specific course equivalencies as well as program to program transfer options. Information about course selection and program planning for transfer to these colleges is available in the CDCC, Founders Hall, Room 121, 860-343-5826 and on the CDCC Transfer Planning web site:

Transfer Opportunities: University of Connecticut

The University of Connecticut (UConn) offers a variety of transfer opportunities for MxCC students. Students may transfer to the main campus in Storrs or, depending on college major, to the branch campuses located throughout the state. The links and files on the CDCC Transfer Planning web site will help you as you prepare for successful transfer to UConn. http://www.mxcc.edu/Content/University_of_Connecticut.asp. The programs below are some of the transfer opportunities for MxCC students interested in transferring to UConn:

Guaranteed Admission Program (GAP)

The Guaranteed Admission Program (GAP) is an agreement between the Connecticut Community Colleges and the University of Connecticut, designed for transfer students who enroll in a Liberal Arts transfer program at one of Connecticut's community colleges. Students who plan to continue their studies to earn a bachelor's degree in Liberal Arts and Sciences, Agriculture and Natural Resources or Business are guaranteed admission to the University of Connecticut once the associate degree has been earned, appropriate courses have been completed, and minimum grades and requirements for the selected program have been achieved. Advisors from individual community colleges and UConn meet with Guaranteed Admission Program students throughout their community college careers, helping their eventual transition to the University. Students wishing to enroll in the Guaranteed Admission Program must be matriculated in the Liberal Arts transfer program at one of the Connecticut community colleges. To participate in this program, students must apply to the GA Program before they have accrued more than 30

transferable credits. All interested Middlesex students should contact Gail Mozzicato in the Career Development & Counseling Center, Founders Hall, Room 121, 860-343-5826 for further information and assistance in selecting courses that will meet both community college and UConn degree requirements.

http://admissions.uconn.edu/content/transfer/gap

Business and Technology Transfer Pathway Program

This program is for students who wish to pursue the Business and Technology (BSBT) baccalaureate degree at UConn. Automatic admission to the BSBT major is guaranteed for MxCC students who complete their associate degree in Business while meeting specific grade and course requirements. Students interested in this program should contact MxCC's Business Division or the CDCC early in their academic career. The BSBT degree is offered only at UConn's regional campuses in West Hartford, Stamford, Waterbury and Torrington. Students who wish to obtain a Business Degree from UConn at the Storrs campus should meet with their advisor or a counselor to choose appropriate transfer courses. Web site: http://www.mxcc.edu/Content/University_of_Connecticut.asp

Engineering Science Pathway Program

This program allows community college students to follow a specific course of study leading to an associate degree, preparing for the ultimate goal of earning a bachelor's degree in Engineering at the University of Connecticut. Contact Dr. Lin Lin, 860-343-5763, for further information.

Transfer Opportunities: Connecticut State Colleges & Universities (ConnSCU)

The 17 Connecticut State Colleges & Universities (ConnSCU) provide affordable, accessible educational opportunities for Connecticut students. With campuses across the state and online, including Community Colleges and State Universities, ConnSCU institutions offer degree and certificate programs in a range of disciplines and fields to help prepare and train the state's future workforce. http://www.ct.edu/about

(ConnSCU) has established various transfer agreements for students attending Connecticut Community Colleges and State Universities. Specific information regarding the transfer of courses and programs is available on the CD&CC web site **www.mxcc.edu/Content/Transfer_Planning.asp** and is also housed in the CD&CC, Founders Hall, Room 121, 860-343-5826. Students who plan to transfer should consult with a counselor in the CD&CC or their academic advisor early in their academic career to make the best possible transition to their selected four-year college. The programs below are just some of the transfer opportunities for MxCC students interested in transferring within the ConnSCU system.

Dual Admission/Transfer Compact Agreement

The Transfer Compact agreement within ConnSCU is available to Connecticut Community College students who have completed (received grades from) fewer than 15 college credits and who plan to transfer to a four-year ConnSCU college or university after they have completed an associate degree. Students are guaranteed admission to their designated ConnSCU institution upon completion of the associate degree with a 2.0 grade point average. In addition, MxCCstudents are advised by both schools throughout their associate-degree program. Students interested in enrolling in the Transfer Compact must meet with a counselor in the CDCC. For more information

visit http://www.ct.edu/students/dual/

Degree Completion and Guaranteed Admission

Connecticut Community College students who receive an associate degree with a grade point average of 2.0 or higher are guaranteed admission to one of the four year universities in the ConnSCU system. Students will be admitted as juniors, but must still satisfy the University's General Education and Major requirements. The Dual Admission/Transfer Compact (above) is a special program for students who declare their major and college before they have earned 15 or fewer college credits. The compact has some specific benefits, including advising by four year university staff. Though both are transfer agreements, the Transfer Compact does not change this admissions agreement within the ConnSCU system.

Transfer before Degree Completion

Students with a 2.0 or higher grade point average who do not intend to earn a degree from MxCC may still transfer to a four year ConnSCU institution as long as they meet specific transfer requirements. Visit the MxCC Transfer Admission web page (http://www.mxcc.edu/Content/Transfer_Planning.asp) and click on your intended transfer institution for details.

Technology Studies Pathway Program

The Technological Studies Pathways program allows students to complete an associate of science degree in Technology Studies at Middlesex, and continue on to complete a four year degree in the School of Engineering and Technology at Central Connecticut State University. For more information, contact Hubert Godin, 860-343-5776.

FULL-TIME FACULTY

See also a listing of Part-Time Faculty

John Ambenge, Professor of Sociology (2000)

B.A. in Sociology, Concordia University

M.A. in Sociology, University of Windsor

Ph.D. in Sociology, University of Connecticut

Justice-Taylor Baker, Assistant Professor of

Mathematics (2012)

B.A., Middlebury College

M.S., Central Connecticut State University

Donna Bontatibus, Professor of English (2004)

B.A. in English, Albertus Magnus College

M.A. in English, University of Rhode Island

Ph.D. in English, University of Rhode Island

Benjamin Boutaugh, Associate Professor of Business

B.S. in Management, Central Connecticut State University

M.B.A. (Master of Business Administration), University of
New Haven

J.D. (Juris Doctor), Quinnipiac University

Patrick Bryan, Associate Professor of Biology (2008)

B.S. in Biology and Marine Biology, Bloomsberg
University

Ph.D. in Biology, University of Alabama at Birmingham

**Mark D. Busa, Professor of Physical and Earth Sciences
(2000)**

B.S. in Geology, New Mexico Institute of Mining and
Technology

M.S. in Geology, University of Connecticut

Ph.D. in Geology, University of Connecticut

Leonel Carmona, Assistant Professor of Mathematics (2015)

A.A. in Liberal Arts, Capital Community College

B.S. in Electrical Engineering, Trinity College

M.A. in Mathematics, Central Connecticut State University

May M. Coryell, Professor of Developmental English (1989)

B.A. in Speech, Drama and English, Marietta College

M.A.T. in English for Speakers of Other Languages, The School for International Training Graduate Institute

Judith de Graffenried, Professor of Fine Arts/Graphic Arts (1997)

B.A. in German, University of South Carolina

M.A.T. in German, University of South Carolina

M.F.A. in Painting, City University of New York

Raymond Dennis, Professor of Ophthalmic Design & Dispensing (1988)

A.A.S. in Ophthalmic Dispensing, New York City Technical College

B.S. in Community Health, St. Joseph College

M.A. in Education, St. Joseph College

Richard Eriksen, Professor of Multimedia/Digital Arts (1998)

B.S. in Broadcast & Film, Boston University

M.A.L.S. (Master of Arts in Liberal Studies), Wesleyan University

Judith Felton, Professor of Human Services and Psychology (1993)

B.A. in English, Fitchburg State College

M.S.W. (Master of Social Work), Boston University School of Social Work

Adam Floridia, Assistant Professor of English (2012)

B.A. in English and Secondary English Education, University of Maryland

M.A. in English, Southern Connecticut State University

Pamela Frost, Professor of Mathematics (1993)

B.S. in Mathematics Secondary Education, Towson State University

M.Ed. with a concentration in Mathematics, Western Maryland College

Christopher Gargamelli, Interim Assistant Professor in Veterinary Technology (2015)

B.S. in Animal Science, Purdue University

D.V.M. (Doctor of Veterinary Medicine), Purdue University

Angelo Glaviano, Professor of Modern Languages (1993)

M.A. in Modern Languages, University of Messina

Hubert Godin, Associate Professor of Manufacturing Machine Technology (2008)

A.S. in General Studies, Tunxis Community College

B.S. in Industrial Technology, Central Connecticut State University

M.S. in Industrial Technical Management, Central Connecticut State University

Donna Hylton, Professor of Computer Information Technology (1997)

B.A. in Administrative Computer Systems, Hofstra University

M.S. in Computer Information Technology, Central Connecticut State University

Eva Jones, Assistant Professor of English (2012)

B.A. in English, Western Connecticut State University

M.A. in English Education, Columbia University

Ph.D. in English, University of Rhode Island

Nancy L. Kelly, Professor of Accounting (1984)

B.S in Education, Southern Connecticut State University

M.B.A. (Masters in Business Administration), University of New Haven

Michelle Kraczkowski, Assistant Professor of Biology & Biotechnology (2013)

B.S. in Marine Biology, University of Rhode Island

M.A. in Ecology and Environmental Science, Central Connecticut State University

Ph.D. in Biology, Wesleyan University

Stephen Krevisky, Professor of Mathematics (1985)

B.S. in Mathematics, City College of New York

M.S. in Mathematics, Syracuse University

Richard Lenoce, Director of the Center for New Media and Professor of Broadcast Communications (1993)

B.S. in Communications, Ithaca College

M.S. in Instructional Technology, Southern Connecticut State University

Sarah Leone, Interim Lecturer in Mathematics

B.A. in Math and Education, University of Albany

M.S. in Math and Education, Central Connecticut State University

Andrea Levy, Instructor in Social Sciences (2015)

B.A. in Biology and Society, Cornell University

M.A. in Psychology, University of Pennsylvania

M.A. in Bioethics, University of Pennsylvania

Ph.D. in Psychology, University of Pennsylvania

Lin Lin, Interim Academic Division Director; Assistant Professor of Computer Engineering Technology & Information Systems (2010)

B.S. in Electrical Engineering, Hebei University

M.S. in Electrical Engineering, Telemetry and Tele-control Research Institute

Ph.D. in Electrical Engineering, University of Connecticut

Tad Lincoln, Professor of Economics (2007)

B.S. in Mechanical Engineering & Materials Engineering, University of Connecticut

M.A. in Economics, University of Connecticut

Rebecca Loew, Assistant Professor of Social Sciences (2012)

A.B. in Sociology, Vassar College

M.P.A.in Public Policy and Administration, Columbia University

Ph.D. in Social Policy and Management, Brandeis University

Susan Lugli, Assistant Professor of Business (2014)

B.S. in Marketing, University of Bridgeport

M.B.A. (Master of Business Administration), Southern New Hampshire University

Terence McNulty, Professor of English (2008)

B.A. in English and Philosophy, University of Scranton

M.A. in English, University of Maine

M.A.T. in English Education, Brown University

Joseph Murfin, Instructor in Mathematics (2015)

B.M. in Music Education, Troy University

B.S. in Mathematics, Troy University

Master of Applied Mathematics, Auburn University

M.M. in Percussion, University of Wisconsin-Madison

D.M.A. (Doctorate of Musical Arts) – ABD – University of Wisconsin-Madison

Ijego V. Nwachuku, Professor of Early Childhood Education (2002)

B.S. in Human Nutrition & Food Science, University of Massachusetts

M.Ed. in Early Childhood Education & Development, University of Massachusetts

Ed.D. in Early Childhood Education & Development, University of Massachusetts

James Quinlan, Assistant Professor of Chemistry (2009)

B.A. in Chemistry, Keene State College

M.S. in Chemistry, Saint Joseph College

Patricia Raymond, Professor of Business (2006)

B.S. in Marketing with a concentration in Management Information Systems, Central Connecticut State University

M.S. in Organizational Management, Central Connecticut State University

Rebecca Ricciuti Rist Brown, Assistant Professor of Criminal Justice (2015)

B.S. in Criminal Justice: Investigative Services, University of New Haven

M.S. in Forensic Science: Advanced Investigations, University of New Haven

M.S. in Education, University of New Haven

Rene R. "Skip" Rivard, ABOM, FCLSA(H), Professor of Ophthalmic Design and Dispensing (1986)

Norma E. Rosado-Javier, Instructor in Early Childhood Education (2013)

A.S. in General Studies, Middlesex Community College

C.D.A. (Child Development Associate Credential), Washington, D.C.

B.A. in Psychology, Central Connecticut State University

M.S. in Early Childhood Education, Central Connecticut State University

Christine Ruggiero, Professor of English (2004)

B.A. in English, Roger Williams College

M.A. in English, Iona College

Kegan G.G. Samuel, Assistant Professor of Mathematics (2016)

B.S. in Computer Science and Mathematics (double major), Morehouse College

M.S. in Applied Mathematics, Rensselaer Polytechnic Institute

M.S. in Computer Science, University of Central Florida

Ph.D. in Computer Science, University of Central Florida

John Shafer, Professor of Philosophy & Communications (1986)

B.A. in Humanities (English & Drama), University of Southern California

M.F.A. in Film & Media Arts, Syracuse University

Madhavi Shah, Instructor in Microbiology (2014)

B.A. in Microbiology, Rutgers University

Ph.D. in Microbial Biology, Rutgers University

Kimberly Thomas, Associate Professor of Chemistry (2008)

B.S. in Biology, Southern Connecticut State University

M.S. in Chemistry, Saint Joseph College

Ph.D. in Chemistry, University of Rhode Island

Victor Triay, Professor of History (1992)

A.A. in Psychology, Miami Dade Community College

B.A. in History, University of Florida

M.A. in History, Florida State University

Ph.D. in History, Florida State University

Judy Wallace, Professor of Biology and Anatomy & Physiology (2001)

B.S. in Allied Health Physical Therapy, University of Connecticut

M.S. in Biology, Central Connecticut State University

D.P.T. (Doctorate in Physical Therapy), Sacred Heart University

Matthew Weber, Associate Professor of Fine Arts/Graphic Arts (2006)

B.F.A. in Sculpture, University of Hartford

M.F.A. in Sculpture, University of Connecticut

Christine Witkowski, Associate Professor of Environmental Science (2010)

B.S. in Physiology and Neurobiology, University of Connecticut

M.S. in Geological Sciences, University of Connecticut

Updated 01/09/2016

PART-TIME FACULTY

Faculty Profile (2013-14)
45 — Full-Time Faculty — *half hold a doctoral or terminal degree in their field*
11 — Full-Time Administrative Staff who teach a class
<u>177 — Part-Time Faculty</u>
233 — Total Faculty Members

55% — Female

Age Cohorts
50.5 — Average Age
24% — age 40 and under
52% — age 41 through 60
25% — over age 60

Race/Ethnicity
83% — White
3% — Black
3% — Hispanic
1% — Asian/Pacific Islander
10% — "No Report"

PART-TIME FACULTY ROSTER FOR 2015-16

A

Janis Helen Albert — Veterinary Technology

Yass Alizadeh — English

Diane A. Arce — Mathematics

B.A. in Business, Albertus Magnus College

M.A.T. in Master Teaching, Quinnipiac University

Christopher Arnold — Psychology

Joseph Avitable –History

B

Joseph L. Bacotti — Ophthalmic Medical Assisting

Elizabeth Bailey — Accounting

Ivan L. Bailey — Computer Information Technology

Michelle Bartha — Mathematics

Lindsay B. Bensenhaver — English

Peter Benson — Fine Arts

John R. Bergeron — Music Production

Diane Biegel — Biology

Peggy Bloomer — Digital Arts/Multimedia

Rachel Boccio — English

Magdalena Bogacka-Rode — English

Jason Bohn — Computerized Axial Tomography

Edgar Bonilla — Human Services

Diane J. Bordonaro — Health Careers

B.S. in Animal Science, University of Connecticut

R.N., Ona M. Wilcox School of Nursing

M.S.N. in Nursing Education, University of Hartford

Nicholas Boulter — Criminal Justice

Dawn Michelle Bradanini — Criminal Justice

Nicole Brewer — English

Ronald J. Brone — Psychology and Sociology

Lynsey N. Buckingham — Mathematics

Joanne C. Bugai — Sociology

Sharon Lynn Burke — Communication

Denise Byron — Radiography

C

Carla S. Cerino — English and Freshman Seminar

Anand Chaudhuri — Mathematics

Victoria Grace Chaudhuri — Chemistry

Adam Chiara — Communication

Tami A. Christopher — Freshman Seminar

B.A. in English, Central Connecticut State University

M.A. in American and New England Studies, University of Southern Maine

M.S. in Education, University of Bridgeport

Patricia A. Clow — Biology

Riana Susan Cornelius — English

Dennis S. Costello — English

Robert Alan Croce, Jr. — Engineering

Donna Crum — Radiography

Teresa deSousa Cull — Mathematics

B.S. in Mathematics Secondary Education, Central Connecticut State University

M.S. in Mathematics Education, Central Connecticut State University

Michael Custer — Criminal Justice

D

Lisa M. D'Angelo — Criminal Justice

Clifford Deane — Health Information Management

Susan Deane — Health Information Management

Maria Decsy — Biology

Robert D'Eon — Computer Engineering Technology

Kathleen Derken — Graphic Design and Digital Arts

Emily K. Detoro — English

George Dialectakis — Computer Systems Technology

Michael DiGiorgio — Fine Arts

Joan Donati — English

Janet D'Onofrio — Computer Information Technology

Rosemarie Anne Doris — Chemistry

Adrienne M. Doughty — Health Information Management

Kristine Dow — Mathematics

Sheila Dupuis — Psychology

Carol Dykas — Ophthalmic Design & Dispensing

E-F

Howard I. Einsohn — English

Maura C. Faulise — English

Donna Fedus — Sociology

Angelina V. Field — Therapeutic Recreation

Matthew Fiorentino — English

Dina Ford — Early Childhood Education

Alaric J. Fox — Criminal Justice

Jennifer Jean Francis — Nutrition

Kristen Fratamico — Veterinary Technology

A.A.S. in Veterinary Technology, SUNY College of Technology at Delhi

B.S. in Animal Science, Cornell University

D.V.M. in Veterinary Medicine, Ross University School of Veterinary Medicine

G

Priscilla Gale — Music

Kevin A. Gardner — English

Kerri Ann Gaudelli — Fine Art

Susan C. Gebo — Nutrition

Barbara L. Giffin — Freshman Seminar

B.A. in Spanish Education, University of Connecticut

M.A. in Higher Education Administration, University of Connecticut

Maryam Golalikhani — Physics

B.S. in Physics, Amirkabir University of Technology (Tehran, Iran)

M.S. in Physics, Tabriz University (Tabriz, Iran)

Ph.D. in Physics, Temple University

Justin Peter Good — Philosophy

Kristen J. Grandfield — English

Dale Griffith — English

A.A. in General Studies, Middlesex Community College

B.A. in English, Wesleyan University

M.L.A.S. in Humanities/Writing, Wesleyan University

Robert Lowell Grossman — Radiogaphy

Yi Guan-Raczkowski — Psychology

B.S. in Electronics, Beijing Normal University

B.S. in Educational Media and Technology, Indiana State University

Ph.D. in Educational Psychology, University of Connecticut

Aleta S. Gudelski — Fine Arts

Benjamin M. Guerette — English

Kathryn M. Gundersen — Mathematics

H-I

Jill E. Harris — Freshman Seminar

Fernando Hernandez — Manufacturing

Patience Hettrick — Communication

Wendolyn B. Hill — Fine Arts

Gregory S. Horne — Human Services

Catherine Hostetter — English

B.A. in English, Villanova University

M.A. in English, Boston College

Landi Hou — Computer Information Technology

Christopher G. Iverson — English

Gregory John Izzo — Computer Science

J-K

Pamela A. Jongbloed — English

Wayne Kalmick — Manufacturing

Stephen "Mike" Kish — Mathematics

Deborah Kleckowski — Freshman Seminar

Kristen L. Kleeman — Mathematics

Bevoli N. Knox — Psychology

Nina M. Korman — Psychology

Ellen S. Kramer — Computer Information Technology

Nicole L. Kras — Psychology

L-M

John LaRosa — Human Services

Stacy Madaus — Biology

Rosa Blanca Malczynski — Ophthalmic Medical Assisting

Judith E. Manfull — English

Laura I. Maniglia — English

Gina Mariconda — English

James E. Markham — Biology

Adrienne Maslin — Honors/Freshman Seminar

B.A. in Anthropology, University of Vermont

M.Ed. in Counseling, Boston University

Ph.D. in Higher Education Administration, University of Oregon

David Maslin — Economics

Paul S. Maywood — Environmental Science

Joan McCann — Freshman Seminar

Robin P. McHaelen — Human Services

Caitlin E. McIntosh — Veterinary Technology

Dorothy Mikulski — Ophthalmic Medical Assisting

Marc J. Mikulski — Sociology

Kate E. Miller — Biology

B.A. in Anthropology & Sociology, Tufts University

M.E.S. in Environmental Studies (Ecology/Conservation Biology), Yale School of Forestry and Environmental Studies

Ph.D. in Biology, Wesleyan University

Janis Marie Mink — Fine Arts

Steven Minkler — Communication and Honors Seminar

B.A. in Communication, University of Hartford

M.A. in Communication, University of Hartford

Ed.D. in Educational Leadership, University of Hartford

M. Lisa Moody — Political Science

Christian Moore — Criminal Justice

Elizabeth Morin — Psychology

Erin Mulhern — Microbiology

Brian M. Murray — Digital Arts

Carol-Ann Myers — Business

N

Robert A. Nasta — Music

Randall Nelson — Fine Arts

Diane M. Niles-Roos — Chemistry

Daniel Nocera — Communication

B.S. in Television & Radio Radio Production, Ithaca College

M.A.L.S. in Film, Wesleyan University

Nathan Nokes — Music

Clayton J. Northgraves — Mathematics

O-P

Jill T. O'Callaghan — Veterinary Technology

Robert O'Connor — Computer Science

Daniel O'Dowd — Mathematics

David M. Olio, Jr. — English

Barbara O'Rourke — Mathematics

Kurt Oster — Veterinary Technology

Kent Parson — Psychology

Lynn M. Patarini — English

Richard Patrick — Social Science

Jesse R. Patterson — Philosophy

Renee Pelletier — Radiography

Sandra Smith Phillips — Mammography

Michael Piscopiello — Drug & Alcohol Counseling

Janie Pittendreigh — History

Randi Plake — Communication

B.S., Central Connecticut State University

M.S., Quinnipiac University

David H. Plantz — Physics

Richard Poletunow — Psychology

Gerald H. Pollak — Computer Science

Amy M. Prescher — Fine Arts

Anthony Pulino, — Mathematics

Miguel Purgatorio — Spanish

Cheryl O. Putnam — Biology

Christy Pyatt — English

Q-R

Thomas Radko — English

Roberta L. Raffa — Criminal Justice

Ashley Paige Raithel — English

Patricia A. Rasch — Digital Arts

Lisa A. Rathe — Communication

Robert L. Reutenauer — History

Michael D. Ricciuti — Engineering

Brien Riedell — Mathematics

Kimberly Riordan — Mathematics

Christine Ritchie — Mathematics

Jenney T. Rivard — Ophthalmic Design & Dispensing

Cristina Roche — Biology

June Rodriguez — Drug and Alcohol Rehabilitation

Gary V. Roegiers — Biology

Barbara Carroll Rogers — Communication

Michael Rotondo — Accounting

James Royce — History

Barbara Rutigliano — Health Information Management

S

Troy Schinkel — Environmental Science

Michael William Schleif — Digital Arts/Multimedia

Frank Sesto — Manufacturing

Mensimah M. Shabazz — Philosophy and Religion

B.S., Institute of Professional Studies

M.A., Institute of Transpersonal Psychology

Amy Evelyn Shaw — English

Roynn "Lisa" Simmons — Communication

James A. Simpson — History and Philosophy

Carmela Smith — Sociology

Michael Elwin Smith — Digital Cinematography

Andrew Gordon Spaulding — Mathematics

Jane L. Stamler — Geography and Political Science

Frank Stellabotte — Biology

Richard Stillson — Social Sciences

Maria Stockmal — Mathematics

James A. Susco — Ophthalmic Medical Assisting

T

Armond "Al" Terzi — Communication

Jose Alfredo Torres – Geography

Katarzyna Toskin — Computer Engineering Technology

Nyla M. Tresser — Astronomy

Charles S. Tripler — History

U-V

Anita Gomez Vallee — Business

RoseAnn Vaughan — Computer Information Technology

Heather J. Verdi — History

Daniel Viens — Business

W-X-Y-Z

Mark Walerysiak — Criminal Justice

John F. Ward — English

Cindy Warm — English

Michael J. Weaver — Computer Information Technology

Meghan P. Wentland — English

A. Zane Wenzel — Biology

Brian Richard Wheeler — Theater

Jennifer A. Wheeler — Fine Arts

Gwen E. Whitham — Computer Information Technology

Edward F. Wierzbicki — Theater

Maureen C. Williams — Spanish

Changjun Xie — Astronomy

Kenneth Burton Zercie — Criminal Justice

Alicia Zupan — Medical Terminology

STAFF

Office of the President

Anna Wasecha, President

B.A. in English Literature, University of Minnesota

M.A. in Higher Education, University of Minnesota

Ph.D. in Educational Policy & Administration, University

of Minnesota

Paul Carmichael, Director of Institutional Research

B.A. in Philosophy & History, McGill University

M.A. in Social Work, State University of New York at

Stony Brook

Ph.D. in Social Policy, Brandeis University

Corey Martell, Executive Assistant to the President

A.S., Three Rivers Community College

Trenton Wright, CFRE, CEcD, Coordinator of

Institutional Advancement

B.A. in English, Eastern Connecticut State University

M.P.A. in Public Affairs, University of Connecticut

Human Resources

Noreen Wilson

A.S. in Executive Secretary, Briarwood College

Meriden Center

Tami Christopher, Director of the Meriden Center

B.A. in English, Central Connecticut State University

M.A. in American and New England Studies, University of

Southern Maine

M.S. in Education, University of Bridgeport

Queen E. Fordham, Meriden Center Academic

Associate/Coordinator

A.S. in General Studies and Business Office

Technology/Medical Secretary, Middlesex Community

College

B.S. in Psychology/Sociology, Charter Oak State College

M.S. in Counseling, Central Connecticut State University

Dean of Academic Affairs

Steven Minkler, Dean of Academic Affairs & Chief

Academic Officer

B.A. in Communication, University of Hartford

M.A. in Communication, University of Hartford

Ed.D. in Educational Leadership, University of Hartford

Linda Ansarra, Administrative Assistant

A.S., Charter Oak State College

B.S. in Management and Organization, Central Connecticut

State University

Diane Bordonaro, Coordinator of Fast Track Allied

Health and Non-Credit Programs

B.S. in Animal Science, University of Connecticut

R.N., Ona M. Wilcox School of Nursing

M.S.N. in Nursing Education, University of Hartford

Teresa DeSouza Cull, Mathematics Instructional

Support Specialist

B.S. in Mathematics Secondary Education, Central

Connecticut State University

M.S. in Mathematics Education, Central Connecticut State

University

Jaime Flores, Academic Division Director of the School

of Arts & Media, Humanities, and Social Sciences

B.A. in Literature, State University of New York at

Purchase

M.A. in International Relations, City College of New York

M.A. in Literature, City College of New York

Barbara Giffin, Coordinator of the Academic Success Center

B.A. in Spanish Education, University of Connecticut

M.A. in Higher Education Administration, University of Connecticut

Catherine Hostetter, English Instructional Support Specialist

B.A. in English, Villanova University

M.A. in English, Boston College

Lin Lin, Interim Academic Division Director of the School of Allied Health, Business, and STEM (2015-16)

B.S. in Electrical Engineering, Hebei University

M.S. in Electrical Engineering, Telemetry and Tele-control Research Institute

Ph.D. in Electrical Engineering, University of Connecticut

Mary Rayappan, Academic Division Director of the School of Allied Health, Business, and STEM (On Leave, 2015-16)

B.S. in Mathematics, Madras University

M.S. in Mathematics, Madras University

M.B.A. (Masters in Business Administration), Indira Gandhi Open University

Ph.D. in Applied Mathematics, Indian Institute of Science

Betty Riedinger, Science Lab Supervisor

A.S. in Chemical Engineering Technology, Hartford State Technical College

Mensimah Shabazz, Director of Academic Initiatives

B.S. in English, Institute of Professional Studies

M.A. in Transpersonal Studies, Institute of Transpersonal Psychology

Connecticut Advanced Manufacturing Initiative

Rachelle Figueroa, Data Specialist/Grant Reporter

B.A. in Geography, Central Connecticut State University

Lisa Fitzsimmons, Manufacturing Lab Tutor

Certificate in Manufacturing Technology, Middlesex Community College

B.A. in Management, Bryant University

Carolyn Sommer, Internship & Employment Coordinator

A.S. in Business Administration, Gateway Community College

B.S. in Business Administration-Management, University of New Haven

M.S. in Counseling, Southern Connecticut State University

Center for Health & Life Sciences Initiatives

Kate E. Miller, Health & Life Sciences Curriculum Innovation Coordinator

B.A. in Anthropology & Sociology, Tufts University

M.E.S. in Environmental Studies (Ecology/Conservation Biology), Yale School of Forestry and Environmental Studies

Ph.D. in Biology, Wesleyan University

Carolyn Sommer, Health & Life Sciences Recruitment & Placement Coordinator

A.S. in Business Administration, Gateway Community College

B.S. in Business Administration-Management, University of New Haven

M.S. in Counseling, Southern Connecticut State University

Center for New Media

Richard Lenoce, Director of the Center for New Media and Professor of Broadcast Communications

B.S. in Communications, Ithaca College

M.S. in Instructional Technology, Southern Connecticut State University

Peter Galgano, Media Associate

Lloyd Langevin, Video Production Specialist

B.F.A. in Cinema, University of Bridgeport

Daniel Nocera, Coordinator of the Corporate Media Center

B.S. in Television & Radio Radio Production, Ithaca College

M.A.L.S. in Film, Wesleyan University

Distance Learning & Education Technology

Yi Guan-Raczkowski, Director of Distance Learning/Education Technology

B.S. in Electronics, Beijing Normal University

B.S. in Educational Media and Technology, Indiana State University

Ph.D. in Educational Psychology, University of Connecticut

Sandra Couture, Educational Technology Specialist

A.S. in Graphic Design, Tunxis Community College

B.F.A. in Graphic Design, University of Connecticut

Library Services

Lan Liu, Director of Library Services

B.S. in Chemistry, Lanzhou Teachers College

B.A. in English, Shanghai International Studies University

M.Ed. in Language Education, Rutgers University

M.L.S. in Library and Information Studies, Rutgers University

M.S. in Computer Science, New Jersey Institute of Technology

Wei Cen, Librarian

B.E. in International Trade, Zhejiang Gongshang University

Masters in Applied Linguistics, East China University of Science and Technology

M.L.S. (Master of Library Science), Southern Connecticut State University

Joy Hansen, Librarian

B.A. in Secondary Education, University of Connecticut

M.S. in Management, Rensselaer Polytechnic Institute

M.L.S. (Master of Library Science), Southern Connecticut State University

Lifeng "Cindy" Li, Digital/Systems Librarian

B.A. in Information Science, Wuhan University of China

M.S. in Computer Science, The City College of New York

M.L.S. (Master of Library Science), Queens College

Anne Paluck, Reference Librarian

B.A. English Education, University of Connecticut

M.L.S. (Master of Library Science), Simmons College

Dean of Students

Adrienne Maslin, Dean of Students & Chief Student Affairs Officer

B.A. in Anthropology, University of Vermont

M.Ed. in Counseling, Boston University

Ph.D. in Higher Education Administration, University of Oregon

Janet Klinck, Administrative Assistant to the Dean of Students

B.S. in Health Services Administration, Providence College

Academic Advising

Dan Viens, Interim Director of Academic Advising

A.S. in Marketing, Manchester Community College

B.S. in Distributive Education, Central Connecticut State University

M.S. in Secondary Business Education, Central Connecticut State University

Sixth Year Diploma in Professional Education, University of Connecticut

Admissions Office

Gayle Barrett, Director of Admissions

B.A. in Psychology, Stonehill College

M.S. in Counselor Education, Central CT State University

Traci Cremeans

B.F.A. in Fine Arts, Lyme Academy College of Fine Arts

Patti Hard, Secretary 2

Lauren Katusha, Assistant Director of Admissions

A.S. in General Studies, Middlesex Community College

Steven Paternoster

B.S. in Sport Management, University of New Haven

M.B.A. in Human Resource Management, University of New Haven

Career Development and Counseling Center

Emily M. Canto, Counselor

B.A. in Psychology/Sociology, North Adams State College

M.Ed. in Counseling, University of New Hampshire

Beverly H. Dickinson, Coordinator of College Employment and Social Services

A.S. in Early Childhood Education, Manchester Community College

A.S. in General Studies, Middlesex Community College

B.G.S. in Education and Psychology, Eastern Connecticut State University

Heidi Carlson Kennedy, Secretary 2

A.A. in Liberal Arts and Sciences/Humanities, Middlesex Community College

A.S. in Business Office Technology/Legal Secretary, Middlesex Community College

Gail Mozzicato, Counselor

B.S. Certification in Elementary Education, Southern Connecticut State University

M.A. in Counseling, Saint Joseph College

Hilary Phelps, Learning Disabilities Specialist

B.S. in Psychology, Trinity College

M.S. in Early Childhood Education, Central Connecticut State University

Financial Aid

Irene D. Martin, Director of Financial Aid Services

B.A. in Interdepartmental Science, American International College

M.A. in College Student Personnel, Bowling Green State University

Michael Amouzou, Associate Director of Financial Aid

A.S. in Sciences-General, Hostos Community College

B.S. in Business Administration/Public Accounting, Pace University

M.S. in Communication, Central Connecticut State University

Lora Wymer, Secretary 2

A.S. in Business Office Technology/Executive Secretary, Middlesex Community College

Records Office

Susan B. Salowitz, Registrar

B.S. in Secondary Education-English, Boston University

M.S. in Higher Education/Counseling, Central Connecticut State University

Neal Botting, Office Assistant

A.S. in Business Administration, Middlesex Community College

Yesenia ("Jessie") Cardona, Records Office Assistant

A.S. in General Studies, Middlesex Community College

B.S. in Public Health, Southern Connecticut State University

Joanne Faust, Assistant Registrar

A.S. in Business Office Technology/Executive Secretary, Middlesex Community College

A.S. in Business Office Technology/Medical Secretary, Middlesex Community College

A.S. in General Studies, Middlesex Community College

B.G.S. in General Studies/Arts and Humanities Concentration, University of Connecticut

Retention Specialist

Judy Mazgulski, Retention Specialist

B.A. in Biology and Psychology, Wells College

Student Activities

Micki Charton, Secretary 2

Dean of Finance And Administration

Kimberly Hogan, Interim Dean of Finance and Administration

B.S. in Business Administration, Glassboro State-Rowan University of N.J.

M.S. in Educational Leadership, Central Connecticut State University

Jennifer Arnold, Administrative Assistant

A.S. in General Studies, Middlesex Community College

Business Office

Peter Furlani, Fiscal Administrative Officer

A.S., Holyoke Community College

B.S., Western New England College

Danuta Kostka, Financial Clerk

B.S. in Business Administration, University of Wroclaw

Adam Kowalski, Fiscal Administrative Assistant

B.A. in Political Science, Southern Connecticut State University

Paul Kulesa, Revenue Examiner 1

B.S., Central Connecticut State University

Tony Majewski, Fiscal Administrative Officer

Adrian Pavel, Associate Accountant

A.S., Capital Community College

B.S., Central Connecticut State University

Mark Thompson, Fiscal Administrative Assistant

B.A., Wesleyan University

M.P.A. (Masters in Public Administration), Brooklyn College

Buildings and Grounds

Stephen Chester, Building Maintenance Superintendent 2

Charles Shea, Maintainer 1

Mark Zimmitti, General Trades Worker

Information Technology

Annie Scott, Director of Information Technology

B.A. Connecticut College

Michael Cavanaugh, Audio/Visual Media Assistant

A.S., Middlesex Community College

Christopher A. Grande, Information Technology Technician 2

A.S., Middlesex Community College

Joseph Macknicki, Information Technology Technician 2

A.S., Manchester Community College

Yvonne K. Rubin, Information Technology Technician 2

A.S., Middlesex Community College

Stanley Traver, Information Technology Technician 2

A.S., Manchester Community College

James Wyskiel, Network Manager

A.S., Middlesex Community College

Associate Dean for Development

Cheryl Dumont-Smith, Associate Dean for Development

B.A. in Psychology, Regis College

Yvonne Page, Graphics Specialist and Webmaster

A.S. in Fine Arts, Middlesex Community College

Randi Plake, Communications Specialist

B.S., Central Connecticut State University

M.S., Quinnipiac University

Updated 10/21/15

EMERITI

- **Robert A. Chapman, President Emeritus**
  A.B., Northeastern University
  M.A., Colgate University
- **John H. Coggins, Academic Dean Emeritus**
  B.A., Bowdoin College
  M.A.T., Wesleyan University
  M.S. Southern Connecticut State University
  Ph.D., University of Connecticut
- **Edward G. Vater, Dean of Students Emeritus**
  B.S., Central Connecticut State University
  M.Ed., University of Hartford
- **Norman R. Zabel, Dean of Students Emeritus**
  B.S., Central Connecticut State University
  M.Ed., Boston College
- **John T. Needham, Dean of Students Emeritus**
  B.A., Central Connecticut State University
  M.A., Southern Connecticut State University

Business
- **Jean Insinga, Professor of Emerita, Information Systems**
  B.S., M.S., Central Connecticut State University
  Prof. Cert., C.A.I.S., University of New Haven
- **Albert Buatti, Professor of Emeritus, Business**
  B.Ch.E., Polytechnic Institute of Brooklyn, N.Y.
  M.S., Rensselaer Polytechnic Institute
- **John W. Makrogianis, Professor Emeritus, Business**
  B.S., Central Connecticut State University
  M.S., University of Connecticut
  M.A., Trinity College
  C.A.S., Wesleyan University
- **Joanne M. Blake, Professor Emerita, Business**
  B.S., Central Connecticut State University
  M.S., Central Connecticut State University
- **Eleanor Gibbons, Professor Emerita, Business**
  B.S., University of Bridgeport
  M.S., Akron University

Humanities and Arts
- **Anne T. Cassady, Professor Emerita, English**
  B.A., Stephens College
  M.A.T., Wesleyan University
  D.F.S., Wesleyan University
  C.A.S., Wesleyan University
- **James Childs, Professor Emeritus, English**
  B.A., Southern Connecticut State University
  M.S., Southern Connecticut State University

Sixth Year Diploma, Southern Connecticut State University
- **Stephanie A. Dell'Agnese, Professor Emerita, English**
  B.A., Sacred Heart University
  M.A., University of Hartford
- **Joan Donati, Professor Emerita, English**
  A.S., Middlesex Community College
  B.A., Wesleyan University
  M.A.L.S., Wesleyan University
- **Thomas Melbert, Professor Emeritus, English**
  B.S., Rensselaer Polytechnic Institute
  M.A., Ph.D., Columbia University
- **William A. Nagle, Professor Emeritus, English**
  B.A., Muhlenberg College
  M.A., University of Wisconsin
- **Lucinda Patrick, Professor Emerita, Art**
  B.F.A., Cranbrook Academy of Art
  M.A., University of Hawaii

Mathematics
- **James Frugale, Professor Emeritus, Mathematics**
  B.S. , Central Connecticut State University
  M.A.L.S., Wesleyan University
- **Alice F. Burstein, Professor Emerita, Mathematics**
  B.A., Connecticut College
  M.A.L.S., Wesleyan University
- **Linda Musco, Professor Emerita, Mathematics**
  B.A., M.S., University of Connecticut
  C.A.S., Wesleyan University

Science
- **Evelyn P. Moulton, Professor Emerita, Biology and Radiologic Technology**
  B.S., Southern Connecticut State University
  M.S., University of Connecticut
- **Howard "Skip" Wiley, Professor of Emeritus, Chemistry**
  B.A. Amherst College
  M.A. Wesleyan University
  M.A.T. Wesleyan University
  D.F.S. Wesleyan University

Social Science
- **Cameron D. Bailey, Professor Emeritus, Social Science**
  B.A., Bowdoin College
  M.A.T., Wesleyan University

D.F.S., Wesleyan University

C.A.S., Wesleyan University

- **LeRoy W. Barnes, Professor Emeritus, History**

  B.A., Lawrence University

  M.A.T., Wesleyan University

  C.A.S., Wesleyan University

  C.A.S., Harvard University

- **Peter Caprioglio, Professor Emeritus, Psychology**

  B.A., Colorado University

  M.A., Syracuse University Clayton

- **F. Hewitt, Professor Emeritus, Social Science**

  B.S., Central Connecticut State University

M.A., Wesleyan University

C.A.S., Wesleyan University

- **Gregory S. Horne, Professor Emeritus, Psychology and Human Services**

  B.A., Illinois College

  M.A., Ball State University

- **Richard Patrick, Professor Emeritus, Social Science**

  B.A., University of Hawaii

  M.A., University of Hawaii

ADVISORY BOARDS

Biotechnology

- Sarah Berke, Ph.D.,Director, Bio Science Explorations, CURE, Inc
- Marie D'Andrea, Ph.D.,, Spectrix Corp.
- Dan Dykas, Lab Manager, DNA Diagnostic Lab, Yale University (alumnus)
- Azriel Gorski, Ph.D., Associate Professor and Undergraduate Coordinator, Forensic Science, University of New Haven
- Dr. James Mulrooney, Central Connecticut State University
- *updated Fall 2013*

Broadcast-Cinema

- Aaron Coleman, ESPN
- Don DeCesare, WMRD/WLIS Radio
- Patrick Dell, Video Services International
- Robin Fox, Coginchaug High School
- Joseph Franco, ESPN (retired)
- Ralph Guardiano, OutThink
- Patience Hettrick, WFSB Channel 3
- Jeff Hoyt, KJ Films
- Harold Kramer, American Radio Relay League
- Steve Lovelave, Moving Pictures
- Denise Matthews, Eastern Connecticut State University
- Dave Webster, Video Services International
- *updated Fall 2013*

Business, Marketing & Accounting

- Elizabeth Bailey, CPA
- Kathy Bazinet, Technical Sales Manager, IBM

- Sharon Braverman, Central Connecticut State University
- Erik Brillon
- Thomas D. Comer, CPA, Comer & Company, CPA's LLC
- Nancy Cronin, A R Mazzotta Employment
- Leslie Cummings, ESPN Human Resources
- Pamela Gracey, Aflac
- Najib O. Habesch, Senior Vice President, The Beta Group, Inc.
- Carol-Ann Myers, BrandTech Scientifics
- Quentin "Q" Phipps, Middletown Business District
- Alissa Romero, Verizon Wireless
- Robert Shulman, Suburban Stationers
- Mark Walerysiak, Meriden Police Department
- Bill Ward, River West Workshop
- *updated Fall 2014*

Computer Engineering Technology

- Daniel Burkey, University of Connecticut
- Leslie Cummings, ESPN
- Mary deManbey, Connecticut Business & Industry Association
- Robert D'Eon, Northeast Utilities
- Richard Gnall, Manchester Community College
- Xiaobing Hou, Central Connecticut State University
- Ann Lankford, University of Hartford
- Paul Leonowich, Vinal Technical High School
- Steven Moore, Manchester Community College
- Joe Tindal, CNC Software, Inc.
- Karen Tracey, Central Connecticut State University

- Karen Woczyna-Birch, College of Technology/Board of Regents for Higher Education
- Shuju Wu, Central Connecticut State University
- *updated Fall 2014*

Criminal Justice
- Robert Catania, Police Lieutenant, Town of Rocky Hill
- Peggy Sue Clouser , Officer, South Windsor Police Department, Alumni Representative
- Michael Custer, Chief of Police, Town of Rocky Hill
- Michael Kehoe, Chief of Police, Town of Newtown
- Michael McClusky, Police Lieutenant
- Clifford Thermer, Ed.D.
- Mr. Joseph Ward, Criminal Justice Program, Naugatuck Valley Community College
- Michael Zakrewski, Police Captain, City of Meriden
- Kenneth Zercie, Assistant Director, State Forensic Lab
- *updated Fall 2013*

Fine Arts: Graphic Design
- Kent Aldrich, Aldrich Illustration
- June Bisantz, Professor of Art, Visual Arts Department, Eastern Conn. State University
- Michael DiGiorgio, Illustrator- Teacher, self-employed
- John Gibson, Principal, Gibson Design, LLC
- Christopher J. Hyde, Graphic Designer, self-employed
- Carol Ingram, Graphic Designer, Partner, KI Advertising
- Noemi Kearns, Graphic Designer, How 2 Design
- Jamie Novik, Graduating student transferring to School of Visual Arts, NYC
- Pat Rasch, Graphic Designer/Illustrator, Adjunct Instructor, MxCC
- Jason Roeder, Illustrator/ Graphic Designer, self-employed
- Jason Ulm, Senior Graphic Designer, Office of Communications, University of Hartford
- *updated Fall 2013*

Early Childhood Education
- Kristina Bartelt
- Wendy Berlind, Retired Preschool Teacher
- Lisa Ellis, Head Start Unit Manager, Community Renewal Team
- Christine Fahey, School Readiness Coordinator, Middletown Public Schools
- Lynn Johnson, Assistant Director, Birth to Three System, State of Connecticut Department of Developmental Services

- Earnestine Kirkland, Special Education Program Coordinator, Gateway Community College
- Timothy McPherson
- Maureen Partyka, Family Resource Center, Middletown Public Schools
- Hilary Phelps
- Jessica Stewart
- Alice Torres, ACES Program
- *updated Fall 2013*

Human Services
- Chris Arnold, MxCC Adjunct faculty and Clinical Director, Riverview Hospital for Children
- Diane Cummings, Executive Director, St. Luke's Eldercare Solutions of Central Connecticut
- Lisa DeMatteis-Lepore, Program Director, Supportive Housing, The Connection, Inc.
- Susan McLaughlin, Problem Gambling Services, Connecticut Valley Hospital
- Gary Mullaney, CEO, Children's Home of Cromwell
- Mindy Otis, Ph.D., Director of Special Education, Middletown Public Schools
- Barry Simon, Executive Director, Gilead Community Services, Inc.
- Robert Spencer, Retired Social Worker
- Michelle Waldner, Program Director, New Horizons Domestic Violence Services
- *updated Fall 2013*

Machine Manufacturing Technology
- Bob Allard, CONNSTEP
- Bill Bacon, Zygo Corporation
- Cathy Cabral, OKAY Industries
- Cindy Cook, Union Representative, Pratt & Whitney
- Chris DiPentima, Pegasus Manufacturing
- Michael Faenza, Vinal Technical High School
- Don Keener, Pratt & Whitney
- Ralph Larson, Holo-Krome, Inc.
- Sean Moore, Midstate Chamber of Commerce
- James O'Brien, Hobson-Motzer Inc.
- *updated Fall 2014*

Management Information Systems/Information Systems
- Timothy Franklin, ING
- Peter Kootsookos, UTC Fire & Security
- Marcin Rafalowicz, ING
- Kevin Sweeney, Aetna
- Shiv Vichare, ING
- *updated Fall 2013*

Ophthalmic Design and Dispensing

- Amy Beckwith
- Donna Bojus, Public Member
- Jon Paul Cartier
- Rachel DiCarlo, recent MxCC Graduate
- Corie Doyle, Student Representative, Class of 2015
- Benjamin Fichman, Student Representative, Class of 2016
- Herbet Fletcher
- Lisa Forbes
- Joyce Furman, 3 O's
- Siobahn Gross
- Ken Johnson
- Dorothy Reynolds
- Johana Sanzhez, 3 O's
- Coli Velalli
- Brendan Walsh
- *updated Fall 2014*

Radiologic Technology

- Judy Wallace, DPT, MxCC Program Coordinator
- Donna Crum, Program Director, Middlesex Hospital
- C. Frances Barringer, Paramedic
- Denise Byron, Program Clinical Coordinator, Middlesex Hospital
- Patricia Carroll, Educational Media Consultant
- Clinical Instructors
- John Derksen, Alumnus, Computer Analyst, Middlesex Hospital
- Dr. Joan Merton, Radiation Physicist, Middlesex Hospital
- Steven Minkler, EdD, MxCC Dean of Academic Affairs
- Evelyn Moulton, Professor Emerita, Biology and Radiologic Technology, Middlesex Community College
- Laurel Pratt, Radiology Administrator Middlesex Hospital
- Dr. Mary Rayappan, MxCC Academic Division Director of Business, Allied Health, and STEM
- Kathy Sachak, Radiology Manager, Middlesex Hospital
- Andrew Savo, Community Member

- Career Counselor and Teacher, Middletown High School
- Robert Wolek, MD, Medical Director
- MxCC Student Representative- Second Year
- MxCC Student Representative- First Year
- *updated Fall 2013*

Veterinary Technology

- **Veterinarians:**
- Christopher Gargamelli, DVM, Interim Program Coordinator

- Virginia Nunez, DVM, Pieper-Olson Veterinary Hospital
- Kristen Fratamico, DVM, Pieper-Olson Veterinary Hospital
- Jill O'Callighan, DVM, Yalesville Veterinary Hospital

- Lynn S. Keller, VMD, Bristol-Myers Squibb Research & Development
- Kristin Haviar, DVM (Animal Hospital of Rocky Hill)

- James St. Clair, DVM (Meriden Animal Hospital)

- **Certified Veterinary Technicians:**
- Amy Lawton, LVT, VTS, Pieper Memorial Veterinary Center

- Kate Gilbert, CVT, Pieper-Olson Veterinary Hospital
- **Public Member:**
- Tiffany Hesser, CVT
- **Industry Representatives:**
- Kurt Oster, MS, SPHR, Pieper-Olson Veterinary Hospital
- Timoth Walsh, AAS
- Monica Keith-Luzzi, BS, RVT, RLATG, Boehringer-Ingelheim
- **Middlesex Community College:**
- Steven Minkler, EdD, Dean of Academic Affairs
- Judy Wallace, PT, DPT, Professor of Biology and Program Coordinator of Radiologic Technology
- Gayle Barrett, Director of Admissions
- Lin Lin, Ph.D., Interim Division Director
- Lisa Cyr, 2015 graduate
- *updated 12/8/15*