MxCC College Catalog
2013-2014

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ABOUT MxCC

Founded in 1966 as a branch campus of Manchester Community College, Middlesex Community College became an independent member of the Community College System in 1968. At the outset, the college operated principally in space rented from Middletown Public Schools and loaned by Connecticut Valley Hospital. In 1973, the college moved to its present 38 acre campus, which overlooks the scenic Connecticut River and the city of Middletown. MxCC is conveniently located in Central Connecticut and is easily accessible via major interstates.

Our college and our community are partners in a tradition of shaping the future, one person at a time. We believe our success depends upon our ability to treat others with respect, educate the whole person, recognize that each individual is vital to our mission, and develop programs and services responsive to the current and changing needs of our community.

MxCC believes that a college education should be available to everyone, and is therefore committed to providing excellence in teaching as well as personal support in developing the genius of each student. An open admissions college, MxCC awards associate degrees in more than 20 major areas and certificates in a variety of programs which lead to further study, employment and active citizenship. In addition, the college shares its resources and addresses community needs through numerous credit and non-credit courses, business programs, cultural activities and special events. Faculty and staff are dedicated to helping students achieve their academic, professional and career potentials. Such support is a continual process that recognizes student diversity in both background and learning ability. The educational goal of the college is to promote understanding, learning, ethics, and self-discipline by encouraging critical thinking.

To fulfill its mission, MxCC has established the following objectives in its advancement of the principle of lifelong learning:

General Education To provide a range of courses enabling students to achieve occupational, educational, philosophical, recreational and personal goals for more satisfying lives.

College Transfer Education To provide appropriate programs and courses for those desiring to continue their education at baccalaureate institutions.

Technical and Career Education To offer associate degree and certificate programs of study for specific occupations.

Student Services To provide personal, career, and job support services that help students reach their academic potential; to serve students with special needs; and to create an environment supportive of students from varied cultural and ethnic backgrounds.

Fast Track Health Careers and Non-Credit Programming To provide non-credit courses, workshops and conferences for skill development, career enhancement and personal enrichment.

Enrollment at Middlesex, one of twelve two-year community colleges in Connecticut, has grown from an original class of 320 to more than 3,00 full and part-time students. Since 1968, more than 8,300 students have graduated from Middlesex. The majority of MxCC graduates, upon receiving a two-year associates degree, transfer to baccalaureate granting colleges and universities throughout the state and nation. Recent transfers include: Albertus Magnus College, Central Connecticut State University, Eastern Connecticut State University, Emerson College, Fairfield University, Quinnipiac College, Smith College, Trinity College, University of Connecticut, University of Saint Joseph, Wesleyan University and Yale University. MxCC alumni are employed by many of the region's major businesses, industries and governmental agencies including Aetna, CuraGen, Connecticut Yankee Atomic Power Company, Middlesex Hospital, Northeast Utilities, Pratt & Whitney, St. Paul Travelers, United Technologies and Yankee Gas.

In 1998, MxCC opened a new learning center which is now located in downtown Meriden at 55 West Main Street. Students have the option of enrolling in credit, non-credit, day, evening, and weekend courses.

One of Middlesex's most valued resources is its faculty. Recognized for their service to the local and wider geographic community, MxCC faculty have received major awards, fellowships and grants. Members of the faculty are distinguished authors and writers, artists, communicators, Emmy-award winning broadcast designers, educators, researchers, entrepreneurs, business leaders, consultants, counselors, law enforcement and medical professionals, engineers and technicians. The goal of the faculty is to prepare students with marketable skills and fluency in verbal and mathematical languages as well as to graduate individuals who respect themselves, others and their environment, and who have learned to act with courage, conviction, and dignity in their private and civic lives.

The College's four main air-conditioned and handicapped accessible buildings Snow, Wheaton, Founders and Chapman Halls are located on a scenic campus approximately a mile and a half from the center of Middletown. Within this complex are general purpose classrooms, a computer center and computer classrooms, art studios, a state-of-the-art broadcast communications center, special purpose chemistry and biology laboratories, a learning laboratory for reading and writing, an ophthalmic design and dispensing laboratory, faculty and administrative offices, cafeteria, bookstore, multi-purpose rooms, and a library. There is ample free student parking; a municipal bus, which stops at the campus twice hourly, also serves the college. Because MxCC is a commuter college, there are no dormitories or housing agencies.

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 to a four-year college with advanced standing. You can 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.

Through our continuing education and customized training programs, you can earn certifications relevant to the workplace or useful in your everyday life, and you can take non-credit courses in a wide array of interest areas.

But college is much more than taking courses and earning degrees, diplomas 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 curriculum is constantly being updated and improved, linking it to upper division disciplines at four-year schools as well as ensuring that it meets the expectations of employers.

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 chart a path for success in college. Years after you leave Middlesex, and reflect back on your experience here, we want you to recall that this is the place where you learned how to love learning, and where you found a warm and supportive community who helped you find the right 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: 203.238.6202
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 veteran status 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 licensed by the Connecticut Board of Higher Education.

Middlesex Community College is accredited by The Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges, which is the regional accreditation agency for colleges and universities in the six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

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

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

ACADEMIC CALENDAR

FALL SEMESTER 2013

Monday, August 26 - Faculty Semester Begins Required On-Campus Work Day for Faculty Convocation/Professional Staff Activities, All College Offices Closed in the Morning, All College Offices Open in the Afternoon, Adjunct Faculty Professional Development (Evening)

Tuesday, August 27 - Required On-Campus Work Day for Faculty Last Day for 100% Tuition Refund

Wednesday, August 28 - CLASSES BEGIN

Monday, September 2 - Labor Day – COLLEGE CLOSED

Tuesday, September 10 - Last Day to Add/Drop Courses (with Instructor Permission), Last Day for 50% Tuition Refund

Tuesday, September 17 - Constitution Day – CLASSES HELD

Monday, October 14 - Columbus Day- College Open, CLASSES HELD

Tuesday, October 15 - Professional Day – NO CLASSES

November 4-26 - Advising & Early Online Registration for Returning Students

Tuesday, November 5 - Last Day to Make Up "Incompletes" from Spring/Summer 2013

Monday, November 11 - Veterans' Day – College Open, CLASSES HELD

Tuesday, November 12 - Last Day to Withdraw from Classes (Instructor's Signature Required)

Wed-Sun, Nov. 27-Dec. 1 - Thanksgiving Recess – NO CLASSESCollege Open Nov. 27 and 29College Closed Nov. 28, Nov. 30, & Dec. 1

Tuesday, December 10 - Last Day of Classes

Wed-Tue, December 11-17 - Final Exams

Friday, December 20- Grades due by 9:00 am

Monday, December 23 - Faculty Semester Ends

Thursday, Dec. 27 – Jan. 14 - Winter Intersession

SPRING SEMESTER 2014

Monday, January 20 - Martin Luther King Day – COLLEGE CLOSED

Tuesday, January 21 - Faculty Semester Begins, Required On-Campus Work Day for Faculty, Adjunct Faculty Professional Development (Evening)Last Day for 100% Tuition Refund

Wednesday, January 22 - CLASSES BEGIN

Tuesday, February 4 - Last Day to Add/Drop Courses (with Instructor Permission) Last Day for 50%Tuition Refund

Wednesday, February 12 - Lincoln's Birthday – College Open, NO CLASSES

Monday, February 17 - Washington's Birthday – COLLEGE CLOSED

Mon-Sat, March 17-22 - Spring Break – NO CLASSES

Thursday, April 3 - Planning & Assessment Day- NO CLASSES

Mon-Sat, April 7-30 - Advising & Early Online Registration for Returning Students

Tuesday, April 8- Last Day to Make Up "Incompletes" from Fall 2013

Tuesday, April 15 - Last Day to Withdraw from Classes (Instructor's Signature Required)Graduation Applications Due

Fri.-Sun., April 18-20 - Days of Reflection-COLLEGE CLOSED

Friday, April 25 - Academic Awards Night

Friday, May 9 - Scholarship Awards Night

Monday, May 12 - Last Day of Classes

Tues.-Mon., May 13-19 -Final Exams

Thursday, May 22 - Grades Due by 9:00 am

Monday, May 26 - Memorial Day – COLLEGE CLOSED

Thursday, May 29 - COMMENCEMENT

Friday, May 30 - Faculty Semester Ends

Summer 2014

Session I (5 weeks; 25 weekdays)
Spring 2014 grades due Thursday, May 22
Memorial Day – Monday, May 26
Tuesday, May 27 – Classes begin
Thursday, May 29 – No Classes (Commencement)
Friday, June 20 – Last Day to Withdraw from classes
Tuesday, July 1 – Last Day of Classes

Session II (5 weeks; 25 weekdays)
Monday, July 7 – Classes begin
Wednesday July 30 – Last Day to Withdraw from classes
Friday, August 8 – Last Day of Classes

Session I and II Class Periods
Daytime
MWF, 9:00-11:30am (15 sessions @ 150 min.), 3 credits/3 contacts
MWF, 12:00-2:30pm (15 sessions @ 150 min.), 3 credits/3 contacts
MTWR, 9:00-11:30am (20 sessions @ 150 min.), 4 credits/4 contacts
MTWR, 12:00-2:30pm (20 sessions @ 150 min.), 4 credits/4 contacts

Evening
MTWR, 5:30-7:25pm (20 sessions @ 115 min.), 3 credits/3 contacts
MTWR, 5:30-8:00pm (20 sessions @ 150 min.), 4 credits/4 contacts

Lab Science Courses: 4 credits/6 contacts
MTWR, 9:00am-12:45pm (20 sessions @ 225 minutes)
MTWR, 5:30pm-9:15pm (20 sessions @ 225 minutes)

Session III (10 weeks; 50 weekdays)
Tuesday, May 27 – Classes begin
Thursday, May 29 – No Classes (Commencement)
Friday, July 4 – No Classes (College Closed)
Friday, July 18 – Last Day to Withdraw from classes
Wednesday, August 6 – Last Day of Classes

Daytime
TR, 9:00-10:55am (20 sessions @ 115 min.), 3 credits/3 contacts
TR, 8:25-10:55am (20 sessions @ 150 min.), 4 credits/4 contacts
TR, 11:15am-1:10pm (20 sessions @ 115 min.), 3 credits/3 contacts
TR, 11:15am-1:45pm (20 sessions @ 150 min.), 4 credits/4 contacts
TR, 2:00-3:55pm (20 sessions @ 115 min.), 3 credits/3 contactsEvening
MW, 5:30-7:25pm (20 sessions @ 115 min.), 3 credits/3 contacts
MW, 5:30-8:00pm (20 sessions @ 150 min.), 4 credits/4 contacts
TR, 5:30-7:25pm (20 sessions @ 115 min.), 3 credits/3 contacts
TR, 5:30-8:00pm (20 sessions @ 150 min.), 4 credits/4 contacts
Lab Science Courses: 4 credits/6 contacts
To be proposed by Science Division so as not to conflict with 5-week session

Fall 2014

Monday August 25 - Faculty Semester Begins "Just In Time" Fall Registration , Adjunct Faculty Professional Development (Evening)

Tuesday, August 26 - Student Orientation, "Just In Time" Fall Registration, Last Day for 100% Tuition Refund

Wednesday, August 27 - CLASSES BEGIN

Saturday, August 30 - Saturday Classes Begin – CLASSES HELD

Monday, September 1 - Labor Day – COLLEGE CLOSED

Friday, September 5 - Convocation Activities – CLASSES HELD

Tuesday, September 9 - Last Day to Add/Drop Courses, Last Day for 50% Tuition Refund

Wednesday, September 17 - Constitution Day – CLASSES HELD

Monday, September 22 - "LATE START" CLASSES BEGIN

Monday, October 13 - Columbus Day– College Open, CLASSES HELD

Tuesday, October 14 - Professional Day – NO CLASSES

November 3-25 - Priority Advising & Registration for Continuing Students

Tuesday, November 4 - Last Day to Make Up "Incompletes" from Spring/Summer 2014

Tuesday, November 11 - Veterans' Day – College Open, CLASSES HELD

Tuesday, November 11 - Last Day to Withdraw from Classes (Instructor's Signature Required)

Wed-Sun, Nov. 26-30 - Thanksgiving Recess – NO CLASSES11/26 – Veterans' Day Observed (Faculty Holiday), College Open11/27 – Thanksgiving Day, COLLEGE CLOSED11/28 – Day After Thanksgiving (Faculty Holiday), College Open11/29 and 11/30 – COLLEGE CLOSED

Tuesday, December 9 - Last Day of Classes

Wed-Tue, December 10-16 -Final Exams

Friday, December 19 - Grades due by 9:00am, Faculty Semester Ends

Spring Semester 2015

Monday, January 19 - **Martin Luther King Day – COLLEGE CLOSED**

Tuesday, January 20 - Faculty Semester Begins"Just In Time" Fall RegistrationAdjunct Faculty Professional Development (Evening)Last Day for 100% Tuition Refund

Wednesday, **January 21** - CLASSES BEGIN

Friday, January 30 - Convocation Activities – CLASSES HELD

Tuesday, February 3 - Last Day to Add/Drop Courses, Last Day for 50%Tuition Refund

Thursday, February 12 - Lincoln's Birthday – COLLEGE OPEN, CLASSES HELD

Monday, February 16 - Washington's Birthday – COLLEGE CLOSED

Mon-Sat, March 16-22 - Spring Break – NO CLASSES

Fri-Sun, April 3-5 - Days of Reflection – COLLEGE CLOSED

April 6 - May 1 - Priority Advising & Registration for Continuing Students

Tuesday, April 7 - Last Day to Make Up "Incompletes" from Fall 2014

Wednesday, April 15 - Last Day to Withdraw from Classes (Instructor's Signature Required)

Wednesday, April 15 - GRADUATION APPLICATIONS DUE

Wednesday, April 22 - Planning & Assessment Day – NO CLASSES

Friday, April 24 - Academic Awards Night

Thursday, May 7 - Reading Day – NO CLASSES

Friday, May 8 - Scholarship Awards Night

Monday, May 11 - Last Day of Classes

Tue-Mon, May 12-18 - Final Exams

Wednesday, May 20 - Grades Due by 12:00 noon Faculty Semester Ends

Monday, May 25 - Memorial Day – COLLEGE CLOSED

Thursday, May 28 - COMMENCEMENT

MXCC PHONE DIRECTORY

Departments	Phone (area code 860 unless noted)	Building	Room
General Information	343-5800	Founders	147
Toll-Free Number (in state)	1-800-818-5501		
Meriden Center **55 West Main St., Meriden**	203-238-6202	Meriden Center	
Academic Initiatives	343-5784	Founders	131A
Admissions	343-5719	Founders	153
Basic Skills Assessment	343-5770	Chapman	711
Bookstore	346-4490	Founders	149
Business Division	343-5755	Wheaton	313
Business Office	343-5729	Founders	113
Cafeteria/Kitchen	343-6789	Founders	Cafeteria
Career Development	343-5826	Founders	121
Center for New Media	343-5796	Founders	FM-2B
College Learning Center (Middletown)	343-5770	Chapman	711
Meriden Learning Lab	203-238-6211	Meriden Center	
Counseling Center	343-5826	Founders	121
Dean of Finance and Administration	343-5704	Founders	106
Dean of Academic Affairs	343-5706	Founders	107
Dean of Students	343-5759	Founders	123
Distance Learning	343-5756	Founders	131/131A
Fast Track Health Careers & Non-Credit Programs	343-5865	Founders	104
Financial Aid	343-5741	Founders	132
Health & Life Sciences Initiative	343-5739	Founders	104
Humanities Division	343-5809	Snow	520
Human Resources	343-5705	Founders	115
Institutional Advacement	343-5708	Chapman	714
Institutional Research	343-5787	Chapman	802
Library	343-5830	Chapman	700
Maintenance	343-5864	Founders	148
Marketing and Public Relations	343-5869	Founders	FM-2
Mathematics Division	343-5755	Wheaton	310
Media Services	343-5855	Wheaton	306A
President	343-5701	Founders	105
Records/Registrar	343-5724	Founders	153
Science, Allied Health, Engineering & Technology Division	343-5755	Wheaton	217
Security	343-5864	Founders	148
Social & Behavioral Sciences Division	343-5809	Snow	508
Student Activities	343-5748	Founders	127
Veterans Oasis Program Affairs	343-5830	Chapman	715-717

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 responsible for the College's academic programs and academic standards, grading policies, evaluation of teaching faculty and academic support staff, as well as the 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 Finance and Administration
As the chief fiscal, administrative and business officer of the College, the Dean of Finance and Administration 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

BUSINESS
The Business Division includes the academic disciplines of accounting, business administration, management, and marketing; and oversees degree and certificate programs in Accounting, Advertising and Sales Promotion Business Administration, Customer Service Management, Entrepreneurship, Marketing, and Management Information Systems.
Wheaton Hall, Room 313 860-343-5755
Professor Donna Bleck Leonowich, Chair 860-343-5762

FAST TRACK ALLIED HEALTH & NON-CREDIT PROGRAMMING
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.
Founders Hall, Room 104 860-343-5716
Diane Bordonaro, RN, Coordinator

HUMANITIES
The Humanities Division includes the academic disciplines of fine art, broadcast cinema, communication, digital arts, English, modern languages, multimedia, music, philosophy, speech, and theatre; and oversees degree and certificate programs in Broadcast Cinema, Communication, Fine Arts, Graphic Design, and Multimedia.
Snow Hall, Room 520 860-343-5809
Dr. Donna Bontatibus, Chair 860-343-5802

MATHEMATICS
The Mathematics Division provides required and elective mathematics courses in support of other college curricula and for transfer to baccalaureate programs. Courses range from Pre-Algebra to Calculus III.
Wheaton Hall, Room 310 860-343-5755
Dr. Mary Rayappan, Chair 860-343-5791

SCIENCE, ALLIED HEALTH, ENGINEERING & TECHNOLOGY
The Science, Allied Health, Engineering & Technology Division includes the academic disciplines of astronomy, biology, chemistry, computer engineering technology, engineering, environmental science, health information management, information systems, manufacturing, physics, radiologic technology, and veterinary technology; and oversees degree and certificate programs in Biotechnology, Environmental Science, Hazardous Materials, Help Desk Technician, Information Systems, Ophthalmic Design and Dispensing, Radiologic Technology, Technological Studies: Computer Engineering Technology, Technological Studies: Machine Manufacturing Technology, and Veterinary Technology.
Wheaton Hall, Room 217 860-343-5755
Dr. Jonathan Morris, Interim Chair 860-343-5782

SOCIAL AND BEHAVIORAL SCIENCES
The Social and Behavioral Sciences Division includes the academic disciplines of anthropology, economics, geography, history, political science, psychology, and sociology; and oversees degree and certificate programs in Criminal Justice, Early Childhood Education, Human Services, Juvenile Justice, Substance Abuse Education, and Therapeutic Recreation.
Snow Hall, Room 508 860-343-5809
Professor Judith Felton, Chair 860-343-5816

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:

- Human Services
- Radiologic Technology
- Ophthalmic Design and Dispensing
- Broadcast/Cinema
- Veterinary Technology

Admissions requirements vary for these selective programs; please contact the Admissions Office, 860-343-5719, for information about these programs and application instructions.

Requirements for Degree Seeking Students:

1. 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.
2. Pay the one-time college application fee of $20.00 (non-refundable).
3. Provide documentation that you have been immunized (two doses) against measles, mumps and rubella. See the policy, "Measles/Mumps/Rubella/Varicella (MMRV) Immunization Requirement, below for details and exemption information.
4. 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 theCollege 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:

The Admissions Office
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'sHigh 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 admissions application, 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 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. For additional information about the College Career PathwaysProgram call Prof. Donna Leonowich, 860-343-5762.

Other High School/Home Schooled Students
Middlesex Community College will accept for early admission to the College outstanding high school-age students that demonstrate sufficient academic ability and maturity. 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. To qualify for this program, students must: Demonstrate sufficient academic ability as evidenced by high school grades and the results of the College's Basic SkillsAssessment (or SAT scores)

- Provide a written recommendation by their principal or guidance counselor
- Include a current, official copy of the applicant's high school transcript with the College application
- Meet with the Director of Admissions prior to registering

Interviews
Applicants may request a personal interview at any time by contacting theAdmissions Office at 860-343-5719 for an appointment. As part of the enrollment process, interviews are required for high school students seeking early admission, all home-schooled students, and individuals interested in certain selective degree programs (see list under Admissions).

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 personal 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 203-238-6202 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 two years may receive a waiver from the Math Placement (BSA) Test. A score of18-21 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 asMAT* 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 two years may receive a waiver from the English Placement (BSA)Test. A score of 21 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 two years may receive a waiver from the Math Placement (BSA) Test. A score of 500-549 will place the student into MAT* 137, and a score of 550 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 450 on either theCritical Reading or Writing portions 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 PlacementProgram. 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 ofImmunization 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 Higher Education Accreditation as either a Regional Accrediting Organization or a Specialized and Professional Accrediting Organizations in accordance with the following:

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of regents.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25 percent of the minimum credit requirements for the degree or certificate through course work at the college awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.
5. This policy shall appear in all college catalogs.

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 College Veterans 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:

1. Received an honorable discharge
2. Is a resident of Connecticut at the time he/she is accepted for admission to the college
3. 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 VeteransOffice 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.

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 form from theRecords Office. If the student attended another college during his/her absence from MxCC, he/she must request that an official transcript be forwarded to theAdmissions Office at Middlesex. Students who apply for readmission do not pay an application fee if previously paid.

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

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.

Foreign Students

Foreign students must complete and submit an I-20 (foreign student visa) when seeking admission to the College. The following documents must be submitted to the Admissions Office by July 1 for the fall term and by November 1 for the spring term. 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 Admissions Office.
- 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. 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)
- Bank statement and other relevant financial documents (in English with currency values in U.S. dollar equivalencies)
- Proof of immunization against measles, mumps and rubella; 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 these degree programs, because they are not offered by any Connecticut state colleges or universities.

Visit www.nebhe.org/tuitionbreak for details.

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:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official [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.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A 'school official' includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

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

   - To comply with a judicial order or a lawfully issued subpoena;
   - To appropriate parties in a health or safety emergency;
   - To officials of another school, upon request, in which the student seeks or intends to enroll;
   - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
   - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
   - To accrediting organizations to carry out their functions;
   - To organizations conducting certain studies for or on behalf of the College;
   - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
   - Directory information as defined in the policy of the Board of Regents.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing [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

ACADEMIC SUPPORT & STUDENT SERVICES DEPARTMENT

Career Development and Counseling Center

The Career Development and Counseling Center providescomprehensive career, academic, transfer and guidance services for all MxCCstudents. Professional counselors are available to assist students with a widerange of questions and concerns throughout their academic careers. Among theservices 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 inFounders Hall, Room 121. Click Career Development and Counseling Center on theMxCC web site to learn more about our services.Students also are encouraged to stop by the office or call 860-343-5826to schedule an appointment.

College Learning Center & Meriden Learning Lab

The CollegeLearning Center (located on the main level of Chapman Hall) and the Meriden Learning Lab (located on the main level of the Meriden Center) provide students with free 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. Both the College Learning Center and Meriden Learning Lab are staffed by a coordinator,an assistant, and tutors who have demonstrated competency in specific subjects.

Corporate Media Center

Since 1986, Middlesex CommunityCollege'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, andCommunicator awards for clients such as Connecticut's Department ofEnvironmental Protection, Connecticut Department of Labor, Unilever, Stanley Tools, United Technologies, Hamilton Sundstrand and Sikorsky Aircraft.

Students enrolled in the courseCOM* 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 andSickness 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, HumanServices 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 203-238-6204or 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
- Tutoring
- 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 203–238–6202.

Manufacturing Technology Center (MTC)

Located in Meriden, the MTC prepares students for exciting new technology careers and to update incumbent workers' manufacturing skills to compete effectively in the rapidly changing 21st century global workplace. The MTC is a technology-based environment, complete with computer lab and a variety of Industrial manufacturing equipment. Courses are very hands-on intensive.

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 you http://www.mxccedu/Content/Online_Classes.aspr class. We have created a video to show you how our online courses work. Click on Video: Online Classes in the left column.

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 athttp://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 scholarhips, 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.

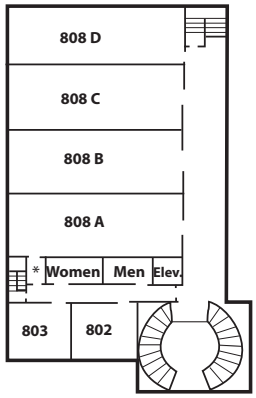
MAPS – CHAPMAN HALL

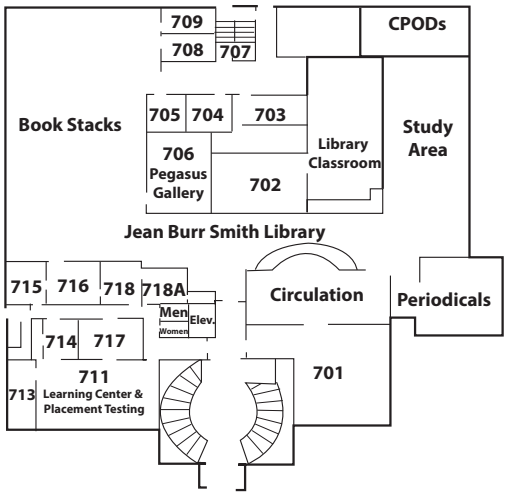
Chapman Hall

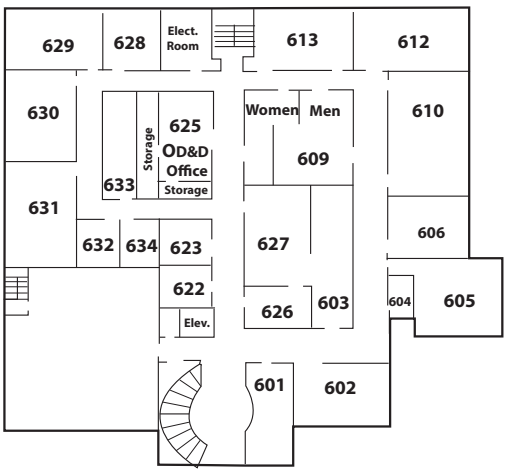
Upper Floor
802 Institutional Research
803 Conference Room
808A Multipurpose Room A
808B Multipurpose Room B
808C Multipurpose Room C
808D Multipurpose Room D
* Catering Kitchen

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

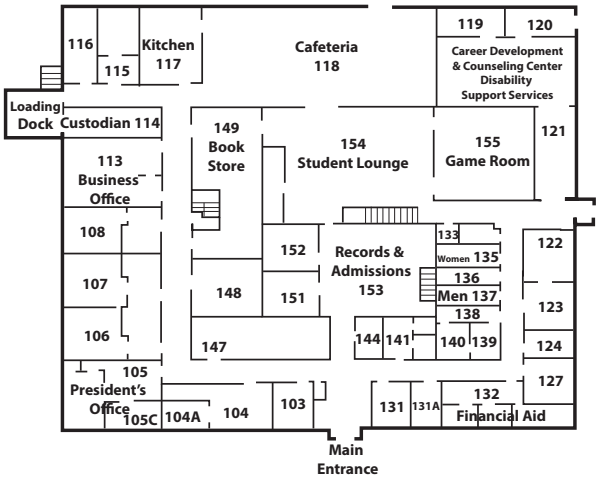




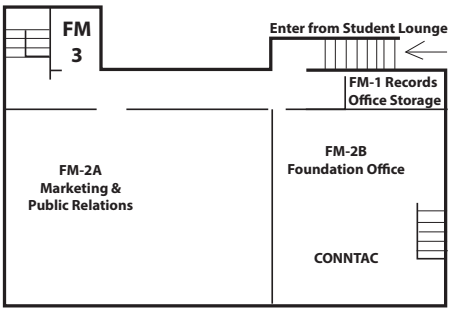


MAPS – FOUNDERS HALL

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

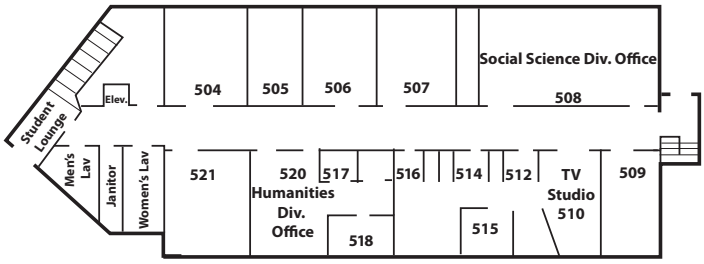


Upper Level
FM-1 Records Office Storage
FM-2A Marketing & Public Relations
Special Projects
FM-2B Foundation Office & CONNTAC
FM-3 Staff Lounge

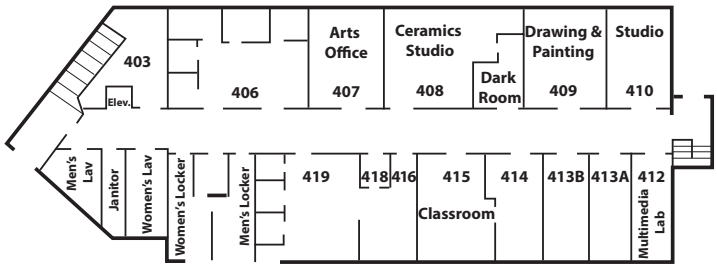
MAPS – SNOW HALL

Snow Hall

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.



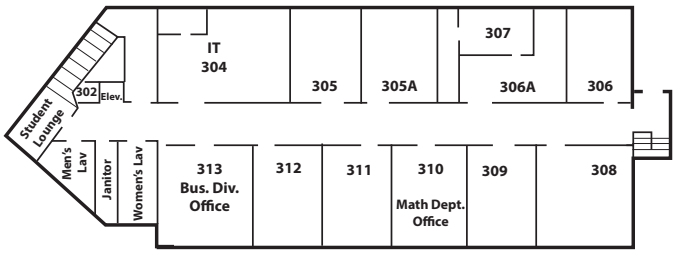
Ground Floor
403 Mechanical Room
406 English & Math Lab
407 Art & Multimedia Office
408 Sculpture Studio
409 Drawing & Painting Studio
410 Art Studio
412 Multimedia Lab
413 Multimedia Computer Room
414 Adjunct Faculty Office
415 Classroom
416 Collaborative Learning Lab
418 Office
419 Classroom
421 Men's Locker Room
426 Hot Water Heater
427 Women's Locker Room
430 Women's Lav.
431 Janitor
433 Men's Lav.



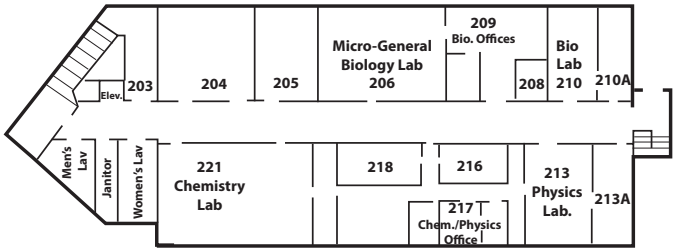
MAPS – WHEATON HALL

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.



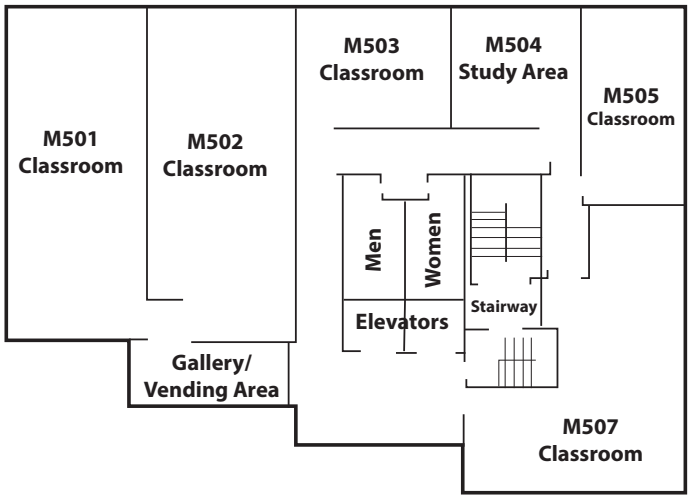
Ground Floor
203 Mechanical Room
204 Classroom
205 Classroom
206 Microbiology Lab
207 Biology Storage
208 Conference Room/Adjunct Office
209 Biology Office
210 Biology Lab
210A Classroom
213 Physics Lab
213A Classroom
214 Physics Prep.
216 Instrumentation Lab
217 Chemistry/Physics Office
218 Chemistry Storage
220 Chemistry Prep.
221 Chemistry Lab
223 Women's Lav.
224 Janitor
226 Men's Lav.



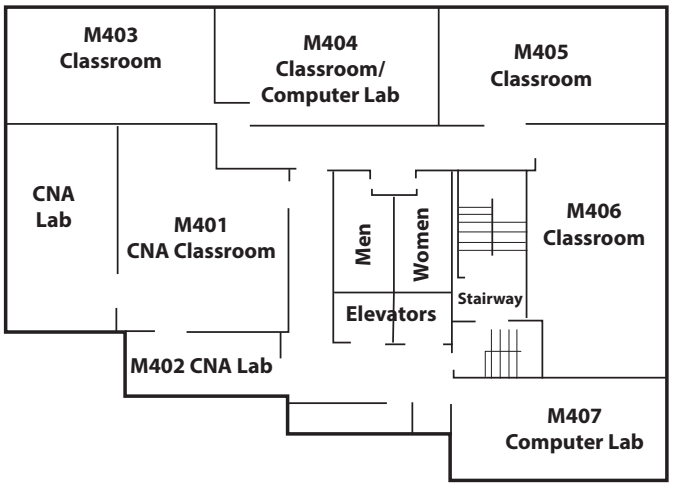
MAPS- MERIDEN CENTER

Meriden Center

Fifth Floor
501 Classroom
502 Classroom
503 Classroom
504 Study Area
505 Classroom
507 Classroom



Fourth Floor
401 CNA Classroom/Lab
402 CNA Lab
403 Classroom
404 Classroom/Computer Lab
405 Classroom
406 Classroom
407 Computer Lab



TUITION AND FEES

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

Schedule of Tuition and Fees

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

Tuition	Amount
1. Full-time Student–per semester(1)	
a) Connecticut Resident(1)	$1893.00
b) Out-of-State Resident(1)	$5659.00
c) NEBHE–RSP students pay 50% surcharge	$2834.50 in addition to in-state rates
d) On-line/Distance Learning Students (in-state rate)	$1893.00
e) On-line/Distance Learning Students (out-of-state rate)	$5659.00
f) Excess Credits tuition charge (over 17 credits)	$ 100.00
2. Part-time Student–per semester hour:	
a) Connecticut Resident(1)	$ 140.00/semester hour
b) Out-of-State Resident(1)	$ 420.00/semester hour
c) NEBHE–RSP students pay 50% surcharge rates	$ 210.00/semester hour in addition to in–state
d) On-line/Distance Learning Students (in-state rate)	$ 140.00/sem. hour + fees
e) On-line/Distance Learning Students (out-of-state rate)	$ 420.00/sem. hour + fees
General Fees (2) (5)	Amount
College Service Fees	
1. Full–time Student–per semester:	
a) Connecticut Resident	$ 203.00
b) Out-of-State Resident	$ 609.00
2. Part–time Student–per semester:	
Connecticut Residents) (1 to 4 credits)	
b) (5 to 11 credits) $71.00 to $87.00	
$102.00 to $189.00	
Out-of-State Resident(1 to 11 credits)	$213.00 to $567.00
Student Activity Fee	
1. Full–time Student–per semester	$ 10.00
2. Part–time Student–per semester	$ 5.00
Excess Credits Tuition Charge (3)*Students who register for MORE THAN 17 credits in any semester will be charged an additional flat amount of $100 tuition*.	$ 100.00
Credit Extension Fees	**Amount**
Summer Session and Intersession	$ 152.00/semester hour
Non–Credit Extension Fee upon course offered.	Fees are set on a per course basis dependent
Usage Fees	**Amount**
1. Laboratory Course Fee	$82.00/lab registration
2. Studio Course Fee	$88.00/studio registration

3. Clinical Program Fee – Level 1	$281.00/semester
4. Clinical Program Fee – Level 2	$201.00/semester
Special Fees	**Amount**
1. Application Fee:(4)	
a) Full–time Student	$ 20.00
b) Part–time Student	$ 20.00
2. Program Enrollment Fee(5)	$ 20.00
3. Late Registration Fee	$ 5.00
4. Academic Evaluation Fee	$ 15.00
5. Portfolio Assessment Fee	$ 50.00
6. Installment Plan Fee	
6.a. Late Payment Fee – Installment Plan	$ 25.00
$ 15.00	
7. Returned Check Fee	$ 25.00
8. CLEP Service Fee	$ 15.00

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 may be waived or remitted by the President, or his/her designated appointee, for any in–state student who demonstrates substantial financial need and who is enrolled on a full–time or part–time basis in a degree or certificate program or a pre–college remedial program.

e. 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.

f. 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.

g. 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

Lebanon: 9–29–82 to 3–30–84

Operation Earnest Will 2–1–87 to 7–23–87

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 and general fees on a pro rata basis. The exact proration will be determined by the ratio of the number of days of instruction completed by the student (until notification of withdrawal is received) to the total number of days in the course, as prescribed in V.A. Regulation 14255.

c) Veterans or other eligible persons (war orphans, children of disabled veterans, etc.) studying at an accredited college will be granted a refund in the same manner as any other student.

d) Accredited colleges are defined as those colleges which have received full accreditation by the New England Association of Schools and Colleges.

2.) The refund policy for students participating in Federal Title IV student aid programs is as follows:

By the Higher Education Act of 1992, the college is required to issue a prorated refund to any student who withdraws from the college and is receiving student financial assistance under the Federal Title IV Program. The refund is less a 5 percent administrative fee. First–time students are entitled to a refund of tuition and fees equal to the period of enrollment (rounded downward to the nearest 10 percent) that remains for which the student has been charged. No refund will be made from the point where sixty percent of the semester has passed. Returning students receiving student financial assistance under the Federal Title IV Program shall be entitled to a refund of the tuition and fees based on a percentage of attendance (through the first day of the semester, 100 percent; second day through 10 percent of the semester, 90 percent; between 10 percent and 25 percent of the semester, 50 percent; between 25 percent and 50 percent of the semester, 25 percent). No refund will be made from the point where 50 percent of the semester has passed.

General Conditions

1. The special fees which are non-refundable are:

a) Application fee

b) Program enrollment fee

c) Late registration fee

d) Replacement of lost I.D. card

e) Academic evaluation fee

f) Portfolio evaluation fee

2. For purposes of the refund policy as outlined above, an individual is considered a student when s/he has registered and paid, either in cash or by obligation, by the first day of class.

3. Because of extenuating or extraordinary circumstances and upon written request submitted by a college president, the Executive Director may modify the tuition refund policy for the student(s) named in the request.

Credit Courses, Intersession and Summer Semesters

Fees

- All tuition and fees must be paid at the time of registration.

- A student who withdraws the day before the first class meeting of the course is entitled to a full refund of all tuition. College Service and Student Activity Fees are non–refundable. A request for withdrawal must be submitted in writing to the Records Office no later than the end of the last regular business day of the college before the first meeting of the course(s).
- A student reducing his/her course load will be entitled to full refund of tuition appropriate to the course(s) dropped provided the request for refund is received by the Records Office no later than the end of the last regular business day of the College before the first class meeting of the course.
- No refund will be made after the first class meeting of the course except as stated in number 5 on the next page.
- If a class is cancelled, a full refund of tuition and related fees will be made.
- In case of serious illness or other extraordinary circumstances, a full refund may be given through the first week of the summer session at the discretion of the college president or his designee.

Financial Obligation Policy

Once fees are paid, you are officially registered and you are responsible for the remainder of the charges.*

*' For an in-writing withdrawal request received on the first day of classes and through the fourteenth calendar day of that semester, you are held responsible for 50% of the total tuition charges.

*" For a reduction in load which occurs on the first day of classes and through the fourteenth calendar day of that semester, you are held responsible for 50% of the difference of the tuition applicable to the original and revised course schedules.

*" Beyond the fourteenth calendar day after the first day of classes, the full amount of tuition is due regardless of your enrollment or attendance status.

Failure to Pay

Failure to have made all applicable payments by the payment deadline will result in the withdrawal of the student's registration unless a deferred payment schedule has been approved. Failure to make payments in accordance with a deferred payment schedule shall also result in the withdrawal of the student's registration. Late charges will be assessed for late payments on a deferred payment schedule.

Students presenting bad checks must replace them as well as the applicable fee with cash, money order, or bank check within seven days (one week) of the college's receipt of such notification; otherwise the student's registration shall be immediately withdrawn.

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

FINANCIAL AID

Types of Financial Aid

Once eligibility has been established, the student will receive a Financial Aid Award Letter explaining the "Financial Aid Package", which is comprised of all the funds the student will receive. The student should sign and return the Financial Aid Award Letter within fourteen (14) days in order to assure that the funds offered will be applied to the student's account. The student may receive assistance from one or more programs, depending upon his or her need and the availability of funds. Available programs include:

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 Stafford Loans. Other available grants include Connecticut Aid for Public College Students Grant and 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
This grant is the foundation of all federal aid programs. It is money provided to help undergraduate students pay for their education beyond high school. The amount of money the student can receive through this program will depend upon the program funding for the year, the information the student provides on the application, and whether the student is enrolled full–time or part–time. The student must be enrolled for at least three credit hours in a program of six months length or longer. A student is eligible for the Pell Grant until a first bachelor's degree is earned.

Federal Supplemental Educational Opportunity Grant (SEOG)
This is a federal grant for undergraduate students who have completed high school and have a financial need.

Connecticut Aid for Public College Students (CAP)
This grant is for Connecticut residents who demonstrate financial need. Annual awards may not exceed the recipient's unmet financial need.

CTCC Grant–Institutional
This grant is for Connecticut residents who demonstrate unmet need.

Loans

All loans issued or certified by the College must be repaid. Terms and interest rates vary significantly among the different

programs. MxCC participates in the Federal Family Education Loan Program (FFELP), most notably the Stafford (Subsidized and Unsubsidized) Loan Program.

In accordance with federal regulations, a Student Financial Aid Ombudsman has been appointed. The ombudsman will work with student loan borrowers to informally resolve loan disputes and problems from an impartial and independent viewpoint. The ombudsman helps borrowers having problems with direct loans, subsidized and unsubsidized Stafford Loans and consolidation loans. If your student loan complaint is justified, the ombudsman will work with you and the office, agency, or company involved in the problem to seek a reasonable and fair solution.

On your behalf, he/she will contact offices within the U.S. Department of Education, private lenders, banks, and loan guaranty or servicing agencies. The ombudsman's office recommends solutions, but does not have the authority to reverse decisions. To contact them, call (877)557-2575, visit their Web site at www.ombudsman.ed.gov, or write to:
Office of the Ombudsman, FSA
Student Financial Assistance
U.S. Department of Education
Union Center Plaza-3, Room 411/MS-5144
830 First St, NE
Washington, DC 20202-5144

Work–Study

Students may be awarded a Work-Study award as part of their financial aid package. The Federal and CAP Work programs provide funds for students to be employed while enrolled, at least half-time per semester, in an eligible program of study. Students may gain part-time work experience through employment opportunities at the Middletown campus or Meriden Center, or through the Community Service Program (off-campus).

Satisfactory Academic Progress Policy for Student Financial Aid Recipients

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

A student must complete successfully two-thirds (66.66 percent) of the credits (earned credits/attempted credits) s/he attempts and maintain a cumulative grade point average of 2.00 to be making satisfactory academic progress and be eligible to receive financial aid. The student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students. A veteran may not be certified for benefits up to 150 percent of his/her program. A veteran may only be certified for those courses necessary for completion of the designated program of studies. In order to avoid confusion, we approve for Veterans Benefits, the Probation, Dismissal and Attendance polices.

All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

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

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

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

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

Appeal Process
A student may request reinstatement to the financial aid program by submitting a written appeal to the Associate Dean of Learning and Student Development. The letter should cite the extenuating circumstance to be considered in the re-evaluation.
MxCC No SAP Appeal Process: Upon the student becoming No SAP (not meeting Satisfactory Academic Progress according to Financial Aid regulations), the Office of Financial Aid Services will communicate the No SAP status to the student allowing the student to appeal the decision.

The student will be asked to provide a letter detailing what caused them to fail to meet the satisfactory progress standards that can include the following:

- Family difficulties, such as divorce or illness
- Difficulty balancing work, school and family obligations
- Financial difficulties

Please note that in some instances proper documentation may be required to consider the appeal. In addition, the student will be asked to include in the appeal letter a special plan for academic recovery.

The Associate Dean of Learning and Student Development will review all written appeals and determine if the student is eligible for

financial aid upon reviewing the appeal. The turn around time is at the discretion of the Office of Financial Aid Services.

Once the appeal has been evaluated and a decision has been reached, the appeal process is completed and the Office of Financial Aid Services will communicate the SAP appeal status to the student. The SAP appeal decision is final and can't be disputed any further with the Office of Financial Aid Services. All students are encouraged to contact the Office of Financial Aid if they have any questions at 860-343-5741.

Withdrawal from Classes

Students who plan to withdraw from any classes must complete the appropriate Withdrawal Form and report to the Financial Aid Office. Withdrawals from classes may have a negative impact on the student's financial aid eligibility. Please refer to the section on "Satisfactory Academic Progress for Financial Aid Recipients."

Withdrawal from College

In compliance with [the Higher Education Act of 1992] 34 CFR 668.22 (b) and (c) of the United States Department of Education Title IV regulations, the Board of Regents of Community Colleges authorizes a pro-rated refund for students.

Return of Title IV Program Funds for Withdrawn Students

The law now requires that, when you withdraw during a payment period or period of enrollment, the amount of SFA Program assistance that you have "earned" up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

The amount of assistance that you have earned is determined on a pro rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.
(Source: The Student Guide, Financial Aid, from the U.S. Department of Education 2001-2002)

Return of Title IV Funds Policy for Official Withdrawals

(Effective October 7, 2000)
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 Pell and SEOG grants and Perkins 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.

In addition to owing a refund to one or more of the Title IV programs, the student may owe 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 and do not earn any credits for the semester will be considered unofficial withdrawals.
- If the institution cannot determine the student's last day of attendance, the student will be considered to have attended 50 percent of the semester.
- The student's financial aid may be applied to the student's account for the semester, but the student may be determined ineligible for future financial aid assistance, due to unsatisfactory academic progress.
- It is the student's responsibility to pay any outstanding debt owed to the institution, if financial aid is not applied.
- All funds will be returned to the appropriate Title IV funds according to federal regulations.
- Please contact the Office of Financial Aid Services for more information if you intend to withdraw, or have withdrawn, from your classes.

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

Exceptions, which are not normally considered, include:

- Change in job
- Mild illness
- Poor decision
- Student's change of mind

Student Responsibility

- Pay special attention to your FAFSA application. Complete it accurately and submit it on time to the proper office. Errors can prevent or delay the receipt of financial aid.
- Provide all required documentation, verification, corrections 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 lender/institution 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 or re-application for aid.
- 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 early in the 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); available at the Foundation Office and at the Office of the Associate Dean of Learning and Student Development; 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 for specific details and a complete list of available scholarships.

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.

Resources:
www.fastweb.com
www.studentaid.ed.gov
www.collegeboard.com (scholarship search)
www.wiredscholar.com

American Opportunity Tax Credit

- The American Opportunity Tax Credit is a partially refundable federal income tax credit established as part of the American Recovery and Reinvestment Act of 2009.
- The provisions for this credit are specific to tax years 2009 and 2010 and may be claimed for the first 4 years of post-secondary education. It is an expansion of the Hope Scholarship credit. It allows taxpayers to claim 100 percent of qualified tuition, fees and course materials that they have paid during the taxable year, not to exceed $2,000, plus 25 percent of the next $2,000 in qualified tuition, fees and course materials. The total credit cannot exceed $2500.
- The act also provides a benefit to lower-income families by making the credit up to 40% refundable. A family which does not earn enough to pay income taxes will receive $1,000. A family which would otherwise owe federal income taxes, for example, $2,000 in income tax, should qualify for the full $2,500–effectively eliminating its $2,000 tax bill and being eligible to receive $500 back as part of the refundable credit.
- Married couples filing jointly who have an adjusted gross income of up to $160,000 ($80,000 for single parents) can claim the full credit for 2009 and 2010. Above that income level, the credit gradually phases out, with those earning up to $180,000 ($90,000 for singles) eligible to claim a partial credit.

Lifetime Learning Credit

College juniors, seniors, graduate students, adults returning to college, and students enrolled less than half–time (less than six credits) are eligible for the lifetime learning tax credit. The credit, available on a per–taxpayer (family) basis, is worth 20 percent of the first $5,000 of tuition and fees through the year 2002, and 20 percent of the first $10,000 in tuition and fees thereafter. Eligibility is phased out at the same income level as the HOPE Scholarship. (Single filers over $50,000 and joint filers over $100,000 are ineligible.) Grants, scholarships, or other tax–free assistance will reduce the amount of tuition and fees covered by the Lifetime Learning Credit. This credit is available for net tuition and fees (less grant aid) for post–secondary enrollment after June 30, 1998.

Connecticut Talent Assistance Cooperative (CONNTAC)

CONNTAC is a cooperative effort of 34 institutions in the state of Connecticut that seeks promising students from disadvantaged circumstances who have never attended a college. Colleges will usually waive the program enrollment fee for students referred by CONNTAC. CONNTAC assists individuals who qualify to find the institution of higher education which best suits their needs and potential. Connecticut high school students can obtain further information about CONNTAC from their high school counselors or the college's Director of Admissions, 860-343-5719. For additional information, call either the CONNTAC Central Office at 203-634-7669 or the Middletown Office at 860-343-5800, ext. 6999.

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:

1. Contact the college's Director of Human Resources and Labor Relations / Affirmative Action Officer at 860-343-5751.
2. 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.
3. 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.
4. 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.
5. 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.
6. Contact the State of Connecticut Commission on Human Rights and Opportunities at 90 Washington Street, Hartford, Connecticut 06105, or,
7. 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

MxCC is a 'dry' campus, and as such, all alcoholic beverages are prohibited on college property. Off-campus events officially sponsored by the Student Senate may serve alcoholic beverages in moderation.

The manufacture, distribution, transmission, sale, use, offer for sale or possession of drug paraphernalia or any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin,marijuana or any other substance not chemically distinguishable from them except as authorized by a medical prescription are prohibited on the campus. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the campus or off the campus at a college-sponsored activity, function or 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 athttp://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.

RADIO STATIONS
WMRD-AM (1150)

WDRC-FM (102.9) and AM(1360)

WSNG-AM (610)

WWCO-AM (1240)

WMMW-AM (1470)

WTIC-FM (96.5 TIC)

WRCH-FM (Lite 100.5)

WZMX-FM (Hot 93.7)

WHCN-FM (News Talk 1080)

WHCN-FM (105.9 The River)

WKSS-FM (95.7)

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

For announcements regarding college closings, delayed openings or early release due to inclement weather or other emergencies:

- Listen to the radio and/or television stations listed below or check their websites
- Check the MxCC website at www.mxcc.edu for an announcement.
- Call the MxCC main telephone number at 860-343-5800. Be sure to choose option 1 to hear the school closing announcement.
- Register to receive text messages for emergencies and weather related closings, delays or early release through the myCommnet Alert system. You can register by creating an account on myCommnet and clicking on the associated links.

WPOP-AM (1410 ESPN Radio)

WURH-FM (104.1)

WWYZ-FM (92.5 Country)

WAVZ-AM (1300 ESPN Radio)

WELI-AM (960)

WKCI-FM (101.3)

TV STATIONS
WFSB-TV Channel 3

WVIT-TV Channel 30

WTNH-TV Channel 8 and MyTV9

Fox61 Morning News

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), N (No Grade), 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 the Dean 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 Policy

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)

Individuals who do not wish to register for credit may register as auditors under the following conditions:

- Regular fees must be paid
- The consent of instructor must be obtained
- Course must have adequate classroom and laboratory facilities
- Full-time students must obtain consent of academic advisor

Students enrolled for audit cannot change to credit. All permissions and registrations for auditing courses must be filed in the Records Office.

The privileges of an auditor in a course are specifically limited to attendance and classroom participation. The auditor assumes no obligation to complete any of the coursework and is not expected to involve any of the instructor's time.In addition, the auditor does not submit any work, is not eligible to take any tests or examinations, and will receive a course grade of "AU", which signifies no credit.

Repeating Courses

No course may be repeated more than twice. The highest grade received will be used in calculating the student's academic average.

This does not apply to those courses that are designed to be repeated for additional credit.

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 "M" (Maintaining Progress) for the course. Please note that remedial/developmental courses do not count towards degree requirements.

ACADEMIC STANDING

Developmental Courses

When the instructor of a developmental course (e.g., ENG*003, ENG*013, MAT*075) 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 whose Cumulative Grade Point Average (CGPA) falls below 1.5, will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.

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 15of 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 from MxCC 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

Section 1: Student Conduct Philosophy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. This policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference.

This policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community. Compliance with the policy provides an opportunity to develop and practice skills in leadership, group process, decision making and ethical and moral reasoning. Students who demonstrate these values and possess these skills are more likely to find success and fulfillment in their academic, professional, family and personal endeavors.

This policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Section 2: Application of the Student Conduct Policy

This policy applies to student conduct on campus and on other property or facilities owned, controlled or used by the College. It also applies to student conduct on premises not owned, controlled or used by the College if the off-campus conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to any member or members of the College community.

This includes conduct prohibited by federal, state or local law, codes and ordinances (on or off College premises). Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

Additionally, where a court of law has found a student to have violated the law, a College has the right to impose the sanctions of this policy even though the conduct does not impair the College-related activities of another member of the College community and does not create a risk of harm to the College community. The decision to exercise this right will be in the sole discretion of the President or his/her designee.

For purposes of the policy on Student Conduct, a "student" is any person who has registered for at least one (1) course, credit or non-credit, at the College. Student status continues in effect for two (2) calendar years after the conclusion of the last course in which the student was registered, unless the student has formally withdrawn from the College, graduated or been expelled.

Section 3: Expectations for Student Conduct

Consistent with the Student Conduct Philosophy set forth in Section 1 of this policy, students are expected to:

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations.

2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:

- Cheating on an examination
- Collaborating with others in work to be presented, contrary to the stated rules of the course
- Plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own
- Stealing or having unauthorized access to examination or course materials
- Falsifying records or laboratory or other data
- Submitting, if contrary to the rules of a course, work previously presented in another course
- Knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed

3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises.

4. Demonstrate respect for others by:

- refraining from conduct that constitutes a danger to the personal health or safety of one's self or other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury
- refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities
- refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person's pursuit of his or her customary or usual affairs

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement).
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College- related matter, nor forge, alter or otherwise misuse any document or record.
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities.
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other

objects in a manner that causes harm, threatens or endangers oneself or others.
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement.
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent.
11. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.
12. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students who are found to have violated any of the above-stated expectations by any means, such as electronic, computer, telephone, internet, text, electronic storage devices or any other means of any kind whatsoever wherever it may occur or whether or not on campus may be sanctioned.

Students may be sanctioned for behavior that is not in accordance with the above expectations.

Section 4: 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 3 of this policy. 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, including but not limited to the following:

Expulsion – a permanent separation from the College that involves denial of all student privileges, including entrance to College premises

Suspension – 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 – restricts student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program

Probation – 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

Warning – a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this policy and that any repetition of such conduct or other conduct that violates this policy 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

Section 5: Enforcement Procedures

The following procedures shall govern the enforcement of this policy:

1. Information that a student may have violated this policy should be submitted to the Dean of Students or other designee of the president (hereinafter referred to as "the dean"), normally within thirty (30) days of the date of a possible violation or within thirty (30) 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) business 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 3 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 3 of this policy 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 3 of this policy 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 3 that appear to have been violated
- The maximum permissible sanction
- A statement that the student may resolve the matter by mutual agreement with the dean (or that the student may request a hearing by notifying the dean in a writing, which must be received by 5:00pm on the following business day.
- If the student requests a hearing, he/she is entitled to the following:
- To be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean
- To request to have a student sit on an impartial panel, if the dean appoints one
- To appear in person and to have a non-lawyer advisor. 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 in his or her behalf
- To receive a written decision following the hearing (see Section 6 for additional procedures regarding sexual misconduct)

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 any or all of the following:

- A violation of the procedures set forth herein significantly prejudiced the student
- The information presented to the impartial party or panel was not substantial enough to justify the decision
- 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.

Section 6: Additional Hearing Procedures for Sexual Misconduct Cases

In any hearing conducted pursuant to Section 5, paragraph 6 of this Policy and involving allegations of sexual misconduct, the accuser and the accused student shall each have the right to:

1. Be accompanied by a support person during the hearing (see Section 5, paragraph 6c of this policy regarding limited right to have a lawyer present.)
2. Receive a written report from the dean indicating the determination of the impartial party or panel and the sanction(s) imposed on the accused student, if any.

Section 7: Miscellaneous

The written decision resulting from an administrative conference or a hearing under this policy 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). While student educational 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 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 College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the policy may disqualify a

student for admission to another college or university, and may interfere with his/her selection for employment.

Any question concerning the interpretation or application of this Policy on Student Conduct should be referred to the president or his/her designee.

Section 8: Publication of Student Conduct Policy

This policy shall be published in College catalogs and student handbooks and should be distributed in other ways that are likely to ensure student awareness of the policy.

Section 9: Policy Review

Five years following adoption of this policy, and as often thereafter as the President of the Board of Regents shall deem appropriate, the President of the Board of Regents shall designate a committee to review the Policy on Student Conduct, as necessary.

Sexual Misconduct and Relationship Violence Statement
To insure that each member of the Connecticut Community College community has the opportunity to participate fully in the process of learning and understanding, the Connecticut Community Colleges strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the Colleges to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

Sexual misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommery and knowingly transmitting sexually transmitted infections without a partner's knowledge.

Definition of Consent
Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.
Stalking is defined as:
Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.
Relationship violence is defined as:

- 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 pets and humiliating another person.
- 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.

The definitions contained in this statement are in addition to any applicable provisions of state law.

Confidentiality
While the College will treat reports of sexual misconduct and relationship violence seriously and with sensitivity for all concerned, the College cannot assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

Time for Reporting
Normally reports must be received by the Dean of Students or other designee of the president within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

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:

1. 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.
2. 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.
3. 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.

4. 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.
5. The time frames provided herein may be modified by the president for good cause shown.

PROGRAMS OF STUDY

Guidelines for Fulfilling General Education/Liberal Arts Requirements

Each degree program in the College requires that a minimum of 33 percent of the courses be in the liberal arts.

The Liberal Arts include the broad categories of humanities, fine arts, social science, science, and mathematics. Any courses listed below will fulfill these requirements; however, please note exceptions.

Humanities*	**Fine Arts**	**Mathematics****	**Social Science**	**Science**
Fine Arts	Art	Intermediate Algebra	Anthropology	Biology
Communication	Digital Arts	Math for the Liberal Arts	Economics	Chemistry
English*	Music	Elementary Statistics and Probability	Geography	Environmental Science
ESL*	Theatre	College Algebra with Technology	History	Physical and Earth Sciences
Languages		Pre-calculus	Political Science	Physics
Philosophy		Calculus I	Psychology	
		Calculus II	Social Science	
			Sociology	

Please note:

- **ENG*101 Composition does not satisfy the Humanities or Liberal Arts requirement.*
- **ESL*130 or above (up to 15 credits) satisfy Language and/or Humanities electives and/or requirements.*
- ***MAT*095 does not satisfy the Mathematics requirement.*

"L" (Library) Course and "D" (Diversity) Course Requirements

An "L" course is one that requires some form of library project or research paper and includes a class session on information access by the library staff. Information is a prominent part of all facets of our modern society and lifestyle. As such, MxCC recognizes the importance of information literacy: the ability to understand, navigate, and use information effectively. Accordingly, MxCC has established competencies in information literacy that students should attain upon graduation. Specific outcomes include the ability to:

1. Recognize how information is generally organized and disseminated and how to access it.
2. Identify key resources for and effectively navigate information within specific disciplines.
3. Define a specific research topic and determine the nature and extent of the information needed for it.
4. Develop and implement an initial search strategy appropriate for a specific research need.
5. Assess the effectiveness of a search strategy and refine it as necessary.
6. Evaluate information and sources critically to determine if they are appropriate for use.
7. Identify and employ practices which are consistent with the ethical and legal uses of information.
8. Organize, synthesize, and communicate information effectively.

"L" courses will be designated with an "L" in the course description section of this catalog.

A diversity or "D" course is designed to foster understanding, open-mindedness, and the valuing of others through an appreciation of human differences. This may include race, ethnicity, culture, religion, national origin, as well as class, age, gender, sexual orientation, physical disability, or

other considerations. "D" courses may take a comparative approach or focus on specific areas, especially those which have traditionally been underappreciated. "D" courses are designated with a "D" in the course description section of this catalog.

This requirement mandates that MxCC students must have had two "L" courses and one "D" course by the time they have completed 60 credits. Students who transfer to MxCC with 30 credits or more are exempt from these requirements; if transferring with fewer than 30 credits, one "L" course and one "D" course are required. Students who transfer in an ENG*101 equivalent course may use it to meet an "L" course requirement automatically. No other transfer courses will fulfill an "L" or "D" requirement without special evaluation.

"L" COURSES

Course Number	Course Title
ACC*272	Intermediate Accounting II
ANT*101	Introduction to Anthropology
BMG*204	Managerial Communications
BIO*212	Anatomy and Physiology II
BIO*235	Microbiology
BIO*260	Principles of Genetics
COM*155	History of Film I
COM*156	History of Film II
COM*173	Public Speaking
COM*226	Journalism I
ENG*101	Composition
ENG*102	Literature and Composition
ENG*200	Advanced Composition
ENG*202	Technical Writing
ENG*210	Fiction
ENG*211	Short Story
ENG*213	Poetry
ENG*214	Drama
ENG*218	Autobiography
ENG*220	Studies in American Literature
ENG*221	American Literature I
ENG*222	American Literature II
ENG*231	British Literature I
ENG*232	British Literature II
ENG*233	Shakespeare I
ENG*234	Shakespeare II
ENG*291	Mythology
ENG*298	Special Topics in English
ODD*103	Ophthalmic Dispensing II
PHL*101	Introduction to Philosophy
PHL*111	Ethics
PHL*151	World Religions
POL*102	Intro to Comparative Politics
PSY*201	Life Span Development
PSY*208	Psychology of Adult Development
PSY*245	Abnormal Psychology
PSY*251	Behavior Disorders of Children
SOC*240	Criminology

"D" COURSES

Course Number	Course Title
ANT*205	Cultural Anthropology
ART*100	Art Appreciation
ART*101	Art History I
ART*102	Art History II
ART*103	Art History III
BIO*211	Human Anatomy and Physiology I
BIO*212	Human Anatomy and Physiology II
BMG*202	Principles of Management
CJS*101	Introduction to Criminal Justice
CJS*151	Criminal Justice Supervision and Administration
CJS*220	Criminal Investigation
CJS*225	Ethical Issues in Criminal Justice Leadership
CJS*250	Police Organization and Management
COM*154	Film Study and Appreciation
COM*155	History of Film I
COM*156	History of Film II
COM*255	Topics in Film
ECE*101	Introduction to Early Childhood Education
ECE*215	The Exceptional Learner
ECE*275	Child, Family, and School Relations
ECN*102	Principles of Microeconomics
ENG*211	Short Story
ENG*218	Autobiography
FRE*101	Elementary French I
FRE*102	Elementary French II
FRE*105	Elementary Conversational French I
FRE*106	Elementary Conversational French II
FRE*201	Intermediate French I
FRE*202	Intermediate French II
FRE*205	Intermediate Conversational French I
FRE*206	Intermediate Conversational French Ii
GEO*101	Introduction to Geography
HIS*101	Western Civilization I
HIS*102	Western Civilization II
HIS*201	United States History I
HIS*202	United States History II
HSE*101	Introduction to Human Services
HSE*116	Youth Advocacy and Community Organization
ITA*101	Elementary Italian I
ITA*102	Elementary Italian II
ITA*105	Elementary Conversational Italian I
ITA*106	Elementary Conversational Italian II
MUS*104	World Music
MUS*152	Drumming and Percussion Ensemble
PHL*151	World Religions
PHL*199	Topics in Philosophy
POL*102	Introduction to Comparative Politics
POL*103	Intro. to International Relations
POL*111	American Government
PSY*103	Introduction to Holistic Wellness
PSY*111	General Psychology I
PSY*201	Life Span Development
PSY*240	Social Psychology
PSY*245	Abnormal Psychology
SOC*101	Principles of Sociology
SOC*210	Sociology of the Family
SOC*212	Sociology of Women
SOC*213	Human Sexuality
SOC*241	Juvenile Delinquency
SPA*101	Elementary Spanish I
SPA*102	Elementary Spanish II
SPA*105	Elementary Conversational Spanish I
SPA*106	Elementary Conversational Spanish I
SPA*201	Intermediate Spanish I
SPA*202	Intermediate Spanish II
SPA*205	Intermediate Conversational Spanish I
SPA*206	Intermediate Conversational Spanish II
SSC*153	Women and Work
VET*102	Vet Office Management & Communication

ADVISING

Students should consult advisors about academic problems, changes in academic plans and graduation requirements.

PROGRAM OR COURSE CHANGES

Students who wish to change programs should make this change in the Records Office.

Students who wish to substitute courses in a program must complete the request form available in the Office of the Dean of Academic Affairs and secure approval from both their advisor and the chairperson of the division in which the program is administered.

Course changes are permitted during the first full week of classes on a space available basis, and with the permission of the Records Office. Course changes after this point require permission of the instructor and must be reported to the Records Office.

COURSE LOAD

All students should select course loads appropriate for their academic abilities and their employment responsibilities. A full-time course load usually consists of 15 semester hours but no less than 12 hours. Students who wish to take more than 17 credits must have their advisor's recommendation and the approval of the Dean of Academic Affairs.

ASSOCIATE DEGREES

The degrees of Associate in Arts (A.A.) and Associate in Science (A.S.) are awarded by the Board of Regents to qualifying candidates.

The Associate in Arts (A.A.) degree is designed to provide students with broad general knowledge as a basis for transfer to four-year programs at other colleges and universities. Programs emphasize the humanities and science disciplines and highlight courses in language, math and the social sciences.

Students are encouraged to inquire about transfer information with colleges of their choice.

The Associate in Science (A.S.) curriculum is designed to provide students with a general education which includes courses in the humanities, fine arts, social sciences, math and science. Some programs include required courses in skill areas designed to prepare students for immediate employment in a variety of careers, while others list broad elective categories which assist students to transfer to four-year colleges or universities.

Tracks: Some programs have two or even three tracks. A program track might be thought of as an emphasis or as a major within a major. A student completing two program tracks in the same program will receive only one diploma. The transcript will indicate that course work was concentrated in one or more program tracks.

CROSS-REGISTRATION OF STUDENTS AMONG CONNECTICUT COLLEGES AND UNIVERSITIES

Per agreement between the Connecticut Community Colleges, the Connecticut State University System, and the University of Connecticut, students may take select courses at any other state institution if such courses are not offered at the student's home institution. Please see your advisor or a counselor for additional information.

DEGREE PROGRAMS

MxCC Academic Divisions

Division	Chair/Contact
Business	Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Humanities	Donna Bontatibus **Professor, English** Phone: 860-343-5802 Email: dbontatibus@mxcc.edu Office Location: Snow 520
Mathematics	Mary Rayappan **Associate Professor, Mathematics, Division Chair** Phone: 860-343-5791 Email: mrayappan@mxcc.edu Office Location: Wheaton 310
Science, Allied Health, Engineering & Technology	Jon Morris **Interim Division Chair of Science, Allied Health & Engineering** Phone: 860-343-5782 Email: jmorris@mcc.commnet.edu Office Location: Wheaton 209
Social & Behavioral Sciences	Judith Felton **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs** Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508

MxCC Degree Programs

Degree Programs	Contact
Accounting	Nancy L. Kelly **Professor, Accounting** Phone: 860-343-5761 Email: nkelly@mxcc.edu Office Location: Wheaton 313
Biotechnology& Forensic Science Track	Michelle Tipton **Assistant Professor & Biotechnology Program Coordinator** Phone: 860-343-5747 Email: mtipton@mxcc.edu Office Location: Wheaton 217

Degree Programs	Contact
Broadcast Cinema	John Shafer **Professor, Philosophy and Communications** Phone: 860-343-5811 Email: jshafer@mxcc.edu Office Location: Snow 520
Business Administration	Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Communication	John Shafer **Professor, Philosophy and Communications** Phone: 860-343-5811 Email: jshafer@mxcc.edu Office Location: Snow 520
Criminal Justice	Larry F. Jetmore **Professor, Criminal Justice** **Coordinator: Criminal Justice Program** Phone: 860-343-5849 Email: ljetmore@mxcc.edu Office Location: Snow 508
*Early Childhood Education	Norma Rosado-Javier **Instructor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu Office Location: Snow 508
Engineering Science	Lin Lin **Assistant Professor, Program Coordinator- Information Systems & Computer Programming** Phone: 860-343-5763 Email: llin@mxcc.edu Office Location: Wheaton 313
Environmental Science	Christine Witkowski **Assistant Professor/Program Coordinator, Environmental Science** Phone: 860-343-5781 Email: cwitkowski@mxcc.edu Office Location: Wheaton 217
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
General Studies	
Human Services	Judith Felton **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs**

Degree Programs	Contact
	Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508
Information Systems	Donna Hylton **Professor/Program Coordinator HIM & Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Wheaton 313
Liberal Arts __Humanities Track __Science Track	
Management Information Systems	Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Marketing	Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Multimedia	Richard Eriksen **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Snow 407
**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
***Radiologic Technology	Judy Wallace **Professor of Biology/Anatomy and Physiology** **Coordinator, Radiologic Technology Program** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209
Technology Studies: Computer Engineering Technology Option	Lin Lin **Assistant Professor, Program Coordinator- Information Systems & Computer Programming** Phone: 860-343-5763 Email: llin@mxcc.edu Office Location: Wheaton 313
Technology Studies: Engineering Technology Option	Lin Lin **Assistant Professor, Program Coordinator- Information Systems & Computer Programming** Phone: 860-343-5763 Email: llin@mxcc.edu

Degree Programs	Contact
	Office Location: Wheaton 313
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
Technology Studies: Manufacturing Machine Technology Option	Hubert Godin **Assistant Professor, Engineering Technology** Phone: 860-343-5776 Email: hgodin@mxcc.edu Office Location: Wheaton 217
Veterinary Technology	Steven A. Levy **Assistant Professor/Program Coordinator** Phone: 860-343-5769 Email: slevy1@mxcc.edu Office Location: Wheaton 310

** 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*

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.

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.

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, orCST*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 Electives ++	3-4
+ ACC*115 Financial Accounting	4
Computer Course Elective (CSC*101, CSA*135, CSA*240, orCST*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 Electives ++	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 + BFN*201 Principles of Finance 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 aprerequisite. ++ Placement testing isrequired. MAT*137 or higher. Open Electives should be chosen after consultation with an Accounting faculty advisor.*

BIOTECHNOLOGY/FORENSIC SCIENCE TRACK

Biotechnology Program/Biotechnology Program with Forensic Science Track, 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. The option in Forensic Science will prepare the student to transfer to a four-year degree program in Forensic Science. This program will provide the graduate with the majority or all the required courses for the first two years of a four-year degree program in Forensic Science. The emphasis of this program is in the science of forensics, emphasizing biology, chemistry and mathematics. In addition, selected coursework in Criminal Justice will provide the necessary introduction to criminal justice procedures.

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. Write clear precise technical reports that document and analyses their work in a laboratory setting as well as to be able to keep a proper notebook as required in a research setting.
4. Demonstrate the basics of Good Laboratory Practices (GLP).
5. Describe the culture found within the scientific community and what is expected of persons employed in a research laboratory.
6. Know the basic principle of genetics, molecular biology, cell biology, chemistry, biochemistry, and microbiology.
7. Employ sterile technique in the handling of microbial cultures with knowledge of what is safe and what is hazardous.
8. Understand and have skills in making solutions used in the laboratory as well as how to make accurate measurements using precision instruments such as balances and micropipettors.
9. 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.
10. Use computers to generate written reports, analyze data, collect information from databases, and access the Internet.
11. Have an appreciation for the ethical issues that are relevant to the newly emerging field of biotechnology.

Biotechnology by Degree Requirements

Core Curriculum	**50 Credits**
ENG*101 Composition	3
MAT*168 Elementary Statistics and Probability	4
MAT*186 Pre-calculus	4
CSC*101 Introduction to Computers	3
Humanities Elective ENG*202 Technical Writing or COM*173 Public Speaking	3
Fine Arts Elective	3
Social Science Elective	3

Open Elective	3
CHE*121 General Chemistry I	4
CHE*122 General Chemistry II	4
CHE*112 Principles of Organic & Biochemistry	4
CHE*250 Chemical Instrumentation	4
BIO*121 General Biology I	4
BIO*263 Molecular Genetics	4

Biotechnology Track

BIO*235 Microbiology	4
BIO*296 Biotechnology Internship	3
CSA*140 Database Applications	3
PHL*111 Ethics	3
Total Credits:	63

Forensic Science Track

PHY*110 Introductory Physics	4
CJS*101 Intro to Criminal Justice	3
CJS*225 Forensics	3
CJS*255 Ethical Issues in Criminal Justice Leadership	3
Total Credits:	63

Biotechnology Program/Biotechnology Program with Forensic Science Track (sequence 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	17 Credits
* ENG*101 L Composition	3
* CHE*121 L General Chemistry I	4
* BIO*121 General Biology I	4
CSC*101 Intro to Computers (or higher)	3

Fine Arts Elective	3
Second Semester	**15 Credits**
* MAT*168 Elementary Statistics and Probability I	4
* CHE*122 L General Chemistry II	4
* BIO*235 General Microbiology	4
*Humanities Elective (Chose one of the following) :ENG*202 or COM*173	3
Third Semester	**15 Credits**
* BIO*263 Molecular Genetics	4
CSA*140 Database Applications	3
* CHE*250 L Topics in Chemical Instrumentation	4
* MAT*186 Pre-Calculus	4
Fourth Semester	**16 Credits**
* CHE*112 Principles of Organic & Biochemistry	4
PHL*111 Ethics	3
BIO*296 Biotechnology Internship	3
Open Elective	3
Social Science Elective	3
Total Credits:	63

**This course has a prerequisite. ++ Those students interested in transferring to the Forensic Science program at the University Of New Haven should contact the program coordinator for articulation agreement information. The following courses are recommended for those students planning to transfer to the Forensic Science Program at UNH: Fine Arts elective(choose one): MUS*101, MUS*104, MUS*111, ART*101, ART*102, ART*103 Humanities Elective: COM*173 Open Elective (choose one): ENG*102, MAT*254*

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.

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 scrupts 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.

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 withCOM*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*125New 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

Fouth 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 Softwar 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 + ENG*200 Advanced Composition + ENG*202 Technical Writing ENG*281 Creative Writing	6
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 DGA*110 Computer Graphics	3
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**
Total Credits:	60-62

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 DGA*110 Computer Graphics	3
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 ENG*202 Technical Writing or ENG*281 Creative Writing)	3
Communication or Digital Arts Elective	3
Literature Elective++	3
History Elective	3
Open Elective	3
Fourth Semester	**15-16 Credits**
Writing Elective (COM*111 Scriptwriting or COM*226 Journalism I or ENG*102 Literature & Composition or	3

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.*

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	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 ++	**Up to 15 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
CJS*298 Special Topics	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	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.

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 DevelopmentECE*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 DevelopmentECE*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 curriculum is intended to provide students a clear path toward obtaining a bachelor's degree in Engineering at the University of Connecticut. The curriculum should transfer as well to other colleges.

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	**17 Credits**
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
Second Semester	**14 Credits**
ENG*110 Introduction to Literature	3
ART*101 Art History I or ART*102 Art History II or ART*103 Art History III	3
CHE*122 General Chemistry II	4
MAT*256 Calculus II	4
Third Semester	**17 Credits**
PHL*111 Ethics	3
PHY*221 Calculus-Based Physics I	4
MAT*268 Calculus III: Multivariable	4
EGR*211 Applied Mechanics I	3
Elective	3

Fourth Semester	16 Credits
PHY*222 Calculus-Based Physics II	4
MAT*285 Differential Equations	3
EGR*212 Applied Mechanics II	3
CSC*214 C++ Programming	3
Elective	3
Total Credits:	64

- *Social Science Elective choose either: ANT*101 Introduction to Anthropology or ECN*102 Principles of Microeconomics orPOL*111 American Government or PSY*111 General Psychology I or SOC*101 Principles of Sociology or HIS*201 United States History I or HIS*202 United States History II*
- *Recommended one year of a foreign language, or ENG*110, or a technical course at University of Connecticut.*
- *Recommended one year of a foreign language, or ENG*110, or a technical course at University of Connecticut.*

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

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*186Precalculus 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**

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 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 by Degree Requirements

Communication Skills ENG*101 Composition (placement test required)ENG*102 Literature & CompositionChoose 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 — **9**

Computer Skills One course from Computer Applications, Information Systems, 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**

HumanitiesOne 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**

ScienceOne 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)

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:+ ENG*200 Advanced Composition,+ ENG*110 Intro to Literature+ ENG*102 Literature Composition,+ ENG*202 Technical Writing	3
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 + ENG*102 Literature Composition,+ ENG*202 Technical Writing	3
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.*

HEALTH INFORMATION MANAGEMENT

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	24-25 Credits
+ ENG*101 Composition	3
+ ENG*102 Composition & Literature	3
+ COM*173 Public Speaking	3
+ PSY*111 General Psychology I	3
Choose from one of the following biology courses: + BIO*110 Principles of the Human Body + BIO*115 Human Biology with lab	3-4
+ 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
+ MED*112 Medical Insurance and Billing	3
+ MED*250 Principles of Pharmacology	3
CSC*101 Introduction to Computers	3
Directed Electives	**9 Credits**
+ CSA*140 Database Applications	3
+ CSC*231 Database Design I	3
+ HIM*295 Health Information Management Internship	3
	Total Credits: 64-65

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
+ MED*112 Medical Insurance and Billing	3
Second Semester (SPRING)	**16 Credits**
+ ENG*102 Composition and Literature	3
+ HIM*205 Medical Coding 1	3
+ HIM*156 Electronic Health Records	3
+ MAT*168 Elementary Statistics & Probability I	3
+ PSY*111 General Psychology I	3
Third Semester (SUMMER)	**6 Credits**
Humanities or Art Elective	3
Social Science Elective	3
Fourth Semester (FALL)	**15-16 Credits**
+ HIM*201 Health Information Management Principles	3
+ HIM*206 Medical Coding 2	3
+ COM*173 Public Speaking	3

Choose from one of the following biology courses: + BIO*110 Principles of the Human Body + BIO*115 Human Biology with lab	3-4
+ CSA*140 Database Applications	3
Fifth Semester (SPRING)	**12 Credits**
+ CSC*231 Database Design I	3
+ HIM*256 Legal and Ethical Issues of HIM	3
+ MED*250 Principles of Pharmacology	3
+ HIM*295 Health Information Management Internship	3
	Total Credits: 64-65

+ 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*289Psychiatric Practicum*	6
PSY*201 Life Span Development or PSY*204Child/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*204Child/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

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

*1ENG*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*295Cooperative 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*201Principles 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*295Coop 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*101Principles 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 orCST*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	
Marketing Technology Electives	**6 Credits**
Marketing Electives[2](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*101Principles 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 + DGA*241 Internet Web Design I (3) + DGA*242 Web Design II(3) + CSC*220 Object Orientation Programming using Java (3)	12
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 March 27 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- Springl	**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: 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*121General Chemistry I	4
PHY*110 Introductory Physics orPHY*121General 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 orCHE*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*121General 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.*

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 orCHE*121 General Chemistry	4
PHY*110 Introductory Physics or PHY*121General Physics I	4
MAT*168 Elementary Statistics & Probability I	4
MAT*186 Pre-Calculus orTrigonometry	3-4

Technology/Management Core	**9 Credits**
CAD*110 or CAD*219	3

Directed Elective	3
Directed Elective	3
Courses in Option	
Technical Electives	15
Total Credits:	66 -67

Technology Studies By Semester

First Semester	**16 Credits**
ENG*101 Composition	3
History or Economics Elective	3
Technical Elective	3
CHE*111 Concepts of Chemistry orCHE*121 General Chemistry I	4
CAD*110 or CAD*219	3
Second Semester	**16-17 Credits**
COM*173 Public Speaking	3
PHY*110 Introductory Physics or PHY*121General Physics I	4
MAT*186 Pre-Calculus or Trigonometry	3-4
Geography Elective or Political Science or History Elective	3
Technical Elective	3
Third Semester	**16 Credits**
ENG*202 Technical Writing	3
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 a Systems Administrator, Network Administrator, Software Developer, Programmer, Systems Analyst, Support Specialist, or a profession in other computer related areas. 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	4
	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	4
	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	3

	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	3
	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	3
	12
Total credits:	63

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 Read Biography
Accounting Technician	**Nancy L. Kelly** **Professor, Accounting** Phone: 860-343-5761 Email: nkelly@mxcc.edu Office Location: Wheaton 313 Read Biography
Advertising & Sales Promotion	**Donna Bleck Leonowich** **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Broadcast Communications	**John Shafer** **Professor, Philosophy and Communications** Phone: 860-343-5811 Email: jshafer@mxcc.edu Office Location: Snow 520 Read Biography
Business Skills	**Patricia Raymond** **Professor, Business Administration & Marketing** **Business Division Chair** Phone: 860-343-5772 Email: praymond@mxcc.edu Office Location: Wheaton 313 Read Biography
Communications Networking	**Donna Hylton** **Professor/Program Coordinator HIM & Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Wheaton 313
Corporate Media Production	**John Shafer** **Professor, Philosophy and Communications** Phone: 860-343-5811 Email: jshafer@mxcc.edu Office Location: Snow 520 Read Biography

Certificate Programs	Contact
	OR ## Richard Lenoce **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Founders Hall Room 141 Read Biography
Customer Service Management	## Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Early Childhood Education	## Norma Rosado-Javier **Instructor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu Office Location: Snow 508
Child Dev. Assoc. (CDA) Credential	## Norma Rosado-Javier **Instructor, Early Childhood Education** Phone: 860-343-5758 Email: NRosado-Javier@mxcc.edu Office Location: Snow 508
Entrepreneurship	## Donna Bleck Leonowich **Professor, Business Administration and Marketing** Phone: 860-343-5762 Email: dleonowich@mxcc.edu Office Location: Wheaton Hall, Room 313
Health Career Pathway	## Judy Wallace **Professor of Biology/Anatomy and Physiology** **Coordinator, Radiologic Technology Program** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209
Help Desk Technician	## Donna Hylton **Professor/Program Coordinator HIM & Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Wheaton 313
Juvenile Justice	## Judith Felton **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice,**

Certificate Programs	Contact
	Therapeutic Recreation, and Substance Abuse Programs Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508 Read Biography
Manufacturing Machine Technology	## Hubert Godin **Assistant Professor, Engineering Technology** Phone: 860-343-5776 Email: hgodin@mxcc.edu Office Location: Wheaton 217 Read Biography
Multimedia/New Media Design	## Richard Eriksen **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Snow 407
Multimedia Web Design and Development	## Richard Eriksen **Professor, Coordinator of Multimedia/Digital Arts** Phone: 860-343-5795 Email: reriksen@mxcc.edu Office Location: Snow 407
News & Sports Production	## John Shafer **Professor, Philosophy and Communications** Phone: 860-343-5811 Email: jshafer@mxcc.edu Office Location: Snow 520 Read Biography OR ## Richard Lenoce **Director of the Center for New Media** Phone: 860-343-5796 Email: rlenoce@mxcc.edu Office Location: Founders Hall Room 141 Read Biography
Software Developer	## Donna Hylton **Professor/Program Coordinator HIM & Information Systems** Phone: 860-343-5774 Email: dhylton@mxcc.edu Office Location: Wheaton 313
Substance Abuse Education	## Judith Felton **Professor, Human Services and Psychology** **Coordinator: Human Services, Early Childhood Education, Juvenile Justice, Therapeutic Recreation, and Substance Abuse Programs**

Certificate Programs	Contact
	Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508 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** Phone: 860-343-5816 Email: jfelton@mxcc.edu Office Location: Snow 508 Read Biography
Dietetic Technician	## Judy Wallace **Professor of Biology/Anatomy and Physiology** **Coordinator, Radiologic Technology Program** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209
Pre-Allied Health/Transfer	## Judy Wallace **Professor of Biology/Anatomy and Physiology** **Coordinator, Radiologic Technology Program** Phone: 860-343-5780 Email: jwallace@mxcc.edu Office Location: Wheaton 209

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.

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	
Total credits:	30

+ This course has a prerequisite.

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.

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.

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 + BBG*234 Legal Environment of Business	3
Computer Elective	3
CSA*135 Spreadsheet Applications	3
+ BBG*295 Cooperative Work Experience I	3
Total credits:	22

+ This course has a prerequisite.

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.

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
Total credits:	30-31

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.
++ Placement testing is required.

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 can be put towards the completion of the Associate of Science in Business Administration, Accounting, or General Studies at Middlesex Community College.

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.

COMMUNICATIONS 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 have an additional edge in the job market having been exposed to CISCO networking hardware. Completing the certificate program will lead to such jobs as help desk staff, network technician, network coordinator.

Communications Networking by Certificate Requirements

Courses	Credits
CSC*105 Programming Logic	3
CST*120 Introduction to Operating Systems	3
+ CST*231 Data Comm & Networking	3
+ CST*228 Voice and Data Interworking	3
Total Credits:	12

+This course has a prerequisite.

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

- 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.
- Provide students with critical thinking skills so that style can be applied to their productions.
- Familiarize students with media content produced for business including sales, marketing and employee videos, educational television, event production, public relations and advertising.
- Prepare students for entry-level positions with course work, a developed resume, portfolio and internship experience.
- Develop students' ability to apply written, oral, and visual communications to business environments.
- Develop students' ability to learn new concepts and techniques as required for continuing professional development.

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.

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: + BMK*216 Internet Marketing BMK*103 Principles of Retailing + BMK*230 Advertising and Promotion	**6**
BMG*210 Principle of Org. Behavior	3
Total Credits:	33

+This course has a prerequisite.

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.

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 I 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) ECE*141 Infant/Toddler Development + ECE*275 Child, Family, and School Relations + ECE*215 The Exceptional Learner + ECE*231 Early Literacy Development	3
Total Credits:	30

+This course has a prerequisite.

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.

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.

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.

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 or CST*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.

Learning Objectives:

Upon successful completion of all program requirements, the student should be able to:

- Demonstrate competence in written and oral communication.
- Demonstrate critical thinking, logical reasoning and problem solving skills.
- Effectively utilize and interpret medical terminology.
- Identify a variety of career opportunities and roles available in health care professions.
- Meet most requirements for entrance into health care programs.
- Demonstrate an understanding of the impact of psychological principles and how they relate to the health care field.
- Use and apply scientific methods.

Health Career Pathway by Requirements

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.

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.

Help Desk Technician by Certificate Requirements

Courses	Credits
Fall Semester	
+ ENG*101L Composition	3
+ MAT*137 or Higher++	3
CSC*105 Program Logic	3
CST*120 Operating Systems	3
+ CST*231 Data Communication & Networking	3
Spring Semester	
+ BMG*202 Principles of Management	3
+ BMK*123 Principles of Customer Service	3
+ BMG*204 Managerial Communication	3
CSA*205 Advanced Applications	3
+ CSC*295 Cooperative Work Experience	3
Total credits:	**30**

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

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.

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.*

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:

- Culturally specific community opportunities
- Gender specific programming
- Training components for at risk youth in their communities
- Drop-out prevention awareness
- Conflict resolution training
- Assessment and intervention in teen violence
- Leisure and educational programming
- Youth activism and advocacy
- 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.

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
Total Credits:	**36**

+ This course has a prerequisite.
*^ SOC*103 is recommended for students who are planning to pursue a Bachelor's degree.*

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.

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.

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.

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.

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:

1. Demonstrate competency in the production of various media used in broadcast television news and sports.
2. Demonstrate competency in developing and writing scripts and stories in preparation of media production.
3. Demonstrate competency in using the technology of media production including cameras, editing, lights, graphics and sound in news and sports production.
4. 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.).
5. Demonstrate the ability to produce media quickly and efficiently, meeting deadlines and working with a production crew.
6. Demonstrate competency in solving problems "on the set" with technology and other unknown contingencies (actors, administration, etc.).
7. Demonstrate the ability to use the computer as a productivity tool.
8. Demonstrate ability to work effectively a professional environment with a diverse production crew.

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

SUBSTANCE ABUSE EDUCATION

This certificate is designed to provide students with introductory theoretical knowledge and training in the area of substance abuse and addiction. Students who complete this certificate will be able to apply credits toward the AS Human Services Degree or to transfer credits to baccalaureate programs. Students with this certificate, coupled with their Associate Degree in Human Services, will have special training and education in the etiology of the disease process of addiction; environmental and familial risk factors in substance abuse; public health issues; prevention and treatment modalities; and continuum of care. In addition, the student will have an opportunity to apply their knowledge in a field work placement consisting of approximately 150 hours within a semester.

Substance Abuse Education by Certificate Requirements

Certificate Prerequisites	**Credits**
ENG*101 Composition	3
PSY*111 General Psychology I	3
Certificate Coursework	
DAR*101 Public Health Issues of Abuse & Addiction (Fall)	3
DAR*114 Introduction to Family Systems (Fall or Spring)	3
DAR*158 Biology of Addiction (Spring)	3
HSE*202 Introduction to Counseling/Interviewing (Spring)	3
HSE*289 Psychiatric Practicum (Fall or Spring)	3
PSY*245 Abnormal Psychology (Spring or Summer)	3
SOC*120 Group Dynamics (Spring or Summer)	3
Total Credits:	21

SOFTWARE DEVELOPER

This certificate will concentrate on the skills required for a software developer including designing algorithms, designing flowcharts and programs, writing Database and Visual Basic program code, designing testing plans, implementing the Systems Development life cycle including planning, designing, implementing, and testing phases.

The student will learn how to problem solve and build the foundation for the programming industry as well as learn how to program in depth in two programming languages. Students completing the certificate program would be able to find jobs as Help Desk/Technical Support professional, Entry level programmer, Database Designer/Programmer, Visual Basic Programmer, Project Leader, and Systems Designer/Developer.

This certificate is open to all students who placed into ENG*101 (Composition) and MAT*137 (Intermediate Algebra) or who have successfully completed ENG*063 (Writing: Introduction to the Essay) and MAT*137(Intermediate Algebra).

Software Developer by Certificate

Required Courses	Credits
CSC*105 Programming Logic	3
+ CSC*295 Coop Ed/Work Experience	3
+ CSC*250 Systems Analysis & Design	3
+ CSC*231 Database Design I	3
CSC*205 Visual Basic I	3
CSA*140 Database Applications	3
Total credits:	18

+ This course has a prerequisite.

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.

Therapeutic Recreation by Certificate Requirements

Prerequisites	Credits
ENG*101	3
PSY*111	3

Certificate Required Courses	Credits
RLS*121 Introduction to Therapeutic Rec.	3
RLS*221 Therapeutic Rec.	3
SOC*114 Sociology of Aging or PSY*208 Psychology of Adult Development & Aging	3
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
HSE*288 Practicum	3
Total Credits:	24

Therapeutic Recreation by Semester

First Semester	
ENG*101 Composition	3
PSY*111 General Psychology	3
RLS*121 Introduction to Therapeutic Recreation Services	3
SOC*114 Sociology of Aging or PSY*208 Psychology of Adult Development & Aging	3

Second Semester	
HSE*288 Pevelopmental Practicum	3
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
RLS*221 Therapeutic Recreation	3
Total Credits:	24

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.*

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.)*

COURSE DESCRIPTIONS

A student may be required to take courses numbered below 100 as preparation for college-level work. Nearly all courses require students to have college-level skills in reading, writing, and math as prerequisites. Generally, courses numbered 200 or above are to be taken in the second year and require additional prerequisite study. Prerequisites should be noted, as well as the sequence in which courses must be taken. This information is found in the course descriptions which follow. Note that hyphenated courses (e.g., CHE* 121-122) must be taken in sequence, whereas courses using commas (e.g., ENG* 221, 222) may be taken in either order. Courses usually count for three (3) credits a semester. Some of the exceptions are laboratory or studio courses and some mathematics, accounting and language courses. The credits for all courses are listed next to the course titles in the following descriptions.

For up-to-date information, go to myCommNet.

Accounting, ACC*
Anthropology, ANT*
Art, ART*
Art-Graphic Design, GRA*
Assessment for Prior Learning, ST
Biology, BIO*
Broadcast-Cinema (See Communications)
Business Administration/Marketing, BBG*, BES*, BFN*, BMG*, BMK*
Chemistry, CHE*
Communications, COM*
Computer Applications, CSA*
Computer Science, CSC*
Computers – Technology, CST*
Criminal Justice, CJS*
Digital Arts (Multimedia), DGA*
Drug & Alcohol Rehab., DAR*
Early Childhood Education, ECE*
Earth Science, EAS*
Economics, ECN*
Engineering Science, Tech Studies, Manufacturing, EGR*, CAD*, MFG*
English Courses, ENG*
Environmental Engineering Tech, ENV*Environmental Science, EVS*
Freshman Seminar, FS*
Geography, GEO*
Geology, GLG*
Health,HIM*, HLT*, HPE*, MED*
History, HIS*
Human Services, DAR*, DFS*, HSE*, RLS*
Languages— Chinese, CHI*— French, FRE*— Italian, ITA*— Spanish, SPA*Mathematics, MAT*
Multimedia, (see Digital Arts)
Music, MUS*
Ophthalmic Design & Dispensing, ODD*
Philosophy, PHL*
Physical Science, AST*, OCE*, PSC*
Physics, PHY*
Political Science, POL*
Psychology, PSY*
Radiologic Technology, RAD*
Recreation, RLS*
Sociology, SOC*, SSC*
Special Topics, ST
Theatre, THR*
Veterinary Technology, VET*

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 betaken after ACC*115 unless student received a D or F grade.

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. *Prerequisite: Eligible forENG*101 E or ENG*101, and eligible for MAT*137 or permission of instructor*

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.*

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 or permission of the instructor.*

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.*Prerequisite: ACC*271. This is an "L" course.*

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 distinctiveanthropological perspective on human beings and their works. Non-westerncultures will be a focus of the cultural analysis. *Prerequisite: Eligiblefor ENG*101. This is an "L" course. This is a "D" course.*

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, communityorganization, economic institutions, culture and personality, religion, social movements and change. *Prerequisite: Eligible for ENG*101. This is a"D" course.*

ANT*212, Anthropology, Psychology, and Religion (3 credits)
This cultural anthropology course uses a psychological approach to study of theeffects 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.*

ART, ART*

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. *Prerequisite: Eligible for ENG*101, ENG*101E, or ENG*101ALP. This is a 'D' course.*

ART*101, Art History I (3 credits)
A study of Western art and architecture from prehistory through the fourteenth century. *Prerequisite: Prerequisite: Eligible for ENG*101, ENG*101E, ENG*101ALP, or permission of the instructor.* This is a "D" course.

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.*Prerequisite: Eligible for ENG*101, ENG*101E, ENG*101ALP, or permission of the instructor.*This is a"D" course.

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.

ART*111, Drawing I (3 credits)
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.

ART*112, Drawing II (3 credits)
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.*

ART*116, Perspective Drawing (3 credits)
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.

ART*121, Two-Dimensional Design (3 credits)
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.

ART*122, Three-Dimensional Design (3 credits)
Use of a variety of materials to investigate the interrelationships of spaces,planes, and volumes.

ART*131, Sculpture I (3 credits)
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.*

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.

ART*155, Watercolor I (3 credits)
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*

ART*163, Ceramic Handbuilding (3 credits)
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.

ART*165, Metal and Jewelry Design I (3 credits)
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.

ART*166, Metal and Jewelry Design II (3 credits)
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.

ART*167, Printmaking I (3 credits)
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.*

ART*168, Printmaking II (3 credits)
The basic intaglio processes of printmaking as an art medium. Techniques of etching, aquatint, engraving, and dry point. *Prerequisite: ART*167.*

ART*215, Illustration (3 credits)
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. Students who have taken GRA*220 will not earn credit for ART*215. *Prerequisite: ART*121 or ART*111 or permission of the instructor.*

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.

ART*253, Oil Painting I (3 credits)
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*121 and ART*111.*

ART*254, Oil Painting II (3 credits)
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.*

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.*

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.*

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.*

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.*

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.*

ASSESSMENT FOR PRIOR LEARNING, ST

ST 122, Portfolio Development (4 credits)
Designed for studentswho have achieved college-level learning through direct life/ work experience.Through class exercises on goal clarification, skills assessment, learningstyles and life experience analysis, each student will develop a portfolio ofprior learning. The portfolio may then be presented to an assessment committeewhich awards college credit. *Prerequisite: Information session prior toregistering (contact Admissions Office or the Portfolio Coordinator fordetails); ENG*101.*

BIOLOGY, BIO*

BIO*105, Introduction to Biology (4 credits)
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 or 101E and eligible for MAT*095 (or higher).*

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 forENG*101 and eligible for MAT*137 (or higher).*

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.*

BIO*115, Human Biology (4 credits)
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 MAT*095 (or higher) and ENG*101.*

BIO*118, Anatomy and Physiology of the Eye (4 credits)
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. *Prerequisite: High school biology or permission of the instructor.*

BIO*121, General Biology I (4 credits)
An introduction to the structure and function of cells including, but notlimited to, membrane structure and function, basic biochemistry, cellularrespiration, photosynthesis, modern genetics, gene expression, and celldivision. 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).*

BIO*122, General Biology II (4 credits)
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).*

BIO*145, General Zoology (4 credits)
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: 3hours per week.*Prerequisites: Eligible for ENG*101 and MAT*137 (or higher).*

BIO*173, Introduction to Ecology (4 credits)
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 both ENG*101 and MAT*095.*

BIO*211, Human Anatomy and Physiology I (4 credits)
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.*Prerequisites:ENG*101 or 101E, CHE*111 (or higher) & BIO*121 taken w/in the past 5 years (ENG, CHE & BIO with a grade of "C" or better). This is 'D' course.*

BIO*212, Human Anatomy and Physiology II (4 credits)
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. *Prerequisite:BIO* 211with a grade of 'C' or better taken within the past five years.This is a 'D' course.This is an 'L' course*

BIO*222, Molecular Biotechniques (4 credits)
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.*

BIO*235, Microbiology (4 credits)
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.*Prerequisites: ENG*101 or 101E with a grade of "C" or better; CHE*111 (or higher) with a grade of "C" or better and either BIO*105 OR BIO*121, taken within the past five years with a grade of "C" or better.* This is an 'L' course.

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.*Prerequisite: BIO*121,BIO*122 or permission of the instructor.* This is an "L" course.

BIO*263, Molecular Genetics (4 credits)
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.*

BIO*270, Ecology (4 credits)
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 or permission of the instructor.*

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 instructor.*

BUSINESS ADMINISTRATION/MARKETING, BBG*, BES*, BFN*, BMG*, BMK*

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 ENG*101E or ENG*101.*

BBG*115, Business Software Applications (3 credits) 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. It is not open to students who have completed CSC*101. *Prerequisite: Eligible for ENG*101E or ENG*101.*

BBG*125, The Future and Business Organizations (3 credits)
This course provides and 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 ENG*101E or ENG*101.*

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 ENG*101E or ENG*101.*

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 or permission of instructor.*

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 or permission of the instructor.*

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.*

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 Cooperative Work Experience Coordinator.*

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 ENG*101E or ENG*101.*

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 ENG*101E or ENG*101, and MAT*095 or higher.*

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.*

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. *Prerequisite: Eligible for ENG*101 or permission of the instructor. This is a "D"course.*

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. *Prerequisite: ENG*101. This is an "L" course.*

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 or permission of the instructor.*

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 or permission of the instructor.*

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 ENG*101E or ENG*101, or permission of instructor.*

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 ENG*101E orENG*101, or permission of instructor.*

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 ENG*101E or ENG*101, or permission of instructor.*

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 or permission of the instructor.*

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 or permission of instructor .*

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 or permission of the instructor.*

CHEMISTRY, CHE*

CHE*101, Introductory Chemistry 3 credits
An introduction and survey course in chemistry which discusses atomic structure, bonding, energy changes, gas laws, stoichiometry, solutions, electrochemistry, organic chemistry, and biochemistry. This course is intended for non-science majors and fulfills the science requirement for the General Studies degree. *Prerequisites: Eligible forENG*101 or 101E and eligible for MAT*137 (or higher).*

CHE*111, Concepts of Chemistry (4 credits)
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. *Prerequisite: Eligible for ENG*101 or 101E and eligible for MAT*137 (or higher).*

CHE*112, Principles of Organic and Biochemistry (4 credits)
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 or permission of the instructor.*

CHE*121, General Chemistry I (4 credits)
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.*Prerequisite: MAT*137 with a grade of "C-" or better, eligible for ENG*101, and either High School Chemistry or CHE*111.*

CHE*122, General Chemistry II (4 credits)
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.*

CHE*211, Organic Chemistry I (4 credits)
CHE*212, Organic Chemistry II (4 credits)
A first course in Organic Chemistry covering the structures, properties,synthesis, and reactions of the major functional groups, and the principal organic reaction mechanisms. Stereochemistry, spectroscopy, and chromatography are also covered during the course and in the laboratory. Lecture: 2 1/2 hours per week. Laboratory: 3 hours per week. *Prerequisites: CHE*121-122 or equivalent or permission of the instructor.*

CHE*250, Instrumental Analysis (4 credits)
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.*

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 ENG*101, ENG*101E, or ENG*101ALP.*

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.

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*101, ENG*101E, ENG*101ALP, or permission of the instructor.*

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: ENG *101, ENG*101E, or ENG*101ALP and basic computer literacy*

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.*

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.

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.

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.

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 ENG*101, ENG*101E, or ENG*101ALP.*

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.

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: Eligible for ENG*101, ENG*101E, or ENG*101ALP. Recommended: COM*142.*

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 ENG*101, ENG*101E, or ENG*101ALP.*

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.*Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an"L" course. This is a "D" course.

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.*Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an"L'" course. This is a "D" course.

COM*173, Public Speaking (3 credits)
Students will develop oral messages of varying lengths and styles that communicate across a variety of settings. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course.

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.

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.*

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 ENG *101, ENG*101E, or ENG*101ALP.*

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.*Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course.

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: ENG*101, ENG*101E, or ENG*101ALP and COM*142.*

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: ENG*101, ENG*101E, or ENG*101ALP. Recommended:COM*131.*

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. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP. This is a "D" course.*

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.*

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.

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.*

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.

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.*

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.*

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.*

COMPUTERS-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 ENG 101E.*

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 ENG 101E.*

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 or permission of instructor.*

COMPUTERS-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.

CSC*101, Introduction to Computers (3 credits) An introductory course presenting the business uses of computer hardware and software. It will teach the fundamentals of the Windows environment and use of popular business software using word processing, spreadsheet, database and presentation applications. E-mail communication skills will be developed, and the use of the Internet as a communication and research tool. An overview of web page design will be covered. Students taking this course should possess hands-on familiarity with computers.

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.*

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.

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.*

CSC*220, Object Orientation Programming Using JAVA (3credits)
JAVA is an object oriented programming language that provides unique capabilities for dealing with multitasking, graphics, networks, and the World Wide Web, as well as excellent design and problem solving capabilities for general programming tasks. This course will emphasize code reusability and object oriented programming techniques in the JAVA language. Students will use the Sun Microsystems JAVA classes and the Application Programming Interface to build Web applets and stand alone applications. *Prerequisite: CSC*105 or permission of the instructor.*

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.*

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.*

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 I.S. required courses and permission of the instructor.*

COMPUTERS-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 ENG 101E.*

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.This course also prepares students for the CompTIA's 2009 A+ Essentials and A+ Practical Application Certification exams. Four hours of lecture/laboratory per week. *Prerequisites: Eligible for MAT*095.*

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*

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 ENG 101E.*

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.*

CST*231, Data Communication and Networking (3 credits)
This course is designed for the advanced Information Systems student. The course outlines interconnecting computers using communication networks. The seven layer ISO 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 permission of the instructor.*

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.*

CRIMINAL JUSTICE, CJS*

CJS*101,Introduction to Criminal Justice (3 credits)
This course provides students with fundamental principles relative to the structures, functions, and processes of those agencies that deal with the management of crime – the police, the courts, and corrections. The course examines the organization of Criminal Justice agencies and the evolution,principles, and concepts which act as variables in the criminal justice system.It serves as a foundation on which other courses in the program build. This is a "D" course.

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.

CJS*211, Criminal Law I (3 credits)
This course provides students with an introduction to the theory, history, and purpose of criminal law. Course includes a study of offenses against the person, against habitation and occupancy, against property, and other offenses.

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.

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.

CJS*225, Forensic Science (3 credits)
This course is an introduction to the scientific aspects of criminal investigation. It includes a study of photographic evidence, fingerprints, and the application of forensic science to evidence collection. Emphasis is given to the exploration of the police laboratory as it is used in the study of firearms, hair, fibers, blood, paints, poisons, and other organic materials. *Prerequisite: CJS*101 or permission of the instructor.*

CJS*250, Police Organization and Management (3 credits)
This course provides students with an overview of the criminal justice management function and the administrative process and principles found within criminal justice organizations. Topics include leadership, ethics and values,criminal justice management techniques, organizational behavior, legal issues for employees, and managing a diverse workplace. This is a "D"course.

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 the instructor.*

CJS*255, Ethical Issues in Criminal Justice Leadership (3 credits)
In this course students explore ethical issues and value conflicts from the standpoint of persons assuming leadership positions in organizations which provide services to the public. Emphasis is on responsibility, accountability,and personal and professional value systems. This is a "D" course.

CJS*290, Practicum in Criminal Justice (3 credits)
The course is designed to provide students with occupational experience ina selected field within Criminal Justice through performing an internship,research study, or approved project. *Prerequisites: CJS*101*

CJS*294, Contemporary Issues in Criminal Justice (3 credits)
Contemporary issues which affect the police, courts, and corrections are studied. Emphasis is on research and methodology as requisite tools in criminal justice planning and organizations. Topics may include racial profiling, ethics, police brutality, stress, and the "thin-blue-line."

CJS*298, Special Topics in Criminal Justice: Portfolio Development (3 credits)
This course is a Directed Elective in the Criminal Justice Program. The course provides students who are employed in Criminal Justice occupations and achieved college-level learning through direct life/ work experience a process to receive college level credits. Through class exercises on goal clarifications,skills assessment, learning styles, and life experience analysis, each student will develop a portfolio of prior learning. The portfolio may then be presented to a college assessment committee which will determine and award college credit. An information session with the Criminal Justice Program Coordinator is required prior to registering for the course.

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.

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.

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.*

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.

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.*

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.*

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.*

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.*

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.*

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.*

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.*

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 ENG*101.*

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.*

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 ENG*101.*

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*063 and ENG*073.*

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.

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.

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 ENG*101.*

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.

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.

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.

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.

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.*

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. *Prerequisite: ECE*101. This is a"D" course.*

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.*

ECE*275, Child, Family and School Relations (3 credits)
An in depth look at the child, the family, and the relationship between thes chool 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. *Prerequisite:ECE*101.*

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*101, PSY*204, ECE*101, ECE*210, and permission of instructor.*

EARTH SCIENCE, EAS*

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 ENG*101 or 101E and eligible for MAT*137 (or higher).*

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 ENG 101.*

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 ENG*101or 101E and eligible for MAT*095 (or higher).*

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. *Prerequisite:Eligible forENG*073.*

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: MAT*095 (or higher) and eligible for ENG*101. Recommended: MAT*137.*

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: MAT*095 (or higher) and eligible forENG*101. Recommended: MAT*137.* This is a"D" course.

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.*

ENGINEERING SCIENCE, TECH STUDIES, MANUFACTURING, EGR*, CAD*, MFG*

CAD*110, Introduction to CAD or 3-D CAD
Introduction to AutoCAD – 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.

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 ENG*101 or 101E.*

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: MAT*256*

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*

EGR*221, Introduction to Electric Circuit Analysis (3 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: EGR*111 and MAT*254.*

MFG*051, Manufacturing Math I (3 credits)
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. *Prerequisite:None.*

MFG*071, Introduction to Blueprint Reading (1 Credit)
Introductory course in blueprint reading. Topics include the definition of a blueprint, classification of engineering drawings, title blocks, types of working drawings, and the Theory of Projection of drawings.

MFG*080, Manufacturing Graphics, Introduction to CAD/CAM (3 credits)
An overview of CAD and CAM and their use in generating code to manufacture a part with a CNC machine. Topics to include Cartesian coordinates, 2D geometric construction, computer terminology, CAM fundamentals, tool path description, and machining the part.

MFG*091, Seminar Safety in World of Work (3 credits)
An introductory course dealing with motivation, safety in the workplace, goal setting, cultural diversity, stress management, managing time, manufacturing related seminars, plant visits, and other related subjects.

MFG*092, Manufacturing Computers and Computer Systems (2 Credits)
A preliminary course in the use of the computer for manufacturing technology purposes. This course provides the foundation students need prior to writing CNC programs. Students learn how to create text files,save and open their files, and develop keyboarding skills to make program writing more efficient. Students also learn how to use Microsoft Word to write a business letter and a resume.

MFG*093, Manufacturing Materials (2 Credits)
An introductory course in the study of materials. Topics include selection and identification of steels, selection and identification of nonferrous metals, hardening, case hardening, tempering, annealing,normalizing, stress relieving, and the use of the Rockwell and Brinell hardness testers.

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 ENG063/101ALP or higher or enrollment in ENG096.*

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.*Prerequisite: Reading Exempt or permission of the instructor.Co-Requisite:MFG*102.*

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: Placement in MFG051 or placement in MAT137E or higher.*

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 ENG063/101ALP or higher or enrollment in ENG096.*

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: Completion of MFG124 with a grade of C- or better.*

MFG*156, Manufacturing Machinery CNC I (2 Credits)
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 ENG063/101ALP or higher or enrollment in ENG096.*

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 ENG063/101ALP or higher or enrollment in ENG096.*

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.*Prerequisites:Completion of MFG102 with a grade of C- or better and MFG203 co-requisite.*

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)
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 useit to create part programs. *Prerequisite: Completion of MFG156 with a grade of C- or better.*

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. *Prerequisites: Reading exempt or permission of the instructor.*

ENGLISH READING, WRITING, & LITERATURE COURSES, ENG*

ENG*003, Foundations of Reading (3 credits)
Enables students to develop practical and college reading skills. Emphasis placed on reading comprehension and learning techniques. Placement according to test scores. Credit does not count toward meeting degree requirements.

ENG*013, Writing Foundations of English (3 credits)
Enables students to capture thoughts in complete, correct sentences. Intensive work in the structure of clauses, spelling, vocabulary. Readings included. Placement according to test scores. Credit does not count toward meeting degree requirements.

ENG*063, 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. Placement according to test scores or a grade of "C" or better in either ENG*013 or ESL*173. Credit does not count toward meeting degree requirements.

ENG*073, Academic Reading (3 credits)
Designed to improve textbook comprehension in all of the content areas. Emphasis placed on specific skills that facilitate better learning: determining main ideas, differentiating between primary and secondary details, identifying organizational patterns, and summarizing and paraphrasing. Placement according to test scores or completion of ENG*003 with grade of "C" or better. Credit does not count toward meeting degree requirements.

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 colleg-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.

ENG*101, Composition (3 credits)
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. *Reading Prerequisite: ENG* 073 or ESL *173 with a grade of "C" or better, or placement, or SAT scores; Writing Prerequisites: ENG *063 with a grade of "C" or better; or placement; or SAT scores; or ENG*096 with a grade of "C" or better.* This is an "L" course.

ENG*101 E, 3 credits/ 4 contact hours, Composition Embedded
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 scores; Writing Prerequisites: ENG *063 with a grade of "C-" or better; or placement; or SAT scores; or ENG*096 with a grade of "C" or better.* This is an "L" course.

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. *Prerequisite: a grade of "C" or better in ENG*101, ENG*101E, or ENG*101ALP. This is an "L" course.*

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: a grade of "C" or better in ENG*101, ENG*101E, or ENG*101ALP.*

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. *Prerequisite: a grade of "B-" or better in ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course. This may not be used as a 200 level literature course.

ENG*202, Technical Writing (3 credits)
Practice and analysis of formats used in scientific and industrial writing.*Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course. This may not be used as a 200-level literature course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course. This is a "D" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101,*

*ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course. This is a "D" course.

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: ENG*101, ENG*101E, or ENG*101ALP.*

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.*

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.*

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: a grade of "B-" or better in ENG*101, ENG*101E, ENG*101ALP.*

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. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

ENG*298, Special Topics in English (3 credits)
An in-depth exploration of a specialized topic in literature. Researched essays are required. *Prerequisites: ENG*101, ENG*101E, or ENG*101ALP and ENG*102 or ENG*110.* This is an "L" course.

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.

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.

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.*

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 the instructor.*

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 ENG*101*

EVS*111, Environmental Science Laboratory (1 Credit)
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.*

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.

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.

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.

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: Reading exempt and eligible for MAT*095 (or higher).*

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 MAT*137 (or higher).*

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: MAT*095 with a grade of "C" or better or placement and/or completion of a higher-level math course.*

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 ENG 101.*

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. *Prerequisites: MED*125 and HIM*102.*

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.*

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. *Prerequisites: MED*125 and either BIO*110 orBIO*115.*

HIM*205, Medical Coding 1 (3 credits)
This course covers ICD-9-CM and ICD-10 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 are in-depth coding content and practice in PCS and HCPCS Level II coding. *Prerequisites: MED*112 and MED125.*

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.*

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: ENG*101, HIM* 102, and MED*112.*

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.*

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 ENG*101.*

HLT*160, 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. This 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. *Prerequisite: Eligible for ENG*101.* This is a "D" course.

MED*112, Medical Insurance and Billing (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: MED*125 or taken concurrently.*

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 ENG*101 or 101E.*

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*

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.

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.

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.

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.

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.

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.

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.

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.

HONORS, HON

HON 101, Honors Seminar (3 credits)
Honors Seminar introduces the student to diverse and enriching academic content. Course design emphasizes college transition skills and critical thinking skills to promote rigorous and interdisciplinary academic study. This multidisciplinary approach combines lecture, discussion, and class activity in order to introduce students to academia and its practices. Students will refine written and oral communication skills, enhance their ability to analyze and synthesize interdisciplinary material, and use a variety of research methods to understand and critically respond to larger social issues. This course may include service-learning activities, participation within extra-curricular events on and off campus, and an introduction to professional and academic policies, procedures, or opportunities. *Prerequisites: Enrollment within the Honors Program and placement into ENG*101H. This course is required for all first semester Honor students.*

HON 102, Honors Seminar II (1 credit)
The Honors Seminar II builds on concepts introduced in Honors Seminar I and it is required that this course be repeated at least twice (up to a maximum of 3 times) before taking the Capstone Course (HON 202). HON 102 builds on Honors Seminar I and encourages the student to further engage academic material, practices, and procedures. Students will begin to explore a discipline, topic, or issue for a Capstone Project. Students will also learn the fundamentals of mentoring and collegiate collaboration as they work with faculty and peers. HON 102 will further refine student written and oral communication skills, further enrich analytical skills, and further develop comprehension and use of research methods to understand and to critically respond to larger social issues. Students are required to complete a Research Proposal and Plan in order to pass HON 102 and progress to HON 202. This course many include service-learning activities and participation within extra-curricular events on and off campus. *Prerequisites: Enrollment within the Honors Program and completion of HON 101 and ENG*101H, This course is required for all Honors students for (at least) the two semesters prior to HON 202.*

HON 202, Honors Capstone Project (1 credit)
The Honors Capstone Project requires students to engage in academic research and produce results. Students will work with faculty advisors within the discipline of the project and students will complete all steps of the academic/scientific method from proposal, abstract, research, and presentation. In order to pass HON 202, students will have to publicly present their research to the MxCC community. HON 202 will enhance student written and oral communication skills within academic and professional settings and situations. HON 202 will enrich student use of research methods to understand, to critically respond, and to pose an argument in response to a larger social issue or topic. This course may include service-learning activities and participation within extra-curricular events on and off campus. *Prerequisites: Enrollment within the Honors Program and completion of (at least) the two semesters of HON 102.*

HUMAN SERVICES, DAR*, DFS*, HSE*, RLS*

(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: language/communications; medical, psychological, social, and vocational.

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.

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.

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.

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.

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*.

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: ENG*101 or permission of the instructor.*

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.

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.*

LANGUAGES: CHINESE, CHI*, FRENCH, FRE* ITALIAN, ITA*, SPANISH, SPA*

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.

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. *Prerequisite: CHI*101.* This is a "D" course.

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.

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.*Prerequisite: CHI*105.* This is a "D" course.

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.

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. *Prerequisite: FRE*101 or permission of the instructor.* This is a "D" course.

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.

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. *Prerequisite: FRE*105.* This is a "D" course.

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. *Prerequisite: FRE*102 or permission of the instructor.* This is a "D" course.

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. *Prerequisite: FRE*201.* This is a "D" course.

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. *Prerequisite: FRE*106.* This is a "D" course.

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. *Prerequisite: FRE*205.* This is a "D" course.

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.

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. *Prerequisite: ITA*101 or permission of the instructor.* This is a "D" course.

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.

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.*Prerequisite: ITA*105 or permission of the instructor.* This is a "D" course.

SPA*101, Elementary Spanish I (3 credits)
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.

SPA*102, Elementary Spanish II (3 credits)
Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in SPA*106. *Prerequisite: SPA*101 or permission of the instructor.* This is a "D" course.

SPA*105, Elementary Conversational Spanish 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 SPA*101 course. Students must concurrently enroll in SPA*101. This is a "D" course.

SPA*106, Elementary Conversational Spanish 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 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. *Prerequisite: SPA*105.* This is a "D" course.

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. *Prerequisite: SPA 101 or one year of High School Spanish, or permission of the instructor.* This is a "D" course.

SPA*201, Intermediate Spanish 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 SPA*205. *Prerequisite: SPA*102 or permission of the instructor.* This is a "D" course.

SPA*202, Intermediate Spanish 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 SPA*206. *Prerequisite: SPA*201 or permission of the instructor.* This is a "D" course.

SPA*205, Intermediate Conversational Spanish I (1 Credit)
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. *Prerequisite: SPA*106.* This is a "D" course.

SPA*206, Intermediate Conversational Spanish II (1 Credit)
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. *Prerequisite: SPA*205.* This is a "D" course.

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. *Prerequisite: SPA* 101 and SPA* 102 or two years of High School Spanish, or permission of the instructor.* This is a "D" course.

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. *Prerequisite: SPA* 217 or permission of the instructor.* This is a "D" course.

MATHEMATICS, MAT*

MAT*075, Pre-Algebra- Number Sense Geometry (3 credits)
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)
This course will include the curriculum of both Pre-Algebra and Beginning Algebra in a single semester. This course 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. Topics in algebra will include linear equations and inequalities in one variable, linear equations in two variables, systems of linear equations in two variables, integral exponents and laws of exponents, operations with polynomials, and an introduction to factoring. Application and problem solving will be integral to this course. Credit does not count toward meeting degree requirements.

MAT*095, Elementary Algebra Foundations (3 credits)
MAT*095 is an introductory course in the basics of algebra. Topics include the real number system and properties; linear equations and inequalities in one variable-solutions, models and applications; graphing linear equations in two variables-slope and intercepts and equations of lines; systems of linear equations; integral exponents and laws of exponents; polynomials-addition, subtraction, multiplication, and basic factoring. Credit does not count toward meeting degree requirements. *Prerequisite: Math placement.*

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 ENG*101 (or ENG*101E) and MAT*095 (or MAT*085) with C or better (OR) Eligible for ENG*101 (or ENG*101E) and Math placement*

MAT*137, Intermediate Algebra (3 credits)
MAT*137 is a continuation of MAT*095. Topics include factoring; rational functions, expressions and equations; radical functions, expressions and equations; an introduction to complex numbers; and quadratic functions and equations. There will be an emphasis on modeling and applications for all topics. *Prerequisite: Eligible for ENG*101(or ENG*101E) and MAT*095 (or MAT*085) with C minus or better (OR)*
*Eligible for ENG*101 (or ENG*101E) and Math placement*

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 ENG*101 (or ENG*101E) and MAT*137 (or MAT*137E) with C or better (OR) Eligible forENG*101 (or ENG*101E) and Math placement*

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 ENG*101 (or ENG*101E) and MAT*137 (or MAT*137E) with C or better (OR) Eligible for ENG*101 (or ENG*101E) and Math placement*

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 forENG*101 (or ENG*101E) and MAT*137 (or MAT*137E) with C or better (OR) Eligible for ENG*101 (or ENG*101E) and Math placement*

MAT*173, College Algebra with Technology (4 credits)
This course continues the algebra sequence. 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; conic sections. Optional: Systems of nonlinear equations. A graphing calculator is required for this course. *Prerequisite: Eligible for ENG*101 (or ENG*101E) and MAT*137 (or MAT*137E) with C or better (OR) Eligible for ENG*101 (or ENG*101E) and Math placement*

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 ENG*101 (or ENG*101E) and MAT*173 with C or better (OR) Eligible for ENG*101 (or ENG*101E) and Math placement*

MAT*254, Calculus I (4 credits)
A course in differential calculus. Topics include limits, continuity, derivatives, antiderivatives, and applications. *Prerequisite: Eligible for ENG*101 and MAT*186 (or higher) with a grade of "C" or better OR eligible forENG*101 and math placement.*

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:Eligible for ENG*101 (or ENG*101E) and MAT*254 with C or better*

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 ENG*101 (or ENG*101E) and MAT*256 with C or better*

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.

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.

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.

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.

MUS*137, History and Appreciation of Jazz (3 credits)
A music appreciation course that uncovers the development of Jazz, from ragtime to contemporary practice.

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.

OPHTHALMIC DESIGN & DISPENSING, ODD*

ODD*101, Introduction to Ophthalmic Dispensing (4 credits)
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.

ODD*102, Ophthalmic Dispensing I (4 credits)
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.*

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.*Prerequisite: ODD*102 with a grade of "C" or better.* This is an "L" course.

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.*

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.*

ODD*110, Ophthalmic Materials I (4 credits)
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.*

ODD*111, Ophthalmic Materials II (4 credits)
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.*

ODD*112, Ophthalmic Materials III (4 credits)
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.*

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

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.*

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.*

ODD*122, Contact Lenses III (4 credits)
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.*

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.

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.

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. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course.

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. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course.

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: ENG*101, ENG*101E, or ENG*101ALP.*

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. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP.* This is an "L" course. This is a "D" course.

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. *Prerequisite: ENG*101, ENG*101E, or ENG*101ALP. Recommended: PHL*101.*

PHYSICS, PHY*

PHY*110, Introductory Physics (4 credits)
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 5 hours per week for integrated lecture and laboratory. *Prerequisite: Eligible for ENG*101 and eligible for MAT*137 (or higher).*

PHY*121, General Physics I (4 credits)
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. Two lectures and one three-hour laboratory per week.*Prerequisite: Eligible for ENG*101 and MAT*173 with a grade of "C" or better.*

PHY*122, General Physics II (4 credits)
Basic concepts of electricity, magnetism, and wave motion, including electric and magnetic fields, electromagnetic radiation, wave properties of light, and optics. Scientific calculator required. Two lectures and one three-hour laboratory per week. *Prerequisite: Placement in ENG*101 and a grade of "C" or better in MAT*173 or placement into a higher level math course.*

PHY*221, Calculus-Based Physics I (4 credits)
Three class periods and one three hour laboratory period per week. 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. *Co-requisite: MAT*268.*

PHY*222, Calculus-Based Physics II (4 credits)
Three class periods and one three-hour laboratory period per week. Electric and magnetic fields, electromagnetic waves, quantum effects, introduction to atomic physics. *Prerequisite: PHY*221.*

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. *Prerequisite: ENG*101.* This is an "L" course. This is a "D" course.

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.

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.

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.

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.

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.

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. *Prerequisite: Eligible for ENG*101 and reading exempt.* This is a "D" course.

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. *Prerequisite: PSY*111.* This is an "L" course. This is a "D" course.

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.*

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. *Prerequisite: PSY*111 and ENG*101.* This is an "L" course.

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.

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.*

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.
Prerequisite: ENG*101 and PSY*111 with a grade of "C" or better. This is an "L" course. This is a "D" course.

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.

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. *Prerequisites: ENG*101 and PSY*111. Recommended: PSY*201 or PSY*204.* This is an "L" course.

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.*

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.

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 ENG*101 or 101E and co-enrolled in MAT* 085 or *095.*

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 ENG*101 or 101E and co-enrolled in MAT* 085 or *095.*

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 ENG*101 or 101E and co-enrolled in MAT* 085 or *095.*

RADIOLOGIC TECHNOLOGY, RAD*

These courses are limited to those 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*212.*

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. *Prerequisites: Admission to Rad Tech, BIO*211 and BIO*212.* This is a "D" course. This is an "L" course.

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.*

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.*

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.*

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.*

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.*

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.*

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. *Prerequisites: RAD*240 and RAD*200.* This is an "L" course.

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.*

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.*

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.*

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.*

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.*

SCIENCE SCI*

(Also see Course Listings under Astronomy, Biology, Chemistry, Environmental Science, Geology, Health, Physical Science, and Physics)

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 ENG*101 or 101E.*

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. *Prerequisite: Eligible for ENG*101.* This is a "D" course.

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 ENG*101.*

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 forENG*101.*

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 ENG*101.*

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 ENG*101 or permission of the instructor.*

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. *Prerequisites: SOC*101 or SOC*117.* This is a "D" course.

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. *Prerequisite: Eligible for ENG*101.*This is a "D" course.

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. *Prerequisite: Eligible for ENG*101.* This is a "D" course.

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. *Prerequisite: Eligible forENG*101.* This is a "D" course.

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.* This is a "D" course.

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 ENG*101 or permission of the instructor.*

SOC*240, Criminology (3 credits)
The nature and cause of crime, approaches to the study of crime, and its treatment and prevention are explored. The sociology of criminal law and the nature of criminal behavior are also examined. *Prerequisite: Eligible forENG*101.*

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. *Prerequisite: Eligible forENG*101.* This is a "D" course.

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.* This is an "L" course.

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. *Prerequisite: Eligible for ENG*101.* This is a "D" course.

SPECIAL TOPICS, HON, SPTO

HONORS SEMINAR 250H, Knowledge: Foundations of the Liberal Arts (3 credits)
This course explores the problem of knowing in the Humanities, Sciences, and Social Sciences. Authors currently include: Plato, Aristotle, Thucydides, E.A. Abbott, James Joyce, E. Schrodinger, W. Heisenberg, E. Cassirer.

SPTO 122, Portfolio Development (4 credits)
Designed for students who have achieved college-level learning through direct life/ work experience. Through class exercises on goal clarification, skills assessment, learning styles and life experience analysis, each student will develop a portfolio of prior learning. The portfolio may then be presented to an assessment committee which awards college credit. *Prerequisite: Information session prior to registering (contact Admissions Office or the Portfolio Coordinator for details); ENG*101.*

SPTO 200, Service Learning (1-3 Credits)
An active learning experience requiring from 15 to 40 hours per semester of dedicated service work with a college approved community organization, three reflective sessions, journal writing, and final project.

SPTO 200, Special Topics (1-3 Credits)
Given in each division, this course offers an opportunity for individual study to a limited number of students. The student must plan the project with a faculty member. Written notification of division acceptance and assignment of credit must accompany registration materials. Students should not attempt more than one special topics course a semester.

TECHNOLOGY STUDIES: ELECTRIC POWER TECHNOLOGY PATHWAY, ELPW, ENRT

Courses are offered online through Bismarck State College,Bismarck, South Dakota. For more information, please contact Pathway Advisor Dr. Mark Busa

ELPW 105, Electrical System Fundamentals (3 credits)
This course will begin with a look at several types of power generation stations such as large fossil fired power plants, hydroelectric power plants, gas turbine and combined cycle generation stations, and finally a brief look at wind generation. After the introduction to power generation, students will study how the power is delivered from the power station to the consumer. This course will cover transmission lines and related components within a typical transmission system such as step-up and step-down transformers, circuit breakers, disconnects, and protective relaying.

ELPW 109, Electrical Industrial Safety (3 credits)
This course covers the general safety practices and information employees need while working in any segment of the electrical industry, and the Federal Agencies responsible for ensuring a safe working environment. Students will also gain an understanding of the Workers Right to Know regulations and awareness of Public Safety issues.

ELPW 110, Basic Print Reading (3 credits)
This course gives students an introduction to the different schematics used in power plant operations and electrical transmission and distribution systems. Students will gain an understanding of the standard symbols used in the various systems schematics and how to read them. Students learn how to read basic piping and instrumentation diagrams, and how to interpret single line electrical diagrams. Students finish the course by studying electrical system diagrams beginning at the generator and following through to the distribution system.

ELPW 111, Introduction to the Electrical Industry and Power Grid (3 credits)
This course will begin with a basic introduction to the systems and components that make up a basic electrical system including generation, transmission, and distribution. You will then study the history behind electrical utility industry. Students will study how the electrical system in the Unite States was established, and how Thomas Edison and George Westinghouse influenced the development of electrical systems. You will also learn how the electrical industry was first regulated, and how regulation of the industry has changed. Students will also gain knowledge of how the electrical industry is currently being "re-regulated" to encourage competition. Students will also gain knowledge of the system operations and marketing of electricity. Finally, you will learn how the electrical industry is segmented into utility sectors such as investor owned, Federally owned, publicly owned, and cooperatively owned utilities.

ELPW 112, Electrical System Components(3 credits)
This course provides an in-depth look into the components used in the transmission of electricity. It begins with a study of switchyards and substations, and covers the differences in overhead as well as underground transmission and distribution circuits. This course describes the operation of transformers, circuit breakers, regulators, capacitor banks, and tap changers, disconnects, current and potential transformers, and lighting arrestors. The course includes study of the various types of electrical conductors, structures and insulators used in the transmission of electricity. Components that make up a typical substation and how it feeds a distribution network that supplies customers with electricity are described. Regulations in the industry as well as some of the newer methods of providing electricity to consumers are also explored.

ELPW 206, Electrical System Protections (3 credits)
This course covers protection fundamentals, philosophies and principles used to protect the electrical system, beginning with the generator itself. Various types of relays, input sources, and system grounding are also covered.

ENRT 106, DC Fundamentals (2 Credits)
This online course will study basic direct current theories and apply those theories to the electrical transmission system. Students will

study methods of producing a voltage such as batteries, magnetic fields, basic series and parallel circuits. Students will also study basic DC circuit calculations.

ENTR 108, AC Fundamentals (3 credits)
This online course will cover basic alternating current theories and apply those theories to electrical transmission and distribution systems and related equipment. This course will also cover basic generator and motor design, construction, and operating principles. *(Recommended Prerequisite: ENRT 106)*

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.*Prerequisite: Permission of the instructor.*

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. *Prerequisite: RLS*121, PSY*111, or permission of the instructor.*

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: Eligible for ENG*101, ENG*101E, or ENG*101 ALP.*

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.

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.

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.*

VETERINARY TECHNOLOGY, VET*

These courses (except VET*101) are limited to those students who have been admitted to the Radiologic Technology program.

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.*

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 ENG* 101.*

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.*

VET*151, Small Animal Veterinary Technology with Lab (4 credits)
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. Relevant clinical cases will be utilized in lecture discussions. *Prerequisites: VET* 100 and VET* 101, each with a grade of "C" or better, and proof of Rabies Vaccination.*

VET*152, Large Animal Veterinary Technology with Lab (4 credits)

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, each with a grade of "C" or better, and proof of Rabies Vaccination.*

VET*201, Veterinary Anatomy and Physiology I with Lab (4 credits)
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 other species including avian, reptilian 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.*

VET*202, Veterinary Anatomy and Physiology II with Lab (4 credits)
This course is a continuation of Veterinary Anatomy and Physiology I, with discussion of the respiratory, circulatory, urinary and reproductive systems. Relevant clinical topics are utilized during this course. *Prerequisite: VET *201 with a grade of "C" or better.*

VET*205, Veterinary Laboratory Procedures (3 credits)
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, each with a grade of "C" or better. VET* 205 must be taken concurrently with VET* 212 and VET* 230.*

VET*212, Principles of Imaging with Lab (1 credit)
The theory and principles of radiology and radiation safety. Topics include radiologic and imaging principles and practices and the 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, each with a grade of "C" or better. VET* 212 must be taken concurrently with VET* 205 and VET* 230.*

VET*220, Animal Pathology (3 credits)
The course encompasses health and diseases of the major domestic animal species. Major systems are discussed with a review of anatomy and physiology. Clinical signs of organ dysfunction, pathophysiology, diagnostic tests, treatment and prevention are reviewed. The lecture topics are approached in an organ system format including integumentary, musculoskeletal, neurosensory, cardiovascular, respiratory, digestive, renal and reproductive systems. *Prerequisite: VET* 205 with a grade of "C" or better.*

VET*230, Veterinary Anesthesia and Surgical Nursing with Lab (4 credits)
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, each with a grade of "C" or better. VET* 230 must be taken concurrently with VET* 205 and VET* 212.*

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, each with a grade of "C" or better.*

VET*250, Principles of Pharmacology for Vet Tech (3 credits)
The study of dose and dosage in applied pharmacology. 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.*

VET*285, Veterinary Technology Externship (2 credits)
This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all previous veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility. *Prerequisites: VET *205, VET* 212, and VET* 230, each with a grade of "C" or better, and approval of the Vet Tech Program Coordinator.*

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 4-7 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-collegiate-Sponsored 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 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 UConnThe 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 visithttp://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.

ACADEMIC DIVISIONS- FACULTY & SUPPORT STAFF

Business Division

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J.D., Quinnipiac School of Law
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B.S., University of Science & Technology of Beijing
M.S., Rensselaer Polytechnic Institute
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M.B.A., University of New Haven
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M.S., Central Connecticut State University
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B.S.,Central Connecticut State University
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M.A., University of Rhode Island
Ph.D., University of Rhode Island
May M. Coryell, Professor of Developmental English
B.A.,Marietta College
M.A.T., The School for International Training
Judith de Graffenried, Professor of Fine Arts/Graphic Arts
B.A.,University of South Carolina
M.A.T., University of South Carolina
M.F.A., City University of New York
Richard Eriksen, Professor of Multimedia/Digital Arts
B.S.,Boston University
M.A.L.S., Wesleyan University
Adam Floridia, Instructor in English
B.A.,University of Maryland
M.A., Southern Connecticut State University
Peter Galgano, Media Associate
A.A.S., Five Towns College
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