

2008-2009

Middlesex Community College Catalog



Middletown Campus



*Shoreline
Programs*



*Meriden
Center*

Middlesex
Community
College



Education That Works For a Lifetime

MIDDLESEX COMMUNITY COLLEGE

100 Training Hill Road, Middletown, CT 06457



Education That Works For a Lifetime

CATALOG 2008-2009

VISION STATEMENT

Our college and our community are partners in a tradition of shaping the future through education—one person at a time.

MISSION STATEMENT

Middlesex believes that a college education should be available to everyone. It is committed to providing excellence in teaching as well as personal support in developing the genius of each student. The educational goal of the college is to promote understanding, learning, ethics, and self-discipline by encouraging critical thinking. Faculty and staff are dedicated to helping students achieve their academic, professional and career potentials. This support is a continual process that recognizes student diversity in both background and learning ability.

Main Campus (Middletown): 860.343.5800

Meriden Center: 203.238.6202

Admissions Office: 860.343.5719

Internet: www.mxcc.commnet.edu



Wilfredo Nieves, Ed.D., President

What does it take to be successful? It's a term that you see a lot these days. Perhaps for you it's completing a course, or gaining new knowledge, or completing a certificate or associates degree, or transferring to four-year college for further study, or joining the workforce. However you define success, having a better life is everyone's goal.

At Middlesex Community College our goal is to help you succeed. Our success is based on our students, faculty and staff and our academic programs. The MxCC experience is enriched by a diverse student, staff, and faculty population and by high quality innovative academic programs.

Middlesex is committed to helping you succeed. At our college we have moved beyond access to a focus on pathways to success. If you need to brush up on your math or English skills, we have courses and experts to help you excel. If financing your education is a barrier, we can help you find grants, loans, and scholarships so you can concentrate on your studies and not on how you are going to make ends meet. We provide Distance Learning, Freshman Seminar, Learning Communities, financial aid, student support services, and a staff and faculty that are dedicated to providing you with an excellent learning environment.

MxCC has helped enrich the lives of thousands of students from its founding in 1966 to the present time. From the moment you step on campus, your success is our goal.

I welcome you to Middlesex Community College.

Best wishes,

Wilfredo Nieves, Ed.D.
President

Middlesex Community College is licensed by the Connecticut Board of Higher Education and accredited by the New England Association of Schools and Colleges and CHEA (*Council for Higher Education Accreditation*).



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 (860-343-5751) or the Dean of Learning and Student Development (860-343-5706) at: MxCC, 100 Training Hill Road, Middletown, CT 06457.

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DEPARTMENTS	PHONE	BUILDING	ROOM
General Information	343-5800	Founders	147
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Academic Support Services	343-5715	Founders	127
Admissions	343-5719	Founders	153
Assoc. Dean of Learning & Student Development	343-5764	Founders	108
Basic Skills Assessment	343-5770	Chapman	711
Bookstore	346-4490	Founders	149
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In order to obtain information about any program or academic discipline listed below, please call the Division Office or the specific program office if a phone number is provided.

HUMANITIES DIVISION

Snow Hall, Room 520	343-5809
Professor Joan Donati, Chair	343-5805
<ul style="list-style-type: none"> * Art * Broadcast Communications * Communication Arts * English * General Studies * Languages * Liberal Arts and Science * Multimedia 	

SOCIAL & BEHAVIORIAL SCIENCES DIVISION

Snow Hall, Room 508	343-5809
Assoc. Prof. Larry F. Jetmore, Chair	343-5849
<ul style="list-style-type: none"> * Criminal Justice * Early Childhood Education * Human Services 	343-5849 343-5814 343-5816

SCIENCE AND HEALTH DIVISION

Wheaton Hall, Room 217	343-5755
Prof. H. Howard (Skip) Wiley, Jr., Chair	343-5776
<ul style="list-style-type: none"> * Biology * Chemistry * Environmental Science/Biotechnology * Ophthalmic Design and Dispensing * Physics * Radiologic Technology * Technological Studies 	343-5845 343-5780

MATHEMATICS DIVISION

Wheaton Hall, Room 310	343-5755
Professor Pamela Wahl	343-5793

BUSINESS DIVISION

Wheaton Hall, Room 313	343-5755
Professor Donna Leonowich, Chair	343-5762
<ul style="list-style-type: none"> * Accounting * Business Administration * Business Office Technology * Information Systems * Marketing 	

(All phone numbers are area code 860 unless otherwise noted.)



For announcements regarding class cancellation in the event of inclement weather, listen to the following radio and/or television stations:

RADIO STATIONS

WTIC - 1080 AM	WLIS - 1420 AM
WMRD- 1150 AM	WPLR - 99.1 FM
WDRC- 1360 AM, 103 FM	WRCH - 100.5 FM

TV Stations

WFSB - CBS Channel 3
WVIT - NBC Channel 30

FALL 2008

August 22	Friday	Last day for 100% General Fund Tuition refund.
August 25	Monday	Classes begin
September 1	Monday	Labor Day - College closed
September 8	Monday	Last day for 50% General Fund Tuition refund
September 9	Tuesday	Convocation/Professional Day (no classes)
September 26	Friday	Final date for withdrawal from classes with an automatic notation of "W"
October 13	Monday	Columbus Day observed - College open, No classes
Nov. 3 - 8	Mon.-Sat.	Advising Week
Nov. 11	Tuesday	Veteran's Day - College open, Classes held
Nov. 26 - 30	Wed. - Sun.	Thanksgiving Break - College open Wed. 11/26, No classes College closed Thurs & Sat., 11/27 & 29; Friday, Nov. 28 College open, No classes.
December 1	Monday	Classes Resume
December 13	Saturday	Last day of classes
Dec. 15-20	Mon.-Sat.	Final examinations; *12/22/08 Exam/Class make up day if needed.
December 23	Tuesday	Instructors grades due by 12 noon

SPRING 2009

January 16	Friday	Last day for 100% General Fund Tuition refund
January 19	Monday	Martin Luther King, Jr. Day - College closed, no classes
January 20	Tuesday	Classes begin
February 2	Monday	Last day for 50% General Fund Tuition refund
February 12	Thursday	Lincoln's Birthday - College open/Classes held
February 16	Monday	Presidents' Day - College open/No classes
February 20	Friday	Final day for withdrawal from classes with an automatic notation of "W"
March 16-21	Mon.-Sat.	Spring Recess - College open/No classes
April 1-8	Wed. - Wed.	Advising Week
April 10-12	Fri.-Sun.	Easter Holiday - College closed
April 24	Friday	System Faculty Professional Day
May 1	Friday	Academic Awards Program
May 8	Friday	Scholarship Awards Ceremony
May 11	Monday	Classes end
May 12-18	Tues. - Mon.	Final examinations; *5/19/08 Exam/Class make up day, if needed.
May 15	Friday	Planning and Assessment Day
May 21	Thursday	Grades due by 12 noon
May 25	Monday	Memorial Day Observed - College closed/No classes
June 4	Thursday	Commencement: 6:00 p.m.

SUMMER 2009

May 26	Tuesday	SESSION I First day of class
June 18	Thursday	Last day of class

SESSION II

June 22	Monday	First day of class
July 30	Thursday	Last day of class

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. Middlesex Community College 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.

Middlesex 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, Middlesex 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.

In 1998 Middlesex opened a new learning site 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. Greater Meriden-Wallingford area business and industry take advantage of education and training through Meriden's Internet



To fulfill its mission, Middlesex 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.
- **Community Services** – To provide non-credit courses, workshops and conferences for skill development, career enhancement and personal enrichment.
- **Business and Industry Services** – To assist area firms through consultation and educational services to take advantage of new technology and to improve staff skills.

Enrollment at Middlesex, one of twelve two-year community colleges in Connecticut, has grown from an original class of 320 to more than 2,200 full and part-time students. The college also serves the diverse educational needs of more than 1,700 continuing education students through its Non-Credit Division. Since 1968, more than 7,700 students have graduated from Middlesex. The majority of Middlesex graduates, upon receiving a two-year associate's degree, transfer to baccalaureate granting colleges and universities throughout the state and nation. Recent transfers include: Albertus Magnus College, Central Connecticut State University, Emerson College, Fairfield University, Quinnipiac College, Smith College, St. Joseph's College, Trinity College, University of Connecticut, Wesleyan University and Yale University. Middlesex alumni are employed by many of the region's major businesses, industries and governmental agencies including Aetna, Chesebrough-Ponds, CuraGen, Connecticut Yankee Atomic Power Company, Middlesex Hospital, Northeast Utilities, Pratt & Whitney, St. Paul Travelers, United Technologies and Yankee Gas.



Training Center and certificate programs. Credit and non-credit courses are also offered throughout the year at the Shoreline location in Old Saybrook.

Through its Center for Business and Industry Services (CBIS), one of the original centers in the statewide Business & Industry Services Network (BISN), the College provides companies throughout Middlesex County and the Meriden–Wallingford area with a full range of customized training, instruction and consultation services. The list of notable CBIS clients includes Hamilton Standard, Sikorsky Aircraft, Pratt & Whitney, Wesleyan University, the State of Connecticut Attorney's Office, and the City of Middletown.

One of Middlesex's most valued resources is its faculty. Recognized for their service to the local and wider geographic community, Middlesex faculty are the recipients of major awards, fellowships and grants. 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 not only to prepare students with marketable skills and fluency in verbal and mathematical languages, but also 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 Middlesex is a commuter college, there are no dormitories or housing agencies.

To further serve the needs of its non-traditional students, faculty, staff and families in the Middletown area, the college offers both part-time and full-time child care (ages 3-6 years) through its preschool/pre-K Child Care & Preschool Center. A State of Connecticut licensed facility, the Center has a 2,250-square foot playground, is handicapped accessible, provides reserved parking for the drop-off and pickup of children, and offers flexible schedules.



JEAN BURR SMITH LIBRARY

The Jean Burr Smith Library is a fully-automated learning resource center located on the main floor of Chapman Hall. The library provides a wide range of services to students, faculty, staff and members of the community.

The library's collection is composed of a broad selection of books, scholarly journals, popular magazines, newspapers, electronic databases and audiovisual materials for research and recreational use. In addition to circulating conventional items, the library also loans framed art prints.

Within the library, workstations provide access to the library catalog, electronic databases, the Internet, campus-networked resources and Microsoft Office Suite. Available within the library are microform reader-printers, low-vision readers, TV/VCR/DVD units, slide projectors, phonographs, typewriters, graphing calculators, and a coin-operated photocopier.

Library staff provide reference, circulation, interlibrary loan and computer assistance. Additionally, librarians provide library orientations, information literacy instruction and special classes at the request of faculty.

The library's well-designed website provides remote access to the library catalog, numerous full-text databases, Internet subject guides and research help. Interactive forms are provided to ask reference questions, make interlibrary loan or renewal requests and for faculty to request library instruction.



The Jean Burr Smith Library is an automated learning resource center that provides a full range of services to students, staff, and faculty of the College.



The library houses Pegasus Gallery which, under the direction of college curator and art instructor Matthew Weber, showcases the work of regional artists, including Middlesex students.

During the spring and fall semesters the library is open Monday through Thursday 8:30 a.m. to 8:00 p.m.; Friday 8:30 a.m. to 4:30 p.m.; and Saturday 8:30 a.m. to 1:30 p.m. During summer sessions hours are Monday through Thursday 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 4:30 p.m. When classes are not in session the library is open Monday through Friday 8:30 a.m. to 4:30 p.m. For the latest hours please call 860-343-5830.

For more information on the library and its services visit:
<http://www.mxcc.commnet.edu/library>.

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 LEARNING AND STUDENT DEVELOPMENT

The Dean of Learning and Student Development 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. As the advocate of students' rights, the Dean is responsible for all programs and services in admissions, records, counseling, placement, 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 & LABOR RELATIONS

The Director of Human Resources & Labor Relations manages the College's human resources and labor relations operation, designs and develops human resource programs and activities, and implements new procedures and procedural revisions. The Human Resources Director interprets and administers labor contract agreements, administers College grievance procedures, and ensures appropriate interpretation of labor rules and regulations.

COMMUNITY EDUCATION AND COMMUNITY SERVICES

The Dean of Workforce Development, Continuing Education and Community Services is responsible for all Extension credit and non-credit programs both on campus and the off-campus sites in Meriden and the Shoreline. The Dean oversees all extension credit and non-credit faculty and staff.

BUSINESS

The Business division includes accounting, business administration, computer information systems, marketing and business office technology; and oversees the following curricula: Accounting, Business Administration, Marketing, Information Systems, Business Office Technology, and certificate programs in Accounting Assistant, Accounting Technician, Advertising and Sales Promotion, Business Office Technology: Business Office Assistant, Business Technology: Medical Insurance/Billing Assistant, Customer Service Management, Entrepreneurship, Help Desk Technician, and Information Systems.

HUMANITIES

The Humanities/Arts division includes fine arts, broadcast communications, communications, Digital Arts, English, languages, music, philosophy, speech, theatre; and oversees the following curricula: Broadcast Communications, General Studies, Fine Arts, Liberal Arts – Humanities, Graphic Design, Multimedia, and Communication Arts.

MATHEMATICS

The Mathematics division provides required and elective mathematics courses in support of other college curricula.

SCIENCE, ALLIED HEALTH AND ENGINEERING

The Science, Allied Health and Engineering division includes biology, chemistry, engineering and physics; and oversees the following curricula: Ophthalmic Design and Dispensing, Environmental Science, Biotechnology, Radiologic Technology, Dietetic Technician, and Liberal Arts–Science, Engineering Science, Technological Studies, and Hazardous Materials (Certificate).

SOCIAL AND BEHAVIORAL SCIENCES

The Social and Behavioral Sciences division includes anthropology, economics, geography, history, political science, psychology, and sociology; and oversees the following curricula: Human Services, Juvenile Justice, Therapeutic Recreation, Substance Abuse Education, Criminal Justice, and Early Childhood Education.

MIDDLESEX COMMUNITY COLLEGE FOUNDATION, INC.

Community colleges are a purely American institution designed to make higher education accessible to all. Middlesex Community College offers an open door to the residents of Middlesex County, Meriden and Wallingford. This is the communities' college and it offers learning, insight, training opportunity and hope. For years MxCC has made a difference- been an important experience in the lives of those whom it has served. The word is out that the faculty care not only about what they teach, but also about the students whom they teach. They are at the college because of their academic competence and expertise, their ability to communicate effectively and their commitment to the College's vision "...to provide excellence in teaching as well as personal support in developing the genius of each student."

The purpose of the MxCC Foundation, Inc., a 501 (c)3 organization incorporated in Connecticut is threefold:

1. To support the College and its students by receiving, managing and distributing funds for scholarships and other educational purposes,
2. To generate and strengthen communication and collaboration between the college and Foundation and business, industry, professional, civic and educational leaders in the communities served by the College, and
3. To advise the President with respect to educational programs.

Removing the financial obstacles that bar students' access to education is the Foundation's driving force. Scholarships address not only the growing need for financial assistance, but also the perennial wish to celebrate achievement.

While MxCC offers a quality education at a reasonable cost in a supportive environment, what once was a reasonable cost for a two-year college education has grown unreasonable for many. Some even give up their dreams of going to college to prepare for a brighter future. Financial assistance is critical for about 85% of MxCC students as they work toward their educational and career goals.

For the 2007-2008 academic year the Foundation has about 60 scholarships available that generally range from \$500 to \$2000 each. The Foundation and scholarship recipients have individuals, civic groups, alumni, businesses, faculty, and student organizations to thank for these scholarships. Donors establish scholarships to honor the memory and achievements of family, faculty or friends, to express their appreciation for their educational experiences at MxCC or because they believe in the importance of individuals having access to the quality education offered at the college. In addition, the Foundation organizes a Golf Tournament in collaboration with the College, and Road Race to support scholarships and other educational programs.



Every year, the MxCC Scholarship Foundation holds an annual Golf Tournament to raise funds for scholarships for Middlesex students.

CHILD CARE AND PRESCHOOL CENTER

The Child Care and Preschool Center at Middlesex provides a safe, loving, nurturing environment for children ages 3 years to 6 years old. The Child Care Center is open to students, faculty, staff and the general public. Children's physical, social, emotional and cognitive growth is fostered through the use of developmentally and individually appropriate programming including:

- A play-oriented approach to learning;
- A balance between organized group and individual activities;
- An opportunity for self-directed play;
- Periods of quiet play;
- Computer learning.

The Center's professional staff hold undergraduate and graduate degrees in Early Childhood Education and have extensive experience in the education field. Licensed by the State of Connecticut and accredited by the National Association for the Education of young Children, the Center offers full-time and part-time childcare, morning preschool/pre-K sessions, flexible scheduling, and affordable rates. Financial assistance is also available for qualified parents.

RATES:

- **Session Rates** (AM, PM session)
and **Full Day**

Discounted tuition for MxCC Students.
Contact the Childcare Director for all tuition
information at: 860-343-5856.

For further information, contact the Child Care & Preschool Center at 860-343-5856.



VETERANS' AFFAIRS

Students interested in applying for veterans' benefits should contact the Records Office or call 860-343-5724. On an average, approximately 125 veterans receive benefits each semester.

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-Hour Accident and Sickness Insurance Plan. In addition, students who elect Accident and Sickness Insurance may also enroll their eligible dependents. Complete details regarding student insurance are available in the office of the Dean of Learning and Student Development.

COLLEGE LEARNING CENTER

The College Learning Center, located in Chapman Hall, provides students with free academic assistance in a variety of subject areas along with a place for them to study, either alone or in groups. Students voluntarily come to the Center for tutoring or are referred for extra help by their instructors.

The College Learning Center is staffed by a coordinator, an assistant, and tutors who have demonstrated competency in specific subjects. Tutoring in Math and English is also available at the Meriden Center. A learning specialist, working in cooperation with the Learning Center, also assists students with special learning needs. Middlesex's tutoring program is nationally certified through the College Reading and Learning Association.

READING/WRITING LAB

Located in Chapman Hall, Room 715-717, the Reading/Writing Lab provides students with a quiet place to study. Its services include:

- *Reading*—tutoring and work on study skills, comprehension, vocabulary, phonics and speed.
- *Writing*—tutoring in every phase of grammar, logic and rhetoric, and special help in coursework.

THE SUMMER BRIDGE PROGRAM

Middlesex provides a six-week Summer Bridge program for interested students whose placement scores indicate a need for basic skills review in reading, writing, and mathematics. Students will also review study strategies to ensure their success in college. For information, contact the Director of Academic Support Services and Minority Affairs, 860-343-5715.

STUDENT ACTIVITIES

The Student Activities Office (SAO) works with the Student Senate, campus clubs and organizations to provide a positive collegiate experience for students. Working with various campus groups, the SAO assists in the administration and planning of co-curricular activities designed to enhance the classroom experience and to provide opportunities for student leadership development. SAO staff assists in various activities including the programming of social, cultural and recreational events, which are organized according to student interest and involvement. Such activities have included discounted tickets to cultural events, dances, community service involvement such as blood drives, food and clothing drives and donations to local soup kitchens and hospitals, travel programs to New York, Boston and other locales, museum excursions, art shows, theater trips and many other special events.

Collegiate student clubs and organizations include SPECS (an Ophthalmic Design and Dispensing Club), Human Services Student Association, and Phi Theta Kappa (PTK) Honor Society. Club activity levels vary with student interest and new clubs may form as interest warrants.

STUDENT SENATE

The Senate, an annually elected assembly of 14 members who represent the entire student body, functions as an advocate for the interests of Middlesex students in its dealings with college faculty, staff and administration. Using funds collected through Student Activities Fees, the Student Senate provides financial support for campus clubs and organizations, as well as for on and off campus social programs. Members of the Senate serve on several committees at the college including the College Council committees, search committees for new staff members, and other ad-hoc committees. Located in Founders Hall, the Student Senate generally meets on a weekly basis. All interested students are encouraged to visit the office for more information or call 860-343-5748.



CAREER DEVELOPMENT & COUNSELING CENTER

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

CAREER COUNSELING/PERSONAL GUIDANCE

- Assistance in selecting a career or major
- Information on self-assessment and career alternatives
- Access to computerized interactive guidance systems
- Critique on resumes and cover letters
- Support in interviewing techniques and job strategy preparation
- Information on labor market trends
- Support for college adjustment issues

ACADEMIC ADVISING AND TRANSFER ASSISTANCE

- Assistance with course and program selection
- Information on transfer articulation agreements
- Support in identifying and selecting four-year colleges and universities
- Opportunities to meet with college and university representatives at the Annual Transfer Fair
- Access to the Career Library with holdings on other schools as well as career and scholarship information.

EMPLOYMENT

- Access to summer and full and part-time employment listings
- Information on internship opportunities

The Career Development & Counseling Center is located in Founders Hall, Room 121. Students are encouraged to stop by the office or call 860-343-5826 to schedule an appointment.

NON-CREDIT PROGRAMS

Through the courses, programs and services of its Continuing Education & Community Services Division, the college offers a wide variety of educational and learning opportunities designed to improve the quality of life for the citizens of its service area. In response to the changing educational needs of business technology, government and special populations, non-credit training and skill upgrading for workers and employers is also provided.

The concept of learning as a lifelong activity is a central focus of the mission/vision of Middlesex Community College. By sharing its resources and expertise, the college addresses the diverse educational and training needs of the community and its learning public through its broad variety of credit and non-credit courses, seminars, workshops, business programs, cultural activities and special events. Its Continuing Education Office promotes a broad range of non-credit courses and programs designed to provide personal enrichment, education, skill building and upgrading, as well as career and personal development.

Middlesex has also developed cooperative partnerships with numerous area organizations, agencies, businesses and industry. Because of these collaborations, the college is able, through consultations, workshops, seminars, and specialty programming, to assist in meeting the training and education needs of the community.

Non-credit courses enable students to pursue studies pertinent to their special interests, personal development, job skills upgrading and career development. Some courses are conducted for one or two sessions, while others are a full semester in length. Non-credit certificates are offered in Internet Web Design, MS Office XP, Certified Nurse Aide, Reiki, Pharmacy Technician, Veterinary Assistant, Practical Dental Assistant, Personal Trainer, AutoCAD, and more. Online course offerings are also available. While the majority of courses and classes are conducted on the Middletown campus, course offerings are also available at the Meriden Center and a shoreline location. For more information about courses, programs and services, call the Continuing Education Office at 860-343-5865.



CONFERENCES AND WORKSHOPS

The college also sponsors conferences and workshops on topics of interest to the general community and to local business and industry. Most successful have been a series of day-long computer workshops on new software applications. Programs are held on the main campus, at conference centers in the Middletown area, and also at Middlesex's Meriden Center.

WEEKEND COLLEGE

The Weekend College offers a wide array of credit courses on Saturdays which can fulfill the requirements for the General Studies A.S. degree program. These courses can also be used towards the requirements for other degree and certificate programs at Middlesex Community College.

SUMMER CREDIT PROGRAM

The Continuing Education office is also responsible for the Summer Credit Program which offers a wide array of credit courses both during the day and evening hours. Summer credit courses are offered in two consecutive summer sessions, a four week session (May-June) and a six-seven weeks session (June-August). The Summer Credit Schedule is available during the Spring semester. During the summer the College offers both credit and non-credit courses at its main campus and Meriden location. Summer Session extension fees apply to all credit courses.

INTERSESSION

Interession credit courses, offered in a three-consecutive-week session between the end of the fall semester and the beginning of the spring semester, are available at the Middletown campus. This intensive learning format is designed to permit a student to complete a three-credit course in three weeks.

OFF-CAMPUS CREDIT PROGRAMS

As a means of meeting the educational needs of the population in its service area, the College offers credit courses at its Meriden Center as well as at the Shoreline location. Credit courses may be applied toward degree programs of the college.



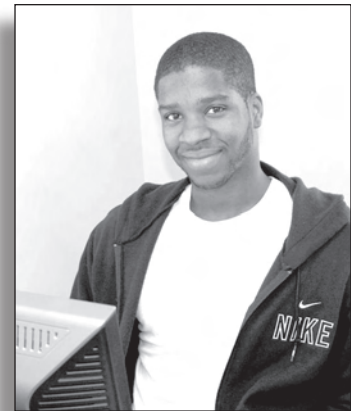
MIDDLESEX—MERIDEN CENTER

In January 2004, Middlesex Community College - Meriden Center relocated to its new downtown location at 55 West Main Street, Meriden. Continuing to serve the community at large, and as part of its continuing efforts to provide quality educational opportunities and programs to a diverse student and community population, the Meriden Center offers day, evening and weekend credit and non-credit courses, accelerated classes, business and industry training, and seminars. The state-of-the-art Internet Training Center provides additional instruction and non-credit certificate programs in web design, computer training and courses in Internet competency. For more information about programs in Meriden contact the Center at 203-238-6202.



MIDDLESEX—SHORELINE PROGRAM

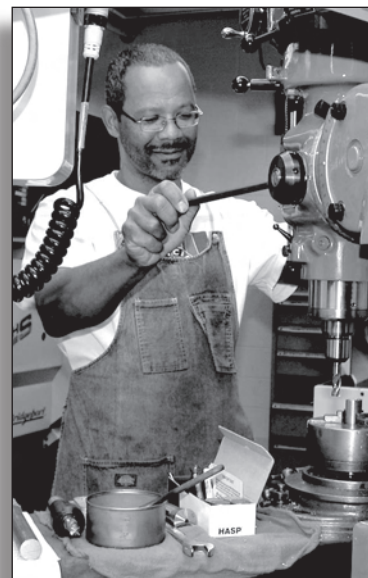
Credit and non-credit programs are also offered during the spring and fall sessions at our shoreline location in Old Saybrook. For more information on shoreline courses, contact the Continuing Education & Community Services Division Office, 860-343-5865.



CENTER FOR BUSINESS AND INDUSTRY SERVICES

The Middlesex Community College's Center for Business and Industry Services (CBIS) is part of the statewide Business and Industry Services Network (BISN), which provides client companies with a variety of services including custom-designed training, business consultation services, information-gathering and referral, as well as workshops and seminars for business and industry.

CBIS offers corporate and internet training, complete video/multimedia services for corporations, internet web design services, management skills for manufacturing, communication and developmental skills, technical training programs, customized total-quality techniques, and other customized training programs. Training is provided at the college's sites in Middletown and Meriden or at the client's on-site location. For information about CBIS and the Business & Industry Services Network, call 860-343-5710 or visit the website at: www.commnet.edu/bisn.



ONLINE DISTANCE LEARNING CLASSES



Middlesex Community College provides students living domestically and internationally with opportunities to learn in a supportive online learning environment. Our broad selection of general education requirements is taught fully online; interested students need not visit campus.

Because our classes are offered fully online, we assist each student with the admissions and registration processes. Helping students achieve their goals is important to us.

How Does It Work?

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

Benefits

- Sign on anywhere you have internet access.
- Sign on at a time that is convenient for you.
- 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 email 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. Is there anyone who can help me get started?

Yes. We have four options to help you log on and get familiar with our courses. You can attend an on-campus orientation. You can take our online orientation. You can visit our comprehensive website at www.mxcc.commnet.edu/distance. Or you can call us or stop by our offices for help getting started.

Do I need a computer?

Yes. You must have a computer with DSL or Cable internet connection. You should also have a back-up plan in case something happens with your home connection or computer.

How much time does it take?

You can estimate you will be online for the same amount of time you'd be in a classroom. Just like in an on-campus class, you must read text and articles, and prepare assignments, papers, projects, exams, etc.

How does it work?

You sign onto WebCT Vista, our online learning system. You have a syllabus that you'll follow and you'll submit all assignments, exams, and projects online. Many classes use online discussions to generate class participation.

Do online classes cover the same material as on-campus classes?

Yes, the same information is covered. Course descriptions can be found in the course catalog, or online at the College website: www.mxcc.commnet.edu

How can I learn more about online classes?

There are 3 convenient ways to find out more about online classes. You can visit our website at www.mxcc.commnet.edu/distance, call us at 860.343.5822, or stop by our offices in Chapman Hall, Rooms 632 and 633, for more information.

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.

Admission to specialized programs such as **Radiologic Technology** is selective and requires personal interviews, recommendations and/or a special academic background.

Admission to **Human Services** and **Ophthalmic Design and Dispensing** require meeting with the Coordinator of the program.

Admissions requirements, additional information and application instructions for the above programs may be obtained from the Admissions Office, 860-343-5719.



DEGREE SEEKING STUDENTS:

If you wish to apply as a degree-seeking student you must complete the following:

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. There is a college application in the back of this catalog.
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/Rubella Immunization Requirement," on page 20 for details and exemption information.
4. Take the College Basic Skills Assessment. Please see the section "Placement Testing-Basic Skills Assessment" on page 19 for details & exemption information.

NON-DEGREE SEEKING STUDENTS:

If you wish to attend the College, but do not wish to enroll in a degree program, please complete steps 1 and 2 noted above. Depending on your educational background, the courses you are interested in taking and/or their prerequisites, you may have to take the College Basic Skill Assessment. Please see the section "Placement Testing - Basic Skills Assessment," on the next page for details and exemption information. Application materials should be sent to:

**The Admissions Office
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457**

ADMISSION OF HIGH SCHOOL STUDENTS

Applicants currently attending high school are asked to submit their application materials through their Guidance Office. In addition to the college application, high school students should arrange to have an official copy of their transcript sent directly to the Admissions Office. Upon graduation, a copy of the high school diploma must be forwarded to the Admissions Office. You may apply as either a full- or part-time, degree or non-degree seeking student. Please refer to the appropriate degree category above for instructions.

HIGH SCHOOL PARTNERSHIP PROGRAM

Middlesex Community College has signed agreements with many area high schools which permit eligible high school juniors and seniors to enroll in general fund supported credit courses at no cost. In order to participate in the college's High School Partnership Program, students are expected to have at least a "B" average, be in the top 20 per cent of their class, and have the written recommendation of their principal or designated representative. Students must also submit an admissions application, an official high school transcript, and a High School Partnership application form. High School Partnership applicants are required to take the Basic Skills Assessment. For additional information on the High School Partnership Program, contact the Admissions Office, 860-343-5719.

TECH PREP EDUCATION

Middlesex Community College has articulation agreements with several secondary institutions. The Tech Prep Program enables high school students to enroll in articulated high school academic, business and technology courses for possible college credit, at no cost, upon successful completion of high school courses. Tech Prep students may earn up to fifteen college credits for their high school courses of study. For additional information about the Tech Prep Education Program call 860-343-5800, ext. 6720.

OTHER HIGH SCHOOL/HOME SCHOOLED STUDENTS

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

INTERVIEWS

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



Middlesex 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.

PLACEMENT TESTING — BASIC SKILLS ASSESSMENT

PURPOSE OF THE ASSESSMENT

Before a student enrolls in academic programs, the college requires a Basic Skills Assessment (BSA) in mathematics, reading and English and uses the Computerized Placement Test (CPT) developed by the College Board to provide information about a student's level of accomplishment in reading, English and mathematics. This assessment information is important to ensure a student's success in college, and, in conjunction with an academic advisor, will further assist in defining the appropriate level of course work for students.

WHO MUST TAKE THE ASSESSMENT

The college requires that all full-time and part-time students, and those enrolled in a degree or certificate program take the Assessment. In addition, all High School Partnership applicants, as well as home-schooled and high school students seeking early admission to the college, are required to take the Assessment. Exemptions to this requirement are:

- Students who already possess an Associate degree or higher;
- Students who have completed college level mathematics and English (transcripts required);
- Students enrolled in English as a Second Language (ESL) classes;

SAT SCORES

Math: Students who have taken the math portion of the SAT within the last two years and have achieved a score of 500 or more may receive a waiver from the Math Placement Test. Students will be placed into MAT*137 (Intermediate Algebra). Students who wish to be placed in a math higher than MAT*137 must take the Placement Test. Students who have scored below 500 must take the Test.

English: Students who have taken the verbal portions of the SAT within the past two years and have scored 500 or above may receive a waiver from the English Placement Test. These students will be placed into ENG*101. This direct placement also includes exemption from reading courses.



AP SCORES

AP: Students who score a 3 or higher on AB Calculus will be placed into Calculus II. Students who score 3 or higher on BC Calculus will be placed into Calculus III.

Students who believe they are exempt from the Basic Skills Assessment should contact the Admissions Office, 860-343-5719.

ADMINISTRATION OF THE TEST

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

When and Where the Test is Given: After applying to Middlesex, a student can make arrangements to take the Assessment through the College Learning Center, located in Chapman Hall. An appointment to take the Assessment is required; appointments can be arranged by calling 860-343-5770 in Middletown, or by calling the Meriden Center at 203-238-6202. Students with special needs can make arrangements through the Learning Specialist, 860-343-5879.

MEASLES/RUBELLA IMMUNIZATION REQUIREMENT

In order to minimize both the school and state-wide health impact of measles, the Connecticut Legislature passed SHB 7171 AAC Proof of Immunization Against Measles and Rubella for Certain Persons at Institutions of Higher Education. This bill became effective July 1, 1989. This law 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 and rubella, or laboratory evidence demonstrating said immunity. Students will not be permitted to register without proper State immunization documentation.

The only exemptions for students to this law are:

- Those for whom a doctor certifies it is not medically advisable.
- Those who provide a letter indicating that inoculation is contrary to their religious beliefs.
- Those students born prior to January 1, 1957.
- Students previously immunized who provide said documentation.
- Connecticut high school students who graduated in 1999 or later.



ADEQUATE IMMUNIZATION:

- A. *Measles*: Two doses of measles vaccine administered at least one month apart. The second dose must have been given after January 1, 1980.
- B. *Rubella (German Measles)*: One dose of rubella vaccine, administered after the student's first birthday.

A student's health and that of the campus community depend upon compliance with this legislation. For additional information, contact the Dean of Learning and Student Development, 860-343-5706.

TRANSFER STUDENTS

Students wishing to transfer from other institutions of higher education to Middlesex Community College 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 Middlesex. For transfer credit, a course must either correspond to one offered at the college or be pertinent to a specific program.

THE BOARD OF TRUSTEES POLICY ON TRANSFER IS:

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 trustees.
2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-minus" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least twenty-five percent of the minimum credit requirements for the degree or certificate through 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-specialty 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 days of active duty during any of the following U.S. conflicts: (e.g., World War II, Korean War, Vietnam War, Lebanon, Grenada, Operation Earnest Will, and Desert Storm). *Note: Training, National Guard, and Reserve time are excluded.*

Veterans are responsible for notifying the Records Office and the Veterans Office when any change of status occurs (add/drop courses, birth of child, etc.), as well as at the beginning of each academic year. All fees must be paid as they are due unless arrangements have been made in advance with the Director of Financial Aid.

READMISSION

Former Middlesex 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 the Records Office. If the student attended another

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

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 or suspension.

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" (not including C-minus) or above, including "P" (Pass).

The Fresh Start option can be used only once. The Fresh Start option does not apply to any completed degree or certificate.

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

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, 860-343-5719 for additional information.



FOREIGN STUDENTS

Prior to completing an I-20 (foreign student visa request form) for any student seeking admission to the College, it is required that the documents listed below be submitted to the Admissions Office. The application deadline for the fall term is July 1 and for the spring term, November 1. 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:

- Submit an application to the College and pay the \$20.00 (U.S.) application fee.
- Provide proof, in the form of official transcripts or diploma, of completion of secondary school (high school); these documents must be in English. Foreign students who have completed university level studies in their home country must have their academic records translated into English and evaluated to U.S. academic equivalencies if they wish to apply any of their previous work to their Middlesex degree program. Information regarding the evaluation of foreign credits is available through the Admissions Office.
- Foreign student applicants must take the Test of English as a Foreign Language (TOEFL) exam, unless the English language is the only official language of their home country. The results of the TOEFL must be submitted to the Admissions Office. 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.
- Upon arrival on campus, applicants must take the Basic Skills Assessment (BSA) in mathematics, reading and English which uses the Computerized Placement Test (CPT) developed by the College Board to provide information about a student's level of accomplishment in mathematics, reading and English. This assessment information is important to ensure a student's success in college, and, in conjunction with an academic advisor, will further assist in defining the appropriate level of course work for students.
- Applicants must provide the Admissions Office with an affidavit of support (DHS form I-134), and attach a bank statement and other relevant financial documents. The financial statement must be in English with currency values in U.S. dollar equivalencies.
- Connecticut State law requires that students show proof of immunization against measles, mumps and rubella; two doses are required with a least one dose being given after 1980.
- Because no housing is available on-campus, students must provide proof of their intended housing/living arrangement while attending Middlesex.
- Applicants must submit a copy of their passport.

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

STUDENTS WITH DISABILITIES

Middlesex 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). Middlesex 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.

Middlesex Community College 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 Learning and Student Development 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 Regional Student Program (RSP), one of the basic programs administered by the New England Board of Higher Education (NEBHE), was established in 1957. Because of RSP, residents of New England may attend an out-of-state public college or university within New England for certain degree programs that are not available in their home-state public institutions and pay either in-state tuition or 50 percent above that amount.

The following two-year institutions charge RSP students in-state tuition:

Massachusetts Community Colleges (except Northern Essex)
Community College of Rhode Island

The following institutions charge RSP students in-state tuition plus 50 percent:

Connecticut Community Colleges,
Maine Vocational–Technical Colleges,
Northern Essex Community College (MA),
New Hampshire Technical Institute,
New Hampshire Vocational Technical Colleges,
Community College of Vermont, and
Vermont Technical College.

DIRECTORY INFORMATION

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with 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 access by military recruiters to the following information with respect to students who are 17 years of age or older and enrolled at the covered institution:

- ♦ Student names, addresses and telephone listings; and
- ♦ If known, student ages, levels of education and majors.

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 Trustees 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, Middlesex Community College has also designated the following as directory information:

- ♦ Telephone listings, and,
- ♦ If known, age, level of education and major.

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 Trustees 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 Trustees.

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, Founders Hall, room 152. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

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

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.

SCHEDULE OF TUITION AND FEES

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

TUITION

AMOUNT

1. Full-time Student—per semester⁽¹⁾
 - a) Connecticut Resident⁽¹⁾ \$1492.00
 - b) Out-of-State Resident⁽¹⁾ \$4456.00
 - c) NEBHE–RSP students pay 50% surcharge
in addition to in-state rates \$2233.00
 - d) On-line/Distance Learning Students (in-state rate) \$1492.00
 - e) On-line/Distance Learning Students (out-of-state rate) \$4456.00
 - f) Excess Credits tuition charge (over 17 credits) \$ 100.00
2. Part-time Student—per semester hour:
 - a) Connecticut Resident⁽¹⁾ \$ 110.00/semester hour
 - b) Out-of-State Resident⁽¹⁾ \$ 330.00/semester hour
 - c) NEBHE–RSP students pay 50% surcharge
in addition to in-state rates \$ 165.00/semester hour
 - d) On-line/Distance Learning Students (in-state rate) \$ 110.00/sem. hour + fees
 - e) On-line/Distance Learning Students (out-of-state rate) \$ 330.00/sem. hour + fees

GENERAL FEES ⁽²⁾ ⁽⁵⁾

AMOUNT

College Service Fees

1. Full-time Student—per semester:
 - a) Connecticut Resident \$ 162.00
 - b) Out-of-State Resident \$ 486.00
2. Part-time Student—per semester:
 - Connecticut Resident
 - a) (1 to 4 credits) \$54.00 to \$ 66.00
 - b) (5 to 11 credits) \$78.00 to \$150.00
 - Out-of-State Resident
(1 to 11 credits) \$162.00 to \$450.00

Student Activity Fee

1. Full-time Student—per semester \$ 10.00
2. Part-time Student—per semester \$ 5.00

Excess Credits Tuition Charge⁽³⁾ \$ 100.00

Students who register for MORE THAN 17 credits in any semester
will be charged an additional flat amount of \$100 tuition.

CREDIT EXTENSION FEES

AMOUNT

Summer Session and Intersession \$ 125.00/semester hour

NON-CREDIT EXTENSION FEE

Fees are set on a per course basis dependent upon course offered.

USAGE FEES

AMOUNT

1. Laboratory Course Fee \$ 66.00/lab registration
2. Studio Course Fee \$ 72.00/studio registration
3. Clinical Program Fee - Level 1 \$227.00/semester
4. Clinical Program Fee - Level 2 \$163.00/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. Graduation Fee	\$ 42.00
5. Academic Evaluation Fee	\$ 15.00
6. Portfolio Assessment Fee	\$ 50.00
7. Installment Plan Fee	\$ 25.00
7.a. Late Payment Fee - Installment Plan	\$ 15.00
8. Returned Check Fee	\$ 25.00
9. Transcript	\$ 3.00

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: Persian 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.

GENERAL CONDITIONS

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

- Application fee
- Program enrollment fee
- Late registration fee
- Replacement of lost I.D. card
- Graduation fee (payable in semester in which student expects to graduate)
- Academic evaluation fee
- 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.

1. 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).
2. 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.
3. No refund will be made after the first class meeting of the course except as stated in number 5.
4. If a class is cancelled, a full refund of tuition and related fees will be made.
5. 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.



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 POLICIES

Financial aid is monetary assistance provided to undergraduate students who seek higher education. The costs of education beyond high school are expected to be paid by the student and/or the student's family. However, when the cost is greater than the student or family's ability to pay, financial assistance is available. Most assistance programs are administered on the basis of "need," which is defined as the difference between the cost of attending a particular college and the family's ability to pay that cost. Such cost includes tuition and fees, books and supplies, transportation, personal expenses and living expenses. The student's or the family's ability to pay is calculated through a needs-analysis system approved by the United States Department of Education, Office of Financial Aid Services.

In an effort to help students meet particular educational goals, the Financial Aid Office incorporates various types of financial aid into a "Financial Aid Package" for each student. Depending on the student's "need" financial aid grants will be awarded to cover the costs of tuition, fees and books for the Fall and Spring semesters only. In some cases, students may receive a Financial Aid Refund to defray a portion of the additional educational expenses, such as transportation. Student borrowing is discouraged at the community college level.

POLICY OF DETERMINATION AND TREATMENT OF STUDENT FINANCIAL AWARDS

If qualified, Middlesex students can receive financial assistance for direct educational costs such as tuition, fees, books and supplies. Student status will be measured as follows:

- 3–5 creditsless than half-time
- 6–8 credits1/2-time
- 9–11 credits3/4-time
- 12 credits and abovefull-time

The cost of attending Middlesex Community College will vary depending on a number of factors, such as how many courses the student is taking and whether the student has dependent or independent status.

ELIGIBILITY FOR FINANCIAL ASSISTANCE

Common to all federal funding, to be eligible for financial assistance at Middlesex, a student must:

- be a United States citizen or an eligible non-citizen
- have financial need as assessed by an eligible needs analysis system
- be enrolled as a matriculated student at Middlesex Community College
- be working towards a degree or certificate
- maintain satisfactory academic progress
- not be in default on any federal educational loan or owe a repayment on any federal grant at any institution
- certify registration for Military Selective Services (if applicable), and
- have completed high school or have earned the GED.



Note: All financial aid recipients will have their attendance monitored.

DEADLINES

- ♦ All aid is based on the availability of funds and awarded on a first-come-first-served basis. Institutional deadlines apply for all forms of state and institutional financial assistance.
- ♦ Fall Semester – June 1
- ♦ Spring Semester – December 1

FINANCIAL AID – SUMMER SESSION

- ♦ The student must complete a Middlesex Community College summer application..
- ♦ The student must have unmet need, as determined by federal needs-analysis (FAFSA).
- ♦ Limited funds are available, but every effort will be made to cover the cost of tuition. Students may be financially responsible for the costs of books and supplies during this session.
- ♦ Student Pell Grant eligibility will be determined first.
- ♦ Satisfactory academic progress requirements are identical to semester requirements.
- ♦ The student must be enrolled for a minimum of three semester hours to be eligible for assistance.

For further information, please email Financial Aid Services at: MX-FinaidHelp@mxcc.commnet.edu

CONNECTICUT'S
COMMUNITY COLLEGES
OFFER ACCESSIBLE,
AFFORDABLE, AND STUDENT-
CENTERED EDUCATION THAT
CAN HELP YOU TO SUCCEED
IN THE INFORMATION AGE.
WHATEVER CAREER PATH
YOU CHOOSE, YOUR EARNING
POTENTIAL SOARS WITH
HIGHER EDUCATION.



HOW TO APPLY FOR FINANCIAL AID

FINANCIAL AID ONLINE. HOW TO APPLY? IT'S AS EASY AS 1 - 2 - 3 - 4 - 5 !

STEP 1: GETTING AN EMAIL ADDRESS

The Office of Financial Aid Services at MxCC will use email to keep you informed. If you don't have an email account, you can get one for free at www.juno.com, www.hotmail.com, www.worldnet.com, www.yahoo.com and other providers. You will need to provide your email address to both the U.S. Department of Education and Middlesex Community College. The U.S. Department of Education and MxCC will communicate with you about your financial aid process by sending information to your email address.

STEP 2: APPLYING FOR A PIN (PERSONAL IDENTIFICATION NUMBER)

If you don't already have a federal student aid PIN, go to www.pin.ed.gov. The PIN will allow you to sign your federal student aid application online, saving you several weeks in processing time. If you have to include parents' information when you complete your federal aid application, your parents will also need to request a federal student aid PIN. If you are not sure whether or not you have a PIN already, you can go to the same website to check. Now that you have an email address, the Department of Education will email you directions on how to obtain your PIN from a secure website. Allow 5 days to secure your PIN from them. Your PIN serves as your password to access private information on the U.S. Department of Education's website.

STEP 3: FAFSA ON THE WEB

Go to www.fafsa.ed.gov and complete the federal student aid application online. This site has a useful "pre-application worksheet" you may want to print out first. You will need the Middlesex school code 008038.

- Your driver's license (if any)
- Your W-2 forms and other records of earnings
- Your (and your spouse's, if you are married) Federal Income Tax Return - IRS Form 1040, 1040A, 1040EZ, 1040Telefile, foreign tax return, or tax return for Puerto Rico, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia
- Your parents' Federal Income Tax Return (if you are a dependent student)
- Your parents' social security number(s)
- Your untaxed income records - Social Security, Temporary Assistance to Needy Families, welfare, or veterans benefits records
- Current bank statements and records of stocks, bonds and other investments
- Your alien registration card (if you are not a U.S. citizen)

STEP 4: USING myCommNet

Now that you've applied for financial aid from the U.S. Department of Education and Middlesex Community College, you can track your financial aid application and award information on the Internet by using myCommNet (my.commmnet.edu).

To use this system, you need to know your NetID and its password (this password is different from your U.S. Department of Education PIN mentioned earlier). When you applied for admission to Middlesex Community College, you were given these numbers. Your NetID is BannerID@student.commmnet.edu (for example: 12345678@student.commmnet.edu). Your Banner ID is your 8-digit student number and can be found on your course schedule. Your initial password is a combination of your first 3 letters of birth month (capitalize the first letter) and last four digit of your social security number (for example: Apr&8695). You will be asked to change your password when you first login. If you do not know your Banner ID, you must contact the Records Office at MxCC to get this information.

In addition to being able to track your financial aid application online, you will be able to download any documents you may need to complete your application requirements. You can then print out these documents and either mail or drop them off at the Financial Aid Office. To inform you of your application status, we will periodically email you and direct you to visit myCommNet to check your list of missing documents. You should make sure you log into myCommNet weekly to stay current with your financial aid information and news.

STEP 5: YOUR FINANCIAL AID AWARD

When we complete our review of your financial aid application, we will notify you at your email address and direct you to myCommNet. You will be able to view your Financial Aid Award over the Internet.

Once your financial aid award has been issued, it can be reviewed online. Your use of myCommNet allows you 24 hours/day, 7 days/week access to the Office of Financial Aid Services of Middlesex Community College.

IMPORTANT To apply for aid, you'll first need an email address and access to the Internet. (You do not have to own a personal computer to file your FAFSA on the web.) You can use computers to get on the Internet at many public libraries (including the MxCC library), high schools, adult education centers, community centers, as well as the MxCC computer labs in Rooms 305. Middlesex cannot process your financial aid application until you are accepted in a degree or eligible certificate program. If you're a new student, apply for admission immediately at <http://www.mxcc.commmnet.edu> or call 860-343-5719.

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 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% 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 Middlesex Community College 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.

• Childcare Assistance:

This is available to eligible Middlesex students who have their children enrolled at the Middlesex Child Care & Preschool Center. For the current academic year, the student must be enrolled at least half-time (6 credits) during the fall or spring semester, to be considered for assistance. Students enrolled for 12 semester hours or more will receive 8 sessions per week; 9 to 11 semester hours, will receive 6 sessions per week, and 6 to 8 semester hours, will receive 4 session per week. There are no exceptions. If the student wishes to enroll their child in more sessions than financial aid will cover, they are responsible for paying any outstanding debts. To apply, the student must complete Financial Aid Application for Day Care Assistance each fall and spring semester, for which they wish to apply. Applications are available at the MxCC Day Care Office for the semester. You may contact HpHelps@mxcc.commnet.edu for more information. Financial assistance is available only when classes are in session and is not provided during the winter or summer sessions. Financial Aid for Day Care Assistance is not in addition to their financial aid award. Additional financial aid will be awarded to pay for the costs only. Students receiving Day Care Assistance should not expect to receive a financial aid refund check. Students who withdraw from classes and who choose to have their child(ren) continue to attend Day Care sessions will be responsible for expenses incurred as a result. Financial aid and Day Care assistance is based upon the student’s attendance of classes.



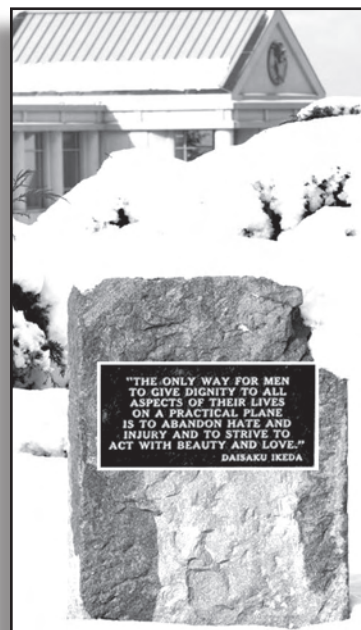
LOANS

All loans issued or certified by the college **must be repaid**. Terms and interest rates vary significantly among the different programs. Middlesex Community College 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 Site, or through the Community Service Program (off-campus).

FINANCIAL AID RESOURCES:

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



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%) 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% 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 policies found on page 21.

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% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the College must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

REINSTATEMENT POLICY

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

APPEAL PROCESS

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 and/or 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 Trustees 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% 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% point in the semester will have earned 100% 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% 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 Learning and Student Development is authorized to modify the tuition refund policy for specific students on a case-by-case basis under the following extenuating or extraordinary circumstances: severe illness documented by a doctor's certificate; erroneous advisement by the college; and military transfer. Exceptions, which are not normally considered, include change in job, mild illness, poor decision, or a 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 Middlesex Community College, 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

All Middlesex Community College students receive information concerning scholarships awarded by the College. Interested and eligible students may obtain a scholarship application form through the Dean of Learning and Student Development Office.

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

Middlesex Community College, an equal educational opportunity institution, is accredited by The New England Association of Schools and Colleges and the State of Connecticut Board of Governors for Higher Education.



HOPE SCHOLARSHIP

The HOPE Scholarship, included in the federal Tax Relief Act of 1997, and one of a series of measures aimed at making a college education universally affordable, will give many more students the financial means to start on their college education, go back to school and choose a new career or upgrade their skills.

1. HOPE is technically not a "scholarship." It is a tax credit available to eligible students (or their parents) during the first two years of post-secondary education. The HOPE legislation allows eligible Middlesex Community College students to receive tax credits for their college education.
2. This non-refundable tax credit covers 100 per cent of the first \$1,000 of tuition and fees and 50 per cent of the second \$1,000 during the qualified period. The HOPE credit is available only for tuition and fees required for the enrollment or attendance of an eligible student at an eligible institution. It can be claimed in two taxable years, but not beyond the year when the student completes the first two years of college.
3. The HOPE tax credit applies for education expenses (as indicated above) paid after December 31, 1997, and for education provided in academic periods beginning after that date.
4. The amount of tuition and fees covered by the HOPE tax credit is, however, reduced by other grants, scholarships and financial aid received. This includes scholarship funds excluded from an individual's gross income, as well as federal grant aid such as Pell Grants.
5. Eligible students (or their parents) can claim this tax credit when filing federal tax forms each April.
6. To be eligible to file for the HOPE credit, an individual must meet all of the following criteria:
 - A student must be enrolled in a degree, certificate, or other program leading to a recognized education credential (i.e., associate degree, certificate program, etc.)
 - The student must be enrolled at least half-time (a minimum of six credits). Students attending less than half-time are not eligible for the HOPE tax credit, but may be eligible for the lifetime learning credit.
 - The student must have an adjusted gross income that is less than \$50,000 (single filers) or \$100,000 (joint filers).
 - Any student convicted of a felony for the possession or distribution of a controlled substance is not eligible for the HOPE Scholarship.

For further information concerning the HOPE Scholarship and the Lifetime Learning Credit, contact the Financial Aid Office, 860-343-5741.

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.

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	C	=	2.0
	A-	=	3.7	C-	=	1.7
	B+	=	3.3	D+	=	1.3
	B	=	3.0	D	=	1.0
	B-	=	2.7	D-	=	0.7
	C+	=	2.3	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

BEFORE THE FIFTH WEEK OF CLASSES (as published in the catalog) AND AFTER THE REFUND DATE:

A student who wishes to withdraw from any course must obtain a withdrawal form from the Records Office, fill in and sign the form, obtain the signature of the course instructor, and return the completed form to the Records Office. Grades for courses from which a student withdraws during this time period will be recorded as "W" at the end of the semester.

AFTER THE FIFTH WEEK OF CLASSES:

A student who wishes to withdraw from any course must obtain a withdrawal form from the Records Office, fill in and sign the form, obtain the signature of the course instructor, and return the completed form to the Records Office. Grades for courses from which a student withdraws during this time period will be recorded as either "W" or "F", in accordance with said instructor's grading policies.

COMPLETE WITHDRAWAL FROM THE COLLEGE

BEFORE THE FIFTH WEEK OF CLASSES (AS PUBLISHED IN THE CATALOG) AND AFTER THE REFUND DATE:

A student who wishes to completely withdraw from Middlesex 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. Grades for all courses will be recorded as "W" at the end of the semester.

AFTER THE FIFTH WEEK OF CLASSES:

A student who wishes to completely withdraw from Middlesex must obtain a withdrawal form from the Records Office, fill in and sign the form, obtain the signatures of course instructors, and return the completed form to the Records Office. Grades for courses from which a student withdraws during this time period will be recorded as either "W" or "F", in accordance with said instructor's grading policies.

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 judgement 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 tenth week of the next standard semester), and a statement that the Incomplete will change to a specified letter grade if the work is not completed by the due date. An Incomplete will convert to an "F" grade if no make-up grade has been specified.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete 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, only courses for which there are adequate classroom and laboratory facilities may be audited, and, in the case of full-time students, advisor consent must be obtained. 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.

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. There is a \$3.00 fee for each official transcript.

PROBATION & DISMISSAL

Satisfactory completion of fifty percent of the courses attempted will be the minimum standard for good standing.

Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.

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.

ATTENDANCE

Students are permitted 50 minutes of absence per term for each credit of a course without penalty of any kind. For a course meeting twice a week, two absences are allowed; for a course meeting once a week, one absence is allowed. Absences are meant to assist students through illnesses and accidents; they are not meant to function as free days. The consequences of exceeding these limits are determined by instructors as part of their individual policies. These policies are distributed in all classes at the beginning of each term.

If an instructor is late for class, students are required to wait at least ten minutes before leaving. However, if the instructor has indicated in advance that he or she will be late, students are required to wait until the instructor arrives.

PLAGIARISM & ACADEMIC HONESTY STATEMENT

Both plagiarism and cheating are grounds for a student's immediate dismissal from the college. At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' 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 Trustees' 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 Learning and Student Development.

DEAN'S LIST

Full-time students and part-time students enrolled in three credits or more are eligible for semester honors or Dean's List. To achieve Dean's List, a student must have a grade point average of 3.4, have no "W", and have no Incompletes. In the case of Incompletes, once a grade is assigned upon completion of the coursework (see Incomplete Grade Policy) and a new grade point average calculated, any honors for which a student is eligible may be entered on the student's record retroactively.

GRADUATION

Students should indicate their intention to graduate by filling out the appropriate form in the Records Office no later than April 15 of the academic year in which they intend to graduate.

A student must earn a minimum of 15 semester hours at Middlesex to be eligible for graduation. Further, students entering under this and subsequent catalogs must meet the "L" course and "D" course requirements in order to graduate. (Please see page 58 for additional information on "L" and "D" courses.) Transfer students entering with 30 or more credits are exempt from "L" and "D" course requirements; however, those entering with less than 30 credits are obliged to take one "L" course and one "D" course in order to graduate from Middlesex.

Students may graduate when they have successfully completed an entire curriculum pattern, including the total credits for the pattern, and have earned a cumulative G.P.A. of 2.0 or better. All

financial obligations to the college must have been satisfied.



SECOND DEGREE

Students who already hold academic degrees may earn second degrees in a different curriculum at a community college. Such students are treated 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 Middlesex Community College will be required to: (1) complete a minimum of 15 credits (25 percent of the minimum requirements for the second degree) beyond the number required for the initial degree, (2) fulfill all second degree requirements, and (3) pay a second graduation fee of if degrees are not received simultaneously.

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. On July 23, 2001, the Board of Trustees, 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):

A 3.4 grade point average for the semester
(Part-time students enrolled in three credits or more are eligible for semester honors.)

Please note: An official withdrawal or incomplete grade for any class during the semester will make the student ineligible for semester honors. However, once a grade is assigned upon completion of the coursework in accord with the specific guidelines described below, and a new grade point average calculated, any honors for which the student is eligible may be entered on the student's academic record retroactively.*

Please note: An incomplete grade* for any class during the semester will make the student ineligible for honors at graduation. However, upon completion of the coursework, if the student has earned the required grade point average, the appropriate level of recognition will be noted on the student's official transcript.

* An incomplete (I) is a temporary grade assigned by a faculty member at the end of a semester when the student has agreed to complete missing coursework or assignments. Extenuating circumstances such as illness are required for such a postponement of a final grade, and the Board requires an official report form and a standard timeframe for a student to complete the work (the 10th week of the next regular semester) and for the faculty member to convert the incomplete to a letter grade (the end of that next regular semester).

Once a letter grade has been assigned by the faculty member, the Board's policy allows the student to receive any honors (semester or graduation) for which the new grade point average, including the revised grade, makes the student eligible.

GRADUATION HONORS, DESIGNATED IN LATIN OR ENGLISH:

3.9 to 4.0 grade point average -

Summa Cum Laude or Highest Honors

3.7 to 3.89 grade point average -

Magna Cum Laude or High Honors

3.4 to 3.69 grade point average -

Cum Laude or 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.

MIDDLESEX COMMUNITY COLLEGE FOUNDATION BUSINESS OFFICE TECHNOLOGY PRIZE*

Awarded to an outstanding student in a Business Office Technology program who has demonstrated academic achievement and potential for success in the business world.

JESSE J. SALAFIA PRIZE

Established by Mr. Jesse J. Salafia, a member of the original College Advisory Council, 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 the College, and his wife Jeanette. Awarded for exemplary competence and high potential in business.

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

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

BOARD OF TRUSTEES MEDALLION FOR ACADEMIC EXCELLENCE

The Board of Trustees 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 the community college awarding the degree.

SECTION 1: RIGHTS OF STUDENTS

It is the policy of the Board of Trustees 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

1. **DEFINITION:** 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).

2. **HOW TO FILE A GRIEVANCE:** A grievance is to be submitted in writing to the Dean of Learning and Student Development or other such college official as the president may designate, within thirty 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 and state briefly the underlying facts.

3. **PROCEDURES FOR GRIEVANCE RESOLUTION:** The Dean of Learning and Student Development shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:

- a. In the course of each investigation, the Dean of Learning and Student Development shall consult with the dean responsible for the area of college operations in which the grievance arose.
- b. 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 Learning and Student Development shall consult with the College's affirmative action officer during the course of the investigation.
- c. 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.

4. **ADVISORY COMMITTEE:** The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations 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 the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Learning and Student Development by filing a written appeal. The appeal must be filed with the Dean of Learning and Student Development 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 division chair) for informal consideration prior to Step 3 below.
3. The Dean of Learning and Student Development or other official(s) designated by the Dean of Learning and Student Development shall afford review as provided below.

The Dean of Learning and Student Development 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.



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.

Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. 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:
 - a. cheating on an examination,
 - b. collaborating with others in work to be presented, contrary to the stated rules of the course,

- c. plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own,
 - d. stealing or having unauthorized access to examination or course materials,
 - e. falsifying records or laboratory or other data,
 - f. submitting, if contrary to the rules of a course, work previously presented in another course, and
 - g. 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:
 - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
 - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
 - c. 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. Conduct oneself in a civil and respectful manner, both within and outside the College.

Students may be sanctioned for behavior that is not in accordance with the above-stated 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:

1. "Expulsion" is a permanent separation from the College that involves denial of all student privileges, including entrance to College premises;

2. "Suspension" is a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. "Removal of College privileges" involves restrictions on student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program;
4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A "Warning" is 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;
6. "Community restitution" requires a student to perform a number of hours of service on the campus or in the community at large.

SECTION 5: 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.
 - a. "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.
 - b. "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. a concise statement of the alleged facts;
 - b. the provision(s) of Section 3 that appear to have been violated;
 - c. the maximum permissible sanction; and
 - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.
6. If the student requests a hearing, he/she is entitled to the following:
 - a. 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;
 - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
 - c. to appear in person and to have a nonlawyer 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;
 - d. to hear and to question the information presented;
 - e. to present information, to present witnesses and to make a statement in his or her behalf; and
 - f. 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 that:
 - a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
 - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
 - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

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:

- a. 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.); and
- b. 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 Chancellor shall deem appropriate, the Chancellor 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-

POLICY ON STUDENT CONDUCT

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 tommy 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 can not 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.

PURPOSE

The purpose of the Transfer Appeals Committee is to:

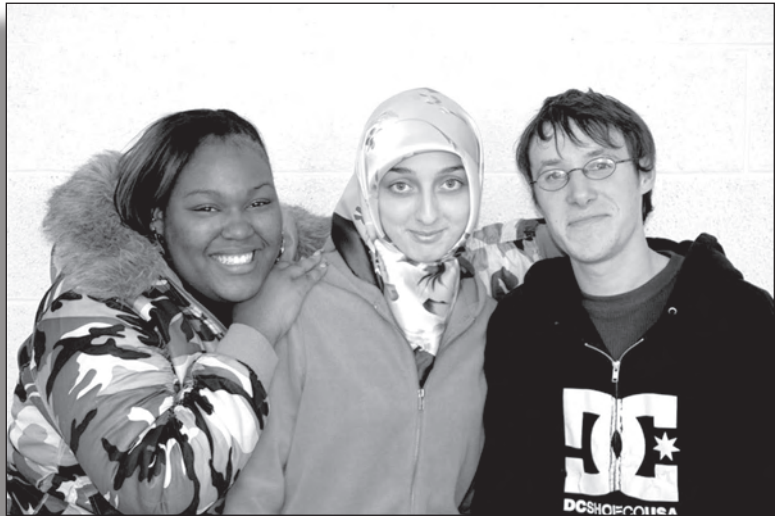
- 1) Provide a review means for a student, transferring from one community college to another within the Connecticut system of community colleges, who believes the receiving college has not allowed adequate credit for a course or courses, and
- 2) Provide an established procedure which shall ensure the fulfillment of Board of Trustees policy regarding transfer of credit.

MEMBERSHIP

The Transfer Appeals Committee will consist of the following: (a) Chairperson: The Academic Officer of the Community College system, (b) Members: Two 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 noncollegiate 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:

- 1) credit by examination;
- 2) credit for programs by noncollegiate organizations;
- 3) credits for life experience in lieu of:
 - a) field work requirements; or
 - b) 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:

- a. 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.
- b. 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 Learning and Student Development.

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 Learning and Student Development.

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 Learning and Student Development, a student may take a challenge examination in subject areas offered at Middlesex 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 Trustees, 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 ST122: 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 Middlesex Community College.

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% of the credits required for a degree can be satisfied with credits awarded for prior experiential learning. For additional information contact the Dean of Learning & Student Development Office at (860)343-5866.

CREDIT FOR PROGRAMS OR COURSES OFFERED BY NONCOLLEGIATE ORGANIZATIONS

1. MILITARY SERVICE SCHOOL COURSES AND MILITARY OCCUPATIONAL SPECIALTIES

Middlesex Community College 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 NONCOLLEGIATE COURSES

Middlesex Community College grants credit for courses listed in "The National Guide to Credit Recommendations for Noncollegiate 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 Noncollegiate-Sponsored Instruction by teams of faculty experts.

3. CREDIT RECOMMENDED BY A GUIDE TO EDUCATIONAL PROGRAMS IN NONCOLLEGIATE ORGANIZATIONS

Middlesex Community College grants credit for courses listed in "A Guide to Educational Programs in Noncollegiate Organizations" published by the University of the State of New York Office on Noncollegiate Sponsored Instruction. (The Program on Noncollegiate 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 noncollegiate organizations and to make appropriate credit recommendations. The 1977 edition of the Guide reports on 761 courses conducted by 67 organizations.)

Non-Discrimination and Affirmative Action Policy

Middlesex Community College does not discriminate, in its educational and employment practices, on the basis of race, color, national or ethnic origin, ancestry, religious creed, age, sex, marital status, sexual orientation, physical disability including but not limited to blindness, learning disability, past or present history of mental disability, genetic information or prior conviction of crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the CT General Statutes are controlling, or there is a bonafide occupational qualification excluding persons in one of the above protected groups. 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. 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 Learning and Student Development, who serves as the Section 504 Coordinator, in Founders Hall, Room 107, or call 860-343-5706.
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 21 Grand Street, Hartford, Connecticut 06106, or,
7. Contact the Boston office of the United States Equal Employment Opportunities Commission, 1 Congress Street, Boston, MA 02114.

People with Disabilities: Policy Statement

The Board of Trustees 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 Trustees.

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, it also means taking care not to erect new barriers along the way.

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 Trustees 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.

1. How to file a grievance: A grievance must be submitted to the ADA coordinator (or such other college official as the president may designate) within thirty days of the date of the alleged violation describing the discriminatory action and state briefly the underlying facts.
2. Procedure for grievance resolution: The ADA coordinator shall investigate the grievance in consultation with the college's affirmative action officer and, within thirty days from the time the grievance was submitted, recommend to the president a disposition of the grievance. The president shall notify the grievant of the final disposition within fifteen 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 antidiscrimination 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.

Middlesex Community College 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:

1. Every student should be treated with dignity and assured security and equality in the pursuit of higher learning.
2. 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.
3. The promotion of pluralism within higher education is a responsibility of both individuals and the higher education community.
4. Colleges and universities have a duty to foster tolerance and encourage diversity—elements central to the mission of higher education.
5. 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 10a, Section 10a-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, SMOKING, AND NARCOTICS

Gambling in any form on school premises is prohibited. Any student found gambling will be subject to dismissal. Smoking is also not permitted in any building. Any student found possessing or consuming narcotics on campus will be subject to both dismissal from the College and to civil prosecution.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

Middlesex Community College 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 prohibited on college property. (Policy Manual, Board of Trustees of Regional Community Colleges, Section 4.23 and CT General Statutes Section 53-206).¹

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes)¹ 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 Learning and Student Development.

¹ Sec. 53-206: "slung [sic] shot, air rifle, BB gun, black jack, sand bag, 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 section 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 Middlesex Community College 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, Administration and Planning. 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. Middlesex Community College is required by law to inform students that sex offender registry information is available at CDPS offices throughout the State, at local police departments and at state police troops with jurisdiction over your region. It is also available online at [http://www.sor.state.ct.us/pls/sor/wsor\\$offender.startup?Z_CHK=0](http://www.sor.state.ct.us/pls/sor/wsor$offender.startup?Z_CHK=0).

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:

1. Always lock vehicles when leaving them unattended.
2. Do not leave valuable items in vehicles in plain view. Lock them in the trunk.
3. When walking to a vehicle, walk with others – use the "Buddy System."
4. 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.
5. Do not leave belongings unattended.
6. Do not give personal information to strangers.
7. If a crime is committed, report it to the College at once.

D. REPORTING CRIMES OR EMERGENCIES:

All crimes and emergencies should be reported to the Maintenance Supervisor (Founders Hall Room 148, (860-343-5864) prior to 4:00 p.m., Monday through Friday. After 4:00 p.m., the Dean of Finance and Administration's Office should be contacted (Founders Hall Room 106, (860-343-5704). After 4:30 p.m., contact the security guard at 860-343-5800 ext. 6811.

To reach police, fire or medical assistance in an emergency, dial 9-911 from college telephones.

CURRICULA

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, Communications, English, Languages, Philosophy
FINE ARTS	Art, Music, Theatre
MATHEMATICS	Mathematics
SOCIAL SCIENCE	Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science, Sociology
SCIENCE	Biology, Chemistry, Environmental Science, Physical Science, Physics

*Please note: ENG*101 Composition does not satisfy the Humanities or Liberal Arts requirement.
COM*101 does not satisfy the Humanities requirement but does satisfy the Liberal Arts requirement.
MAT*095 does not satisfy the Mathematics requirement.*

§ The following Communications courses do not satisfy the Humanities or Liberal Arts requirements.

+ COM*104	+ COM*177	+ COM*283	+ COM*294
+ COM*131	+ COM*228	+ COM*284	+ COM*295
+ COM*142	+ COM*231	+ COM*287	+ COM*296
+ COM*153	+ COM*264	+ COM*293	

“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. “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 Middlesex 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.

ADVISING

Advisors should be consulted 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 Learning and Student Development, 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 Learning and Student Development.

ASSOCIATE DEGREES

The degrees of Associate in Arts (A.A.) and Associate in Science (A.S.) are awarded by the Board of Trustees 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, 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.

TRANSFER PROGRAMS

With proper planning, Middlesex 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 early in their academic career to ensure proper course selection.

Students planning to transfer can examine a collection of college catalogs or utilize transfer software in the Career Development & Counseling Center. Students can also take advantage of the Transfer Fair sponsored by the Career Development and Counseling Center held each fall, as well as individual transfer visits from college representatives.

Middlesex has a number of specific 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 on a program basis. Information about course selection and program planning for transfer to these colleges is available in the Career Development and Counseling Center.

TRANSFER OPPORTUNITIES: UNIVERSITY OF CONNECTICUT

The Connecticut Community Colleges and the University of Connecticut have entered into a Transfer Agreement in order to facilitate transfer between the two systems. It is important for students to consult with a counselor or an academic advisor when choosing courses in order to ensure transfer of all credits.

GUARANTEED ADMISSION PROGRAM

The Guaranteed Admission Program (GAP) is an agreement between the Connecticut Community Colleges and the University of Connecticut that guarantees admission to the University of Connecticut's College of Liberal Arts & Sciences. Students must have earned no more than 15 credits at Middlesex and be enrolled in our Liberal Arts & Science degree program to be eligible to enroll in the GAP program. GAP students must maintain a 3.0 minimum cumulative grade point average and complete their associate's degree in Liberal Art & Science to qualify under the terms of the agreement. The associate's degree must be completed within five years of enrollment in the GAP program. To find out more about GAP, or to sign up for the program, see Gail Russell in the Career Development and Counseling Center, Founders Hall, Room 121, 860-343-5826.

BUSINESS & TECHNOLOGY TRANSFER PATHWAY PROGRAM

The University of Connecticut and Middlesex Community College have established a transfer pathway program for students who wish to pursue the Business & Technology (BSBT) baccalaureate degree at UConn. Automatic admission to the BSBT major is guaranteed for MxCC students who complete their Associate's Degree while meeting specific grade and course requirements. Students interested in this program should contact MxCC's Business Division or the Career Development & Counseling Center 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 to choose appropriate transfer courses.

TRANSFER OPPORTUNITY: CONNECTICUT STATE UNIVERSITY SYSTEM

The Community Colleges of Connecticut and the Connecticut State University System have established a transfer agreement in order to facilitate successful transfer between the two systems. Students who plan to transfer should consult with a counselor in the Career Development and Counseling Center (Founders Hall, Room 121) or an academic advisor early in their academic career to make the best possible transition to the Connecticut State University System. Specific information regarding articulation agreements for courses and programs is housed in the Career Development and Counseling Center.

COMMON COURSE NUMBERING

Common Course Numbering—A New Initiative of the Connecticut Community College System

Several years ago the Connecticut Community Colleges began a project to develop a common course numbering system. When it is completed, the system should be of great value to students. A common course numbering system is sensible for several reasons:

- It makes course comparisons easier between colleges in the System.
- It facilitates course comparisons and the transcript evaluation process for students transferring among our colleges or from our colleges to baccalaureate institutions.
- It facilitates the negotiation and implementation of articulation agreements between the community colleges, the Connecticut State University system, the University of Connecticut, and independent institutions.

The second phase of common course numbering has just been implemented. As a result, most courses in this catalog have different course designators (the course designator is a three or four letter abbreviation for the subject area such as ENG for English or POL for Political Science) and numbers. All new numbers will contain a three-letter designator (RAD) followed by an asterisk (*). So, what was formerly RAD 103—Orientation to Radiography II has become RAD*108. Eventually all courses will have new course designators and numbers. You will note that the class schedule, as well as course descriptions contain old and new numbers and, in some cases, titles. Please use the new numbers and course title when registering.

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year; for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org. Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

Wiltsie Scholarship -- \$1,000

Awarded to an entering or continuing student who is motivated to succeed, clear about how this scholarship will help him/her to succeed, and who needs financial aid to pursue an education.

MxCC Foundation Endowed Scholarships

The Alumni Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor alumni who consistently contribute their time and energy to raise funds for the Foundation's scholarships and operating expenses. An exemplar of this is David Hampton. This scholarship is awarded to an entering student who needs financial aid to continue his/her formal education.

Beaulieu Endowed Scholarship

This scholarship was established in 2000 – 2001 by Suellen Beaulieu in memory of her father and mother, Rowland and Ruth Beaulieu. It is awarded to a continuing student in business administration with a grade point average of 3.0 or higher who needs financial aid to continue his/her formal education.

Boris Burack Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor the first Chairman of the College's English Department. It is awarded to a continuing or graduating student with a grade point average of 2.5 or higher who needs financial aid to remain in college or to continue his/her formal education at a four-year college.

Robert A. Chapman Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor the second President of the College. It is awarded to a continuing student who has distinguished himself/ herself through academic excellence, or unusual efforts, or community or college service. Financial need may be a deciding factor.

Deans' Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor Deans who have made outstanding, substantial contributions to the College. An exemplar of this is Edward G. Vater, the first Dean of Students of the College. It is awarded to a continuing student based on the equally weighted criteria of academic performance, attainment of a least twenty credits at Middlesex, financial need, and service to the College.

Catherine L. Dennis Endowed Scholarship

This scholarship was endowed in 2004 by her husband, George, and their adult children in her memory. She believed deeply in the value of education. It is awarded to a woman committed to earning a bachelor's degree in social work or human services who may be financially unable to do so without this scholarship.

Faculty Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor faculty who have been exemplary educators. Two exemplars of this are Richard and Jean Burr Smith. It is awarded to a continuing or graduating student who has distinguished himself/herself through academic excellence, made a contribution to the college community, and needs financial aid to continue his/her formal education.

Media Arts Workshop

Another example of a project funded by the Foundation is the Media Arts Workshop (MAW) that the Arts and Media faculty and students developed. It was produced in partnership with Connecticut Public Television for airing on Connecticut Public Television (CPTV) and other public television affiliates. The project's goal was to produce an educational, yet entertaining, program for young women to develop their own leadership skills by examining the lives of three Connecticut women, their struggles, as well as their accomplishments.

Sixteen students were selected to participate in the MAW where they received intensive on-the-set professional experience under noted professionals. MAW served as an honors course in the Arts and Media program. Many of the MAW participants have gone on to work directly in the film, television, and digital media industries due in large part to this educational experience provided by the Foundation. MAW was supported by the MxCC Foundation and its donors. A sizable donation from The New York Community Trust-Q Fund was matched by Foundation members and area businesses who believed in the goals of the project. CPTV also provided matching funding in the form of in-kind services funded by a "Connecting the Assets" grant from the Ford Foundation.

MxCC ACADEMIC DIVISIONS

	CHAIRS	ROOM	PHONE
Humanities	Prof. Joan Donati	520	343-5805
Social & Behavioral Sciences	Assoc. Prof. Larry F. Jetmore	508	343-5849
Science & Health	Prof. H. Howard (Skip) Wiley, Jr.	217	343-5776
Mathematics	Prof. Pam Wahl	310	343-5793
Business	Prof. Donna Leonowich	313	343-5762

MxCC DEGREE PROGRAMS

	CONTACT	ROOM	PHONE	PAGE
Accounting	Prof. Nancy Kelly	313	343-5761	62
Biotechnology Program	Asst. Prof. Marci J. Swede	209	343-5782	64
__Biotechnology Track				
__Forensic Science Track				
Broadcast Communications	Prof. Richard Lenoe	515	343-5796	66
Business Administration	Prof. Donna Leonowich	313	343-5762	68
Business Office Technology	Asst. Prof. Patricia Raymond	313	343-5772	70
__Executive __Legal __Medical Tracks				
Communication Arts	Prof. John Shafer	508	343-5811	72
Criminal Justice	Assoc. Prof. Larry F. Jetmore	508	343-5849	74
Early Childhood Education	Assoc. Prof. Ijogo Nwachuku	508	343-5814	76
Engineering Science	Asst. Prof. Mark Busa	217	343-5779	78
Environmental Science	Asst. Prof. Marci J. Swede	209	343-5782	80
__Biotechnology Track				
Fine Arts	Asst. Prof. Judith DeGraffenreid	407	343-5806	82
__Graphic Design Track				
General Studies	Prof. John Shafer	508	343-5811	84
Human Services	Prof. Judith Felton	508	343-5816	86
Information Systems	Prof. Jean Insinga	313	343-5763	88
Liberal Arts	Prof. John Shafer	508	343-5811	90
__Humanities Track				
__Science Track				
Management Information Systems	Prof. Jean Insinga	313	343-5763	91
Marketing	Prof. Donna Leonowich	313	343-5762	92
Multimedia (Digital Arts)	Asst. Prof. Rick Eriksen	407	343-5795	94
*Ophthalmic Design and Dispensing	Prof. Raymond Dennis	625	343-5845	96
Radiologic Technology	Asst. Prof. Judy Wallace	209	343-5780	98
Veterinary Technology	Prof. H. Howard (Skip) Wiley	217	343-5776	100
	Nancy Marchetti, D.V.M. (NWCC)		738-6483	
Technological Studies	Asst. Prof. Mark Busa	217	343-5779	116

CONNECTICUT COMMUNITY COLLEGE SYSTEMWIDE DEGREE PROGRAMS (see page 116)**ASSOCIATE DEGREE PROGRAMS**

College of Technology: Engineering Science	116
College of Technology: Technological Studies	117
Banking	118

* Accredited by the Commission on Opticianry Accreditation

ACCOUNTING

ASSOCIATE IN SCIENCE DEGREE

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.

	CREDITS
GENERAL EDUCATION REQUIREMENTS	
+ENG*101 Composition	3
+English or Communications Elective	3
Mathematics Electives ++	6(8)
Social Science Elective +++	3
+ECN*102 Principles of Microeconomics	3
+ECN*101 Principles of Macroeconomics	3
Science or Fine Art Elective	<u>3(4)</u>
	24(27)
ACCOUNTING PROGRAM REQUIREMENTS	
+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting	4
+ACC*271 Intermediate Accounting I	3
+ACC*272 Intermediate Accounting II	<u>3</u>
	14
OTHER BUSINESS REQUIREMENTS	
+BMG*202 Principles of Management	3
BMK*201 Principles of Marketing	3
BBG*231 Business Law 1	3
+BMG*204 Managerial Communications	3
Computer Applications Elective (CSC*101 Introduction to Computers or higher)	3
+BFN*201 Principles of Finance or CSA*135 Spreadsheet Applications	<u>3</u>
	18
OPEN ELECTIVES	6
TOTAL CREDITS	62(65)

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

ACCOUNTING

(BY SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER (FALL)

+ENG*101 Composition	3
Mathematics Electives ++	3(4)
+ACC*115 Financial Accounting	4
Computer Applications Elective (CSC*101 Intro. to Computers or higher)	3
+BMG*202 Principles of Management	<u>2</u>
	16(17)

SECOND SEMESTER (SPRING)

+English or Communications Elective	3
+ACC*118 Managerial Accounting	4
Mathematics Electives ++	3(4)
BMK*201 Principles of Marketing	3
Social Science Elective +++	<u>2</u>
	16(17)

THIRD SEMESTER (FALL)

+ACC*271 Intermediate Accounting I	3
+ECN*102 Principles of Microeconomics	3
+BBG*231 Business Law 1 or +BBG*234 Legal Environment of Business	3
Science or Fine Art Elective	3(4)
Open Elective	<u>2</u>
	15(16)

FORTH SEMESTER (SPRING)

+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	<u>2</u>
	15

TOTAL CREDITS 62, 65

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

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 be 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. Completion of the requirements of an additional program "track" does not constitute a different degree.

CORE CURRICULUM:

ENG 101	Composition	3
MAT 168	Elementary Statistics and Probability	4
MAT 186	Pre-calculus	4
CSC 101	Introduction to Computers	3
Humanities Elective		3
	ENG 202 Technical Writing	
	COM 173 Public Speaking	
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	Princ of Organic & Biochemistry	4
CHE 250	Chemical Instrumentation	4
BIO 121	General Biology I	4
BIO 263	Molecular Genetics	<u>4</u>

TOTAL CREDITS: 50

BIOTECHNOLOGY TRACK:

BIO 235	Microbiology	4
BIO 296	Biotechnology Internship	3
CSA 140	Database Applications	3
PHL 111	Ethics	<u>3</u>

TOTAL CREDITS: 63

FORENSIC SCIENCE TRACK:

PHY 110	Physics	4
CJS 101	Intro to Criminal Justice	3
CJS 225	Forensics	3
CJS 255	Ethics	<u>3</u>

TOTAL CREDITS: 63

BIOTECHNOLOGY PROGRAM/
BIOTECHNOLOGY PROGRAM WITH FORENSIC SCIENCE TRACK
(SEQUENCE BY SEMESTER)

FIRST YEAR**FIRST SEMESTER****CREDITS**

*ENG 101L Composition	3
*CHE 121L General Chemistry I	4
*BIO 121 General Biology I	4
CSC 101 Intro to Computers (or higher)	3
Fine Arts Elective	3
SEMESTER TOTAL	17

SECOND SEMESTER

*MAT 168 Elementary Statistics and Probability I	4
*CHE 122L General Chemistry II	4
*BIO 235 General Microbiology	4
*Humanities Elective (Chose one of the following)	
ENG 202 or COM 173	3
SEMESTER TOTAL	15

SECOND YEAR**THIRD SEMESTER**

*BIO 263 Molecular Genetics	4
CSC 140 Database Applications	3
*CHE 250L Topics in Chemical Instrumentation	4
*MAT 186 Pre-Calculus	4
SEMESTER TOTAL	15

FOURTH SEMESTER

*CHE 112 Principles of Organic & Biochemistry	4
PHL 111 Ethics	3
BIO 296 Biotechnology Internship	3
Open Elective	3
Social Science Elective	3
SEMESTER TOTAL	16

TOTAL CREDITS**63**

*This course has a prerequisite.

BROADCAST COMMUNICATIONS

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

ASSOCIATE IN SCIENCE DEGREE

This curriculum prepares students for creative and technical careers in broadcasting, communications, media and related industries, or transfer to a four-year institution for continuing study in communications. Each student's program of study is tailored to meet his or her individual career goals. Examples of areas of specialization include broadcast television production, digital filmmaking, corporate media production and radio production. Admission to the program requires placement in ENG*101. Entering students should have basic computer skills prior to taking production courses. All students are required to participate in at least one 120-hour internship program.

GENERAL EDUCATION REQUIREMENTS	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
	5(16)

PROGRAM REQUIREMENTS

ART*121 Two-Dimensional Design or ART*141 Photography I	3
+ COM*101 Intro. To Mass Communication (to be taken first semester)	3
COM*203 Media Aesthetics (to be taken concurrently with COM*142)	3
+ COM*111 Scriptwriting	3
COM*104 Careers in Media	3
COM*142 Television Production (to be taken during first year)	4
+ COM*287 Advanced Media Production	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*295 Internship I	3
	28

FOUR (4) COURSES FROM THE FOLLOWING (12 Credits):

DGA*110 Computer Graphics	3
COM*131 Audio Production	3
COM*177 Broadcast Performance	3
+ COM*231 Radio Production	3
+ COM*284 Electronic Music	3
+ COM*264 Advanced Editing Workshop	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Practicum	3
+ COM*294 Media Arts Workshop (Honors)	3
COM*155 History of Film I, COM*156 History of Film II, COM*255 Topics in Film, & DGA*182 Digital Video	3
Any Digital Arts course	3
	12

OPEN ELECTIVES ++	6
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TOTAL CREDITS 61(62)

+ This course has a prerequisite.

++ Electives can be taken from the following: Broadcast and Multimedia, Art, Business, Marketing, English, Languages, Social Sciences, and Philosophy.

PHL*111 (Ethics) is recommended.

+++ Placement testing required.

BROADCAST COMMUNICATIONS*(BY SEMESTER)*

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER (FALL)

ENG101 Composition+++	3
+COM101 Mass Communications	3
COM104 Careers in Media	3
ART121 2D Design or Art 141Photography	3
Mathematics Elective (Math 104 or Higher)+++	<u>3</u>
	15

SECOND SEMESTER (SPRING)

+ COM111 Scriptwriting	3
COM142 Television Production	4
COM203 Media Aesthetics	3
Open or Program Elective++	3
Social Science Elective	<u>3</u>
	15 (16)

THIRD SEMESTER (FALL)

+COM228 Broadcast Journalism	3
Program Elective	3
Program Elective	3
Humanities Elective	3
Science Elective	<u>3(4)</u>
	15 (16)

FORTH SEMESTER (SPRING)

+COM287 Advanced Media Production	3
+COM295 Internship	3
Program Elective	3
Program Elective	3
Open or Program Elective++	<u>3</u>
	15

TOTAL CREDITS 61, 62**LIST OF PROGRAM ELECTIVES**

DGA*110 Computer Graphics	3
COM*131 Audio Production	3
COM*177 Broadcast Performance	3
+ COM*231 Radio Production	3
+ COM*284 Electronic Music	3
+ COM*264 Advanced Editing Workshop	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Practicum	3
+ COM*294 Media Arts Workshop (Honors)	3
COM*155 History of Film I	3
COM*156 History of Film II	3
COM*255 Topics in Film	3
DGA*182 Digital Video	3
Any Digital Arts Course	

+ This course has a prerequisite.

++ Open Electives can be taken from the following: Broadcast and Multimedia, Art, Business, Marketing, English, Languages, Social Sciences, and Philosophy.
PHL*111 (Ethics) is recommended.

+++ Placement testing required.

BUSINESS ADMINISTRATION

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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 advisor or counselor.

	CREDITS
GENERAL EDUCATION	
+ENG*101 Composition	3
+ COM*173 Public Speaking	3
Mathematics Electives ++	6(8)
Psychology or Sociology Elective +++	3
Social Science Elective +++	3
Science, Fine Arts or Music Elective	3(4)
ECN*102 Principles of Microeconomics	3
ECN*101 Principles of Macroeconomics	<u>2</u>
	27(30)
PROGRAM REQUIREMENTS	
+BMG*202 Principles of Management	3
+BMK*201 Principles of Marketing	3
BBG*231 Business Law 1	3
+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting or	
+ BFN*201 Principles of Finance	3(4)
Computer Application Elective	
(CSC*101 Introduction to Computers or higher)	3
+BMG*204 Managerial Communications	<u>2</u>
	22(23)
BUSINESS ELECTIVE	3
OPEN ELECTIVE	3
DIRECTED BUSINESS ELECTIVES (Choose 2)	6
BES*118 Small Business Management	
BMG*105 Supervision & Org. Behavior	
+BFN*201 Principles of Finance	
BBG*234 Legal Environment of Business	
+BMG*220 Human Resource Management	
+BBG*295 Cooperative Work Experience I	

TOTAL CREDITS 61 - 65

BUSINESS ADMINISTRATION

(BY SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER	CREDITS	THIRD SEMESTER	CREDITS
+ ENG*101 Composition	3	+ COM*173 Public Speaking	3
Computer Application Elective (CSC*101 Intro. to Computers or higher)	3	+ACC*115 Financial Accounting	4
Mathematics Elective ++	3(4)	ECN*102 Principles of Microeconomics	3
+BMG*202 Principles of Management	3	Social Science Elective +++	3
BBG*231 Business Law 1 or BBG*234 Legal Environment of Business	3 3	Science, Fine Arts or Music Elective	3(4)
	15(16)		16(17)
SECOND SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
+BMG*204 Managerial Communications	3	+ACC*118 Managerial Accounting or +BFN*201 Principles of Finance	(4)
Psychology or Sociology Elective +++	3	ECN*101 Principles of Macroeconomics	3
Mathematics Elective ++	3(4)	Directed Business Elective	3
+BMK*201 Principles of Marketing	3	Business Elective	3
Directed Business Elective	3	Open Elective	3
	15(16)		15(16)
		TOTAL CREDITS	61 - 65

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

BUSINESS OFFICE TECHNOLOGY / EXECUTIVE, LEGAL, AND MEDICAL TRACKS

*Full-time students desiring a two-year pathway to degree completion
should use the semester by semester sequence listed on the facing page.*

ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed to prepare students for positions as administrative or executive assistants, legal office assistants, or medical office assistants. The program provides learning in current office technologies, software applications, document production of executive, legal and medical office tasks, as well as research skills using the Internet. Opportunities for on-the-job experience are provided through the Office Practicum or Cooperative Work Experience courses taken in the last semester of the degree program. Completion of the requirements of an additional program "track" does not constitute a different degree.

CORE CURRICULUM

CREDITS

+ENG*101 Composition	3
+BMG*204 Managerial Communications	3
+COM*173 Public Speaking	3
Humanities, Science, or Music elective	3
Mathematics elective ++	3(4)
Social Science elective +++	3
BOT*111 Keyboarding for Info PRO I or +BOT*112 Keyboarding for Info PRO II	3
+BOT*112 Keyboarding for Info PRO II or Directed Elective	3
ACC*100 Basic Accounting or +ACC*115 Financial Accounting	3(4)
+BMG*202 Principles of Management	3
CSA*135 Spreadsheet Applications	3
+CSA*140 Database Applications	3
+CSA*205 Advanced Applications	3
+BOT*295 Administrative Practicum or +BBG*295 Cooperative Work Experience I	3

EXECUTIVE TRACK

+BOT*251 Administrative Procedures	3
+BOT*252 Administrative Procedures II	3
Economics elective or PSY*247	3
BBG*231 Business Law 1	<u>3</u>
	12

TOTAL CREDITS

60(61)

LEGAL TRACK

+BOT*271 Legal Document Production	3
+BOT*272 Legal Admin. Procedures	3
Economics elective or PSY*247	3
BBG*231 Business Law I	<u>3</u>
	12

TOTAL CREDITS

60(61)

DIRECTED BUSINESS ELECTIVES

Students must choose two courses (6 credits) from this list:

DGA*110 Computer Graphics	3
BBG*234 Legal Environment of Business	3
The above course is highly recommended for students in the Legal Track	
BMG*105 Supervision & Org Behavior	3
+BMK*201 Principles of Marketing	3
+BOT*285 - Law & Ethics for Medical Office Personnel	3

**The above course is highly recommended for
students in the Medical Track*

DGA*231 Digital Page Design	<u>6</u>
	48(49)

MEDICAL TRACK

(courses in this track are not offered
every academic year)

+BOT*280 Medical Transcription and Document Production	3
+BOT*282 Medical Admin. Procedures	3
+BOT*181 Medical Coding I	3
+BOT*182 Medical Coding II	<u>3</u>
	12

TOTAL CREDITS

60 - 62

+ This course has a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

BUSINESS OFFICE TECHNOLOGY / MEDICAL TRACK

(BY SEMESTER)

*Full-time students should follow the four-semester sequence listed below
in order to graduate in two years. See facing page for degree description.*

FIRST SEMESTER	CREDITS	THIRD SEMESTER	CREDITS
+ ENG*101 Composition	3	+ COM*173 Public Speaking	3
Humanities, Science, or Music Elective	3	Social Science Elective +++	3
BOT*111 Keyboarding for Info PRO I or +BOT*112 Keyboarding for Info PRO II	3	ACC*100 Basic Accounting or +ACC*115 Financial Accounting	3(4)
+BOT*280 Medical Transcription & Documentation Prod.	3	+ BOT*181 Medical Coding I	3
CSA*135 Spreadsheet Applications	<u>3</u>	+ CSA*205 Advanced Applications	<u>3</u>
	15		15(16)
SECOND SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
+BMG*204 Managerial Communications	3	Directed Business Elective	3
Mathematics Elective ++	3(4)	Directed Business Elective	3
+BMG*202 Principles of Management	3	+ BOT*182 Medical Coding II	3
+BOT*282 Medical Administrative Procedures	3	+ CSA*140 Database Applications	3
+BOT*112 Keyboarding for Info PRO II or Directed Elective	<u>3</u>	+ BOT*295 Administrative Practicum or +BBG*295 Cooperative Work Experience I	<u>3</u>
	15(16)		15
		TOTAL CREDITS	60 - 62

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

COMMUNICATION ARTS

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

ASSOCIATE IN ARTS DEGREE

This program provides a broad base of skills and information in language and media. It provides a foundation for transfer programs in the general area of communications, and upgrades job performance in any field where communication is critical.

	CREDITS
WRITTEN COMMUNICATIONS REQUIREMENTS	
+ENG*101 Composition	3
+ENG*200 Advanced Composition	3
+COM*111 Scriptwriting	<u>3</u>
	9
PUBLIC SPEAKING REQUIREMENT (select one)	
COM*177 Broadcast Performance, or	
+ COM*173 Public Speaking	<u>3</u>
	3
MEDIA COMMUNICATIONS	
COM*101 Intro. to Mass Communication	3
COM*203 Media Aesthetics or	
ART*121 Two-Dimensional Design	3
Art Elective	3
COM*155 History of Film I, COM*156 History of Film II, or	
COM*255 Topics in Film Art History, or Music	6
Communications or Business Elective	<u>6</u>
	21
GENEREAL EDUCATION	
Mathematics Elective ++	3(4)
Science Elective ++	3(4)
Literature Elective	3
History Elective	3
Psychology or Political Science or Anthropology Elective	3
Foreign Language or Information Systems	6
Open Electives +++	<u>6</u>
	27(29)
TOTAL CREDITS	60 (62)

+ This course has a prerequisite.

++ MAT*137 or higher and a laboratory science is required for transfer.

+++ PHL*111 (Ethics) recommended.

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year, for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org.
 Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

MxCC Foundation Restricted "C" Scholarships

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships are funded by donations from individuals, businesses, civic organizations, and corporations.

Cathryn Addy Scholarship -- \$500

Awarded to a continuing student based on his/her academic achievements and financial need.

Angelo Aglieco Memorial Scholarship -- \$500

Awarded to a continuing or graduating student in ophthalmics who is able to overcome obstacles and accomplish goals.

Altrusa Club International, Inc. of Middletown Scholarship -- \$500

Awarded to a graduating non-traditional student for exemplary community service to enable him/her to continue his/her education and obtain a Bachelor's degree.

Anonymous C Scholarship -- \$1,500

Awarded to a student applying for admission to the College with preference given to one who is planning to enroll or is enrolled in a nursing program. The amount may be divided between two students.

Anonymous R Scholarships -- \$10,000

Awarded to entering or continuing students who are residents of Chester, Deep River, or Essex or who attended or graduated from Valley Regional High School and need financial aid. The amount is divided among those who qualify.

Beckert Scholarship -- \$500

Awarded to a continuing student who needs financial aid with a preference for one who is working as well as enrolled at MxCC and maintaining a GPA of 3.0 or above.

Biggs Memorial Scholarship -- \$500

Awarded to a non-traditional student who needs financial aid with a preference for a female.

Citizens Bank Scholarship -- \$500

Awarded to a continuing student who is a resident of Middlesex, New Haven, or New London counties and who is interested in financial services. Priority consideration will be given to a student with a record of community service.

Cura Gen Corporation Scholarship -- \$1,000

Awarded to a student enrolled in the sciences who has a GPA of 3.0 or higher and has completed at least 16 credits of course work at MxCC or will have done so at the end of the current semester.

Recent Scholarship Recipient with a vision ...

Debra is focused on the nursing profession. She started at MxCC by completing the emergency technician (EMT) program requirements, passing the test, and becoming licensed in 1997. Then she returned to MxCC and completed the Certified Nursing Aide program and received certification in 2004. Debra earned her Licensed Practical Nurse Certification in 2005. She has worked in nursing homes for Middlesex Hospital Homecare. She is studying now for her Registered Nurse licensure.

CRIMINAL JUSTICE

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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.

	CREDITS
GENERAL EDUCATION REQUIREMENTS	
++ Art Elective	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,	
Environmental Science, Physical Science, Physics)	3(4)
POL*111 American Government	3
SOC*101 Principles of Sociology	3
SOC*240 Criminology	3
	30, 31, 32
CRIMINAL JUSTICE PROGRAM REQUIREMENTS	
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
	15
DIRECTED ELECTIVES ++ up to 15 Credits	
CJS*250 Police Organization & Management	3
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
	15

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.

CRIMINAL JUSTICE (BY SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER	CREDITS
CJS101 Introduction to Criminal Justice	3
+English 101 Composition + + + +	3
Sociology 101 Principles of Sociology	3
History Elective	3
Mathematics Elective (Math 104 or higher) + + + +	<u>3 (4)</u>
	15 (16)
 SECOND SEMESTER	
CJS 213 Evidence and Criminal Procedure	3
Sociology 240 Criminology	3
Political Science 111 American Government	3
CJS 211 Criminal Law	3
English 110 Introduction to Literature or +COM*173 Public Speaking	<u>3</u>
	15
 THIRD SEMESTER	
CJS 294 Contemporary Issues in Criminal Justice	3
++CJS 220 Criminal Investigation (Directed Elective)	3
Psychology 101 General Psychology I	3
+++CJS 225 Forensic Science (Directed Elective)	3
Science Elective (Biology, Chemistry, Environmental Science, Physical Science, Physics)	<u>3 (4)</u>
	15 (16)
 FOURTH SEMESTER	
++CJS 151 Criminal Justice Supervision & Administration (Directed Elective)	3
++CJS 250 Police Organization & Management (Directed Elective)	3
++CJS 255 Ethical Issues in Criminal Justice Leadership (Directed Elective)	3
++Art Elective	3
+++CJS 290 Practicum in Criminal Justice or CJS 252 Professional Development Leadership	<u>3</u>
	15
TOTAL CREDITS	60 - 62

Note: In addition to the Directed Electives above students may request approval from the Coordinator for 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
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 a prerequisite of CJS 101
++++ Placement Testing required.

EARLY CHILDHOOD EDUCATION

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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.

GENERAL EDUCATION REQUIREMENTS

+ENG*101 College Writing	3
PSY*111 Introduction: Principles and Theories	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:	3 (4)
COM*173 Public Speaking	
Foreign Language	
Fine Arts Elective	<u>3</u>
	24-26

MAJOR COURSE REQUIREMENTS

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*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:	3
ECE*141 – Infant/Toddler Development	
ECE*176 – Health, Safety, and Nutrition	
+ECE/ENG*131 - Children's Literature	<u>3</u>
	36

TOTAL CREDITS 60 - 62

EARLY CHILDHOOD EDUCATION

(BY SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER	CREDITS
ECE*101 – Introduction to Early Childhood Education	3
+ENG*101L – College Writing	3
PSY*111L – General Psychology I	3
ECE*103: Creative Art Experiences for Children	3
One of the following:	3
ECE*141 – Infant/Toddler Development	
ECE*176 – Health, Safety, and Nutrition	
	<hr/> 15
 SECOND SEMESTER	
PSY*204 – Child and Adolescent Psychology	3
ECE*106 – Music and Movement for Children	3
+ECE*/ENG*131 - Children's Literature	3
Sociology/Anthropology elective	3
Computer Applications or Multimedia elective	<u>3</u>
	15
 THIRD SEMESTER	
+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:	3 (4)
COM*173 Public Speaking (Recommended)	
Foreign Language	
	<hr/> 15 (17)
 FOURTH SEMESTER	
+ECE*295 – Student Teaching	6
+ECE*215 – The Exceptional Learner	3
+ECE*231 – Early Literacy Development	3
Fine Arts Elective	<u>3</u>
	15

TOTAL CREDITS **60 - 62**

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.

	CREDITS
FIRST SEMESTER	
ENG*101 Composition	3
HIS*101 Western Civilization I or HIS*102 Western Civilization II	3
Social Science Elective ¹	3
CHE*121 General Chemistry I	4
MAT*254 Calculus I	4
	17
SECOND SEMESTER	
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
	14
THIRD SEMESTER	
PHL*111 Ethics	3
PHY*221 Calculus-Based Physics I	4
MAT*268 Calculus III: Multivariable	4
EGR*211 Applied Mechanics I	3
Elective ²	3
	17
FOURTH SEMESTER	
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	3
	16
TOTAL CREDITS	64

¹Social Science Elective choose either: ANT*101 Introduction to Anthropology or ECN*102 Principles of Microeconomics or POL*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

²Recommended one year of a foreign language, or ENG*110, or a technical course at University of Connecticut.

³Recommended one year of a foreign language, or ENG*110, or a technical course at University of Connecticut.

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year, for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org. Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

Edie Fuld Scholarship -- \$500

Awarded to a continuing student interested in human services, especially student services, who has a cumulative GPA of 2.5 and needs financial aid.

Hartford Courant Scholarship -- \$500

Awarded to an entering or continuing student who needs financial aid.

Paul L. Jones Foundation Scholarships -- \$5,000

Awarded in equal amounts to continuing students and less but equal amounts to graduating students with a GPA of 3.0 or higher who are enrolled full-time in the radiologic program.

Nihla and Bob Lapidus Scholarships -- \$3,600 - (Two at \$1,800 each)

Awarded to entering or continuing students of any age who are motivated to succeed, clear about what they want to accomplish with their lives and for their community, and how this scholarship will help them.

Liberty Bank Foundation Scholarship -- \$1,000

Awarded to an entering or continuing non-traditional student who needs financial aid.

Dr. Jeff and Sonya Madoff Scholarship in honor of Thomas Melbert -- \$500

Awarded to a continuing student who has demonstrated performance in both social and behavioral sciences and the humanities, with an emphasis on literature where possible. The student should demonstrate community involvement and be preparing for a career in human services, social services, teaching, nursing, or a helping profession.

Lisa Massita Scholarship -- \$500

Awarded to a continuing or graduating student who has demonstrated an outstanding commitment to the College.

Melvin – Zaffino Scholarship -- \$500

Awarded to a continuing or graduating student based on financial need.

MxCC Foundation Scholarships -- \$500

Awarded to entering or continuing students who need financial aid in order to continue their education. These scholarships are paid for through the Foundation's fundraising efforts, e.g., the Annual Golf Tournament.

Phelps Ingersoll Scholarship -- \$500

Awarded to an entering or continuing student who needs financial aid.

Phi Theta Kappa Scholarship -- \$500

Awarded to a Phi Theta Kappa member, continuing or graduating, for his/her academic achievements, contribution to the organization and the College, and financial need.

Recent Scholarship Recipient aims for a good life...

Steve is studying Business Administration and Ophthalmology Design and Dispensing. He has taken on many leadership roles at MxCC: he was Student Senate President and served on the College Council, Library Advisory Committee, and the Human Services Student Association. He coaches a children's soccer team and says his inspiration to succeed comes from wanting to provide a good life for his daughter.

A Thank You Message from a Scholarship Recipient ...

"I was surprised and deeply moved to receive the notification of the scholarship award of \$2,000. On behalf of my community, I wish to thank you most sincerely. Your support of MxCC and the educational values it holds is a wonderful commitment. My time at Middlesex Community College has been fruitful, and I appreciate the "small school" setting and the excellent professors on staff." A.R.

ENVIRONMENTAL SCIENCE / ENVIRONMENTAL SCIENCE WITH BIOTECHNOLOGY TRACK

*Full-time students desiring a two-year pathway to degree completion
should use the semester by semester sequence listed on the facing page.*

ASSOCIATE IN SCIENCE DEGREE

Both environmental science and biotechnology careers offer students a rich choice of high paying employment options. Students in either of these curriculums take courses that will prepare them to work in a research or testing laboratory and provide them with course work that can be used for transfer to four-year programs. As a final experience in both tracks, students complete an internship experience that provides valuable job training and frequently leads to full time employment.

** Completion of the requirements for both program "tracks" does not result in earning a second degree in the same program.

	CREDITS
CORE CURRICULUM	
+ ENG*101 Composition	3
CSC*101 Introduction to Computers (or higher)	3
BIO*121 General Biology I (with lab) or +BIO*122 General Biology II ^a	4
+ CHE*121 General Chemistry I	4
+ CHE*122 General Chemistry II	4
+ CHE*250 Instrumental Analysis	4
+ MAT*137 Intermediate Algebra	3
+ MAT*168 Elementary Statistics & Probability I	4
+ Humanities Elective (Choose one of the following) ENG*202, or + COM*173	3
Social Science Elective	3
Elective	3
Elective	3
	<u>41</u>

ENVIRONMENTAL SCIENCE TRACK

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.

BIOTECHNOLOGY TRACK

Biotechnology is the manipulation of living organisms and/or biological processes to provide useful products. Students who complete this track may wish to further their education or seek employment as technicians in biotechnology, pharmaceutical, agricultural, or environmental industries.

	CREDITS		CREDITS
REQUIRED COURSES		REQUIRED COURSES	
+BIO*270 Ecology	4	+BIO*263 Molecular Genetics	4
+CHE*221 Organic Chemistry I	4	+BIO*235 Microbiology	4
ENV*100 Introduction to Environmental Science	3	+BIO*296 Biotechnology Internship	3
+EVS*200 Industrial Toxicology	3	+CHE*112 Principles of Organic & Biochemistry	4
ENV*109 OSHA 40 Hour Training & Emergency Response Procedure	3	+Electives	6-8
+ENV*292 Environmental Internship	3	+CSA*140 Database Applications and/or CSA*135 Spreadsheet Applications are recommended	
TOTAL CREDITS	61	TOTAL CREDITS	62-64

+ These courses have prerequisites.

^a It is especially important for students in the biotechnology track to complete BIO*121, while it is highly recommended that students in the Environmental Science track complete both courses.

ENVIRONMENTAL SCIENCE / ENVIRONMENTAL SCIENCE WITH BIOTECHNOLOGY TRACK (By SEMESTER)

*Full-time students should follow the four-semester sequence listed below
in order to graduate in two years. See facing page for degree description.*

ENVIRONMENTAL SCIENCE

CREDITS

FIRST SEMESTER

ENG*101L Composition	3
+CHE*121	
General Chemistry I	4
EVS*100 Intro. to Environmental Science	3
+MAT*137 Intermediate Algebra	3
CSC*101 Intro. to Computers (or higher)	<u>3</u>
	16

SECOND SEMESTER

BIO*122 General Biology II	4
+CHE*122 General Chemistry II	4
+MAT*168 Elementary Statistics & Probability I	4
+Humanities Elective (Choose one of the following) ENG* 202, or COM 173	<u>3</u>
	15

THIRD SEMESTER

BIO*270 Ecology	4
+CHE*250 Instrumental Analysis	4
+CHE*221 Organic Chemistry	4
ENV*109 OSHA 40 Hour Training & Emergency Response Procedure	<u>3</u>
	15

FOURTH SEMESTER

ENV*292 Environmental Internship	3
EVS*200 Toxicology	3
Fine Arts Elective	3
Social Science Elective	3
Elective	<u>3</u>
	15

TOTAL CREDITS **61**

+ This course has a prerequisite

ENVIRONMENTAL SCIENCE/ BIOTECHNOLOGY OPTION

CREDITS

FIRST SEMESTER

ENG*101L Composition	3
+CHE*121 General Chemistry I	4
BIO*121 General Biology I	4
+MAT*137 Intermediate Algebra	3
CSC*101 Intro. to Computers (or higher)	<u>3</u>
	17

SECOND SEMESTER

+CHE*122 General Chemistry II	4
+BIO*235L Microbiology	4
+CHE*112 Principles of Organic & Biochemistry	4
+Humanities Elective (Chose one of the following) ENG* 202, or COM 173	<u>3</u>
	15

THIRD SEMESTER

+BIO*263 Molecular Genetics	4
+MAT*168 Elementary Statistics & Probability I	4
+CHE*250 Instrumental Analysis	4
# Elective	<u>3</u>
	15

FOURTH SEMESTER

BIO*296 Biotechnology Internship	3
Fine Arts Elective	3
Social Science Elective	3
# Elective	3
Elective	<u>3</u>
	15

TOTAL CREDITS **62**

+ This course has a prerequisite

CSA*140 Database Applications and/or CSA*135 Spreadsheet Applications
are recommended

FINE ARTS/ FINE ARTS TRACK

ASSOCIATE IN ARTS DEGREE

Students may follow one of two tracks to earn a Fine Arts degree. See facing page for Graphic Design Track.

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.

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.

	CREDITS
GENERAL EDUCATION REQUIREMENTS	
+ ENG*101 Composition	3
English Elective chosen from the following:	3
+ ENG*200 Advanced Composition, + ENG*110 Intro to Literature	
+ ENG*102 Literature Composition, + ENG*202 Technical Writing	
Mathematics Elective (MAT*104 or higher)	3
Science Elective	3(4)
Social Science Elective	3
ART*121 Two-Dimensional Design	3
† Art History Elective	<u>3</u>
	21(22)
CORE CURRICULUM	
+ ART*122 Three-Dimensional Design	3
ART*111 Drawing I	3
+ ART*112 Drawing II	3
ART*141 Photography I	3
ART*116 Perspective Drawing or	
GRA*220 Illustration	<u>3</u>
	15
FINE ARTS TRACK	
+ 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	<u>3</u>
	24
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, GRA*220, GRA*246, ART*155, DGA*120, DGA*223, and DGA*241.

+++ Open Electives are recommended from among the following: art, multimedia, broadcast communications, communications, computers, writing, literature, business management or marketing, music. Students intending to transfer should take liberal arts courses required for their bachelor's degree.

FINE ARTS/ GRAPHIC DESIGN TRACK

ASSOCIATE IN ARTS DEGREE

Students may follow one of two tracks to earn a Fine Arts degree. See facing page for Fine Arts Track.

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.

CREDITS

GENERAL EDUCATION REQUIREMENTS

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

CORE CURRICULUM

ART*111 Drawing I	3
+ ART*112 Drawing II (2nd or 4th semester)	3
+ ART*122 Three-Dimensional Design (2nd semester)	3
ART*141 Photography I	3
ART*116 Perspective Drawing (1st or 3rd semester)	
or GRA*220 Illustration (2nd or 4th semester)	<u>3</u>
	15

GRAPHIC DESIGN TRACK

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	<u>3</u>
	24

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, GRA*220, GRA*246, ART*155, DGA*120, DGA*223, and DGA*241.

+++ Open Electives are recommended from among the following: art, multimedia, broadcast communications, communications, computers, writing, literature, business management or marketing, music. Students intending to transfer should take liberal arts courses required for their bachelor's degree.

GENERAL STUDIES

THE GENERAL STUDIES CURRICULUM

The General Studies Curriculum is intended for students who wish to design a personalized two-year curriculum for exploration or for transfer to four-year colleges. While students often enter college uncertain of where their studies are headed, Middlesex hopes that uncertainty can be replaced with clear academic plans. This curriculum emphasizes exploration, thoughtful reflection, and the formation of goals which may lead to further education. Furthermore, because Middlesex is committed to a sound liberal arts foundation, the general education curriculum has an important series of requirements chosen to serve as a basis for a variety of programs of further study or career paths.

	CREDITS
REQUIREMENTS:	
+ENG*101 Composition	3
Choose one of the following:	3
ENG*102 Literature Composition, ENG*110 Intro. to Literature,	
ENG*202 Technical Writing, ENG*200 Advanced Composition	
 ARTS OR PUBLIC SPEAKING	 3
One course of choice from those listed under Arts, Music, or	
+ COM*173 Public Speaking	
 HUMANITIES ELECTIVES	 6
Two courses of your choice from those listed under	
Arts, Music, English, Languages, or Philosophy.	
 MATHEMATICS ++	 3
(MAT*104 or higher. Any student planning on transferring to	
a four-year institution should check with an advisor; MAT*137	
usually is required. A student may also need to satisfy	
prerequisites as indicated by placement exam.)	
 SCIENCE (One science course, with or without a lab.)	 3(4)
 SOCIAL SCIENCE	
(Two courses of choice from those	6
listed under Anthropology, Economics, History, Political	
Science, Psychology, Social Science or Sociology.)	
 LIBERAL ARTS ELECTIVES	 12
(Four courses of choice selected from Humanities,	
Mathematics, Science, Social Science, or Communications.)	
 ELECTIVES (Courses to meet a student's interests and goals.)	 21
 TOTAL CREDITS:	 60 (61)

++ Placement testing is required

NOTE: The following requirements DO NOT ask a student to take additional courses. They only advise of the level of difficulty for some of the courses. However, courses meeting the following requirements must be included in a student's course selections:

"L" Courses – (6 credits minimum) – Courses designated as "L" indicate "Library Skills". Choose at least two courses with this designation (Note: ENG*101 Composition meets one of these requirements).

200 Level Courses – (6 credits minimum) – Choose a minimum of two courses numbered 200 or higher.

Note: Students should be certain to take any required prerequisite courses listed in the course descriptions of this catalog. A regular consultation with instructors and/or advisor is recommended. A student is not expected to design a curriculum alone.

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year, for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org. Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

Pratt & Whitney Scholarships -- \$2,000 - (Two at \$1,000 each)

Awarded to applicants who need financial aid – one to a student enrolled in the Engineering Science curriculum and the second to a student in the Environmental Science curriculum.

Melvin – Zaffino Scholarship -- \$500

Awarded to a continuing or graduating student based on financial need.

Record-Journal Foundation Scholarship -- \$1,500

Awarded to an entering or continuing non-traditional student from Meriden or Wallingford based on his/her academic accomplishments, financial need, and who plans to complete at least nine credit hours a semester.

Rotary Club of Middletown Scholarship -- \$1,000

Awarded to a continuing student who is a resident of Middletown, Portland, Durham, or Higganum based on academic achievement and who otherwise would be unable to attend college.

James U. Rundle Humanities Scholarship -- \$500

Awarded to a graduating student who has shown outstanding achievement and/or promise in the humanities with preference given to one planning to pursue a career in college teaching.

Susan M. Smart Memorial Scholarship -- \$500

Awarded to a continuing or graduating student based on financial need, academic achievement, and involvement in college activities.

Nellie R. Smith Memorial Scholarship -- \$500

Awarded to an entering or continuing student who needs financial aid. Consideration may be given to a student interested in teaching.

Professor Richard Srb Scholarship -- \$1,500 - (Two at \$750 each)

Awarded to continuing students with a GPA of at least 2.5 who need financial aid in order to graduate from MxCC.

St. Luke's Gerontology Scholarship - \$500

Awarded to a continuing or graduating student for excellence in the Human Services program studies. Preference will be given to an individual planning to pursue a career in gerontology.

Maxine L. Thumim Scholarship - \$1,000

Awarded to an entering or continuing student who needs financial aid.

Unilever Scholarship -- \$1,000

Awarded to an entering or continuing student who needs financial aid.

“Long Distance” ... A Special Educational Media Production Project

The College's Foundation not only provides funds for scholarships, they also provide a means for students to be involved in unique and exciting projects. For example, in cooperation with the Broadcast Communications department of the College, the Foundation received a special grant of \$50,000 from the New York Community Trust, Q Fund. The funds were used to offer a special media production course that would enable advanced students to work side-by-side with media professionals on a professional project – in this case a pilot for a situation comedy TV show, called Long Distance. The script was chosen from among several submissions in a scriptwriting competition and students were selected in an application process.

The project was supervised by Doug & Barbara Rogers, former producer/directors in Hollywood, who have worked on such shows as the Mary Tyler Moore show and Rhoda. They collaborated with professors from the Broadcasting and Multimedia programs along with other media professionals from the Connecticut region. The story of the project involved a relationship between two characters living on opposite sides of the country who are trying to maintain their relationship using virtual reality technology and the Internet. The virtual reality idea required the use of many special effects which allowed faculty and students the chance to show-off our digital production capabilities. A special preview was held at Wesleyan University's cinema. The project was deemed a total success by everyone involved and the finished pilot was viewed by television professionals in Los Angeles.

HUMAN SERVICES+

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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.

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

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 Directed 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

HUMAN SERVICES+

(By SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

	CREDITS
FIRST SEMESTER	
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	
English or Communications Elective	3
MAT*104 or higher	3
HSE*202 Introduction to Counseling/Interviewing	3
PSY*201 Life Span Development or PSY*204 Child/Adolescent Development	3
Sociology Directed Elective	3
THIRD SEMESTER	
Fine Arts Elective	3
Elective	6
HSE*288 Developmental Practicum or HSE*289 Psychiatric Practicum	3
HSE, SOSC, RLS, or DAR elective	3
FOURTH SEMESTER	
HSE*288 Developmental Practicum or HSE*289 Psychiatric Practicum	3
PSY*245 Abnormal Psychology	3
SOC*120 Group Dynamics	3
HSE, SOSC, RLS, or DAR Directed Elective	<u>6</u>
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 Directed Electives include: SOC*114, SOC*117, SOC*210^, SOC*212, SOC*213, SOC*225, SOC*240, SOC*241

It is strongly recommended that students consider the following for their general and directed electives if they are planning on transferring to a four- year college: courses in philosophy, fine arts, computer literacy, foreign language, history, economics, political science, sociology, psychology, anthropology

^ In addition to the aforementioned, students interested in transferring to an NASW accredited BSW Program should consider taking the following: BIO*110, SOC*103, SOC*210, ANT*101, ECN*102 or ECN*101, POL*111

INFORMATION SYSTEMS

ASSOCIATE IN SCIENCE DEGREE

This 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 evaluate project requirements, participate in design meeting, determine the best solution to a problem and develop detailed design specifications. They will use developmental tools and programming languages to create, modify, and test software. 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.

	CREDITS
PROGRAM REQUIREMENTS	
CSC*105 Programming Logic	3
CST*120 Introduction to Operating Systems	3
+CSC*295 Coop Ed/Work Experience	3
+CSC*250 Systems Analysis and Design	3
+CSC*231 Database Design I	3
+CSC*210 C Programming or CSC* 220 Object Orientation Programming Using JAVA	3
+CSC*214 Advanced C++ Programming or CST*228 Voice and Data Interworking	3
+CST*231 Data Comm. & Networks	3
+CSC*205 Visual Basic I	<u>3</u>
	27
BUSINESS REQUIREMENTS	
+ BMG*202 Principles of Management	3
GENERAL EDUCATION	
+ENG*101 Composition	3
+BMG*204 Managerial Communications	3
Communications Elective +++	3
Mathematics Elective ++	3
+MAT*137 Intermediate Algebra	3
SOSC 120 Group Dynamics	3
Science, Art, or Music Elective	3(4)
ECN*102 Principles of Microeconomics	<u>3</u>
	24 (25)
MULTIMEDIA ELECTIVE (Choose one)	
+DGA*241Internet Web Design I	3
+DGA*120 Digital Imaging I	
+DGA*223 Digital Illustration	
+DGA*242 Internet Web Design II	

OPEN ELECTIVE

3

TOTAL CREDITS: 60(61)

+ This course has a prerequisite.

++ MAT*137 or higher. Placement test is required.

+++ Communications electives: COM*101 (Intro to Mass Communication), + COM*173 (Public Speaking) or COM*275 (Argument & Debate)

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year; for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org. Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

Wiltzie Scholarship -- \$1,000

Awarded to an entering or continuing student who is motivated to succeed, clear about how this scholarship will help him/her to succeed, and who needs financial aid to pursue an education.

MxCC Foundation Endowed Scholarships

The Alumni Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor alumni who consistently contribute their time and energy to raise funds for the Foundation's scholarships and operating expenses. An exemplar of this is David Hampton. This scholarship is awarded to an entering student who needs financial aid to continue his/her formal education.

Beaulieu Endowed Scholarship

This scholarship was established in 2000 – 2001 by Suellen Beaulieu in memory of her father and mother, Rowland and Ruth Beaulieu. It is awarded to a continuing student in business administration with a grade point average of 3.0 or higher who needs financial aid to continue his/her formal education.

Boris Burack Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor the first Chairman of the College's English Department. It is awarded to a continuing or graduating student with a grade point average of 2.5 or higher who needs financial aid to remain in college or to continue his/her formal education at a four-year college.

Robert A. Chapman Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor the second President of the College. It is awarded to a continuing student who has distinguished himself/ herself through academic excellence, or unusual efforts, or community or college service. Financial need may be a deciding factor.

Deans' Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor Deans who have made outstanding, substantial contributions to the College. An exemplar of this is Edward G. Vater, the first Dean of Students of the College. It is awarded to a continuing student based on the equally weighted criteria of academic performance, attainment of a least twenty credits at Middlesex, financial need, and service to the College.

Catherine L. Dennis Endowed Scholarship

This scholarship was endowed in 2004 by her husband, George, and their adult children in her memory. She believed deeply in the value of education. It is awarded to a woman committed to earning a bachelor's degree in social work or human services who may be financially unable to do so without this scholarship.

Faculty Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor faculty who have been exemplary educators. Two exemplars of this are Richard and Jean Burr Smith. It is awarded to a continuing or graduating student who has distinguished himself/herself through academic excellence, made a contribution to the college community, and needs financial aid to continue his/her formal education.

Media Arts Workshop

Another example of a project funded by the Foundation is the Media Arts Workshop (MAW) that the Arts and Media faculty and students developed. It was produced in partnership with Connecticut Public Television for airing on Connecticut Public Television (CPTV) and other public television affiliates. The project's goal was to produce an educational, yet entertaining, program for young women to develop their own leadership skills by examining the lives of three Connecticut women, their struggles, as well as their accomplishments.

Sixteen students were selected to participate in the MAW where they received intensive on-the-set professional experience under noted professionals. MAW served as an honors course in the Arts and Media program. Many of the MAW participants have gone on to work directly in the film, television, and digital media industries due in large part to this educational experience provided by the Foundation. MAW was supported by the MxCC Foundation and its donors. A sizable donation from The New York Community Trust-Q Fund was matched by Foundation members and area businesses who believed in the goals of the project. CPTV also provided matching funding in the form of in-kind services funded by a "Connecting the Assets" grant from the Ford Foundation.

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.

CORE CURRICULUM		CREDITS	
+ ENG*101 Composition		3	
+ ENG*200 Advanced Composition or		3	
+ COM*173 Public Speaking or			
+ ENG*202 Technical Writing ¹			
Social Science Electives		6	
Art or Music Elective		3	
Computer Elective ²		3	
Liberal Arts Elective		3	
Open Elective		3	
Additional Requirements ³			
LIBERAL ARTS REQUIREMENTS	CREDITS	SCIENCE OPTION	CREDITS
History Elective	3	(These courses would replace the Liberal Arts Requirements)	
Foreign Language ⁴ (same language)	8	Science Electives	19-20
Mathematics Elective++	3	(must include at least 16 credits of	
(MAT*137 or higher)		lab sciences- 4 courses)	
Science Electives	7-8	+MAT*186 Precalculus ⁵	4
+ ENG*102 Literature and Composition	3	+MAT*254 Calculus I ⁶	4
or ENG*110 Introduction to Literature		+MAT*256 Calculus II ⁶	4
+Advanced English Literature		Humanities Electives	6
(any 200 level course)	3	(not Art or Music)	
Philosophy Elective	3		
Liberal Arts Elective	3		
Open Elective	3		
TOTAL CREDITS: 60-61		TOTAL CREDITS: 61-62	

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

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

3 Additional Requirements:

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

2 Library Research (L) courses

1 Diversity (D) course

4 The Foreign Language requirement may be waived in special circumstances, including the completion of three sequential years of one language in high school; passing a standardized exam; passing a higher-level language course; or demonstrating native proficiency. Students who desire to waive the language requirement must contact the language department coordinator to make arrangements. Students who waive the language requirement need to substitute (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 Management and Information Systems curricula. This curriculum combines 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.

After completing the degree students will be able to:

- + use effective oral and written communication skills.
- + integrate technology in the business environment.
- + gain skills in hardware and software applications.
- + use management skills in the business environment.
- + gain employment in the information systems field, information systems manager, information systems marketing and sales, applications software programmer, and systems consultant.
- + continue their education in the field of Management Information Systems at a four-year college.

CREDITS

GENERAL EDUCATION REQUIREMENTS

+ ENG* 101 Composition	3
+++ Communications Elective	3
Mathematics Elective (MAT*104 or higher)	3
+ MAT* 137 Intermediate Algebra	3
SOC* 101 Principles of Sociology or PSY* 111 General Psychology I	3
Science Elective	3
Fine Arts Elective	3(4)
+ ECN* 101 Macroeconomics or + ECN* 102 Microeconomics	<u>3</u>
	24 (25)

BUSINESS REQUIREMENTS

+ BBG* 231 Business Law or +BBG*234 Legal Environment of Business	3
+ BMG*202D Principles of Management	3
++Directed Business or Technology Elective +	3
+ BMG* 204 Managerial Communication	3
+ BMK* 201 Principles of Marketing	3
+ BBG* 295 Cooperative Work Experience	3
+ ACC* 115 Financial Accounting	4
+ BFN* 201 Principles of Finance or + ACC* 118 Managerial Accounting	<u>3 (4)</u>
	25 (26)

INFORMATION SYSTEM REQUIREMENTS

CSC* 105 Programming Logic	3
+CSC* 205 Visual Basic	3
+CSC* 220 Object Oriented Programming Using JAVA	3
+CSC* 101 Introduction to Computers Applications or higher	<u>3</u>
	12

TOTAL CREDITS: 61(63)

+ This course has a prerequisite.

++Suggested Business and Technology Electives: BMK 123 Principles of Customer Service, DGA* 241 Web Design MM 125, CSA 140 Database Applications (Access), BMG 105 Supervision and Organizational Behavior

+++COM*101 (Intro to Mass Communications), +COM*173 (Public Speaking) or COM*275 (Argument & Debate)

(To view the Management Information Systems degree program by semester, turn to page 182)

MARKETING

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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.

	CREDITS
GENERAL EDUCATION	
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Math Elective ++	3
Social Science Elective +++	3
Science, Fine Arts or Music Elective	3(4)
ECN*102 Principles of Microeconomics or ECN*101 Principles of Macroeconomics	3
Psychology or Sociology Elective +++	3
	21(22)
PROGRAM REQUIREMENTS	
BMG*202 Principles of Management	3
BMK*201 Principles of Marketing	3
BBG*231 Business Law I	3
ACC*100 Basic Accounting or + ACC*115 Financial Accounting	3(4)
Computer Application Elective (CSC*101 Intro. to Computers or higher)	3
+ BMG*204 Managerial Communications	3
	18(19)
DIRECTED BUSINESS ELECTIVES (choose 1)	3
BES*118 Small Business Management	
BBG*234 Legal Environment of Business	
+ BBG*295 Cooperative Work Experience I	
MARKETING TECHNOLOGY ELECTIVES 6	
(Choose 2 courses from the following)	
CSA*135 Spreadsheet Applications	
+ CSA*140 Database Applications	
ART*121 Two-Dimensional Design	
DGA*110 Computer Graphics	
DGA*101 Introduction to Digital Arts	
+ DGA*241 Internet Web Design I	
+ DGA*120 Digital Imaging I	
+ DGA*231 Digital Page Design I	
MARKETING ELECTIVES 12(13)	
(Choose 4 courses)	
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, 61, 62

+ This course has a prerequisite.
++ Placement testing is required. MAT*137 or higher.
+++ 101 or higher

MARKETING

(By SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

FIRST SEMESTER	CREDITS	THIRD SEMESTER	CREDITS
+ENG*101 Composition	3	+ COM*173 Public Speaking	3
Computer Application Elective (CSC*101 Introduction to Computers or higher)	3	ACC*100 Basic Accounting or + ACC*115 Financial Accounting	3(4)
Mathematics Electives ++	3(4)	Social Science Elective +++	3
+ BMK*201 Principles of Marketing	3	Marketing Elective	3
Marketing Elective	<u>2</u>	Marketing Technology Elective	<u>2</u>
	15(16)		15(16)

SECOND SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
+BMG*204 Managerial Communications	3	Science, Fine Arts or Music Elective	3(4)
Psychology or Sociology Elective +++	3	ECN*102 Principles of Microeconomics or ECN*101 Principles of Macroeconomics	3
BMG*202 Principles of Management	3	Marketing Technology Elective	3
Marketing Elective	3	Directed Business Elective	3
BBG*231 Business Law 1 or BBG*234 Legal Environment of Business	<u>2</u>	Marketing Elective	<u>2</u>
	15		15(16)

TOTAL CREDITS 60, 61, 62, OR 63

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

MULTIMEDIA

Full-time students desiring a two-year pathway to degree completion should use the semester by semester sequence listed on the facing page.

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.

CREDITS

FOUNDATION COURSES *(The following courses must be taken prior to other requirements)*

+ 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	<u>3</u>
	15

GENERAL EDUCATION REQUIREMENTS

Math Elective (MAT*137 or MAT*104)++	3
Science Elective	3 (4)
Humanities Elective	3
Social Science Elective	3
Liberal Arts Elective	<u>3</u>
	15 (16)

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

ADDITIONAL PROGRAM REQUIREMENTS

Multimedia Software Applications <i>(See specific offerings below)</i>	3
+ DGA*250 Interactive Multimedia Production	3
+ COM*287 Advanced Media Production	3
+ COM*295 Internship I	3
+ GRA*150 Intro. to Graphic Design	<u>3</u>
	15

Records & Admissions, 860-343-5719

++ Placement testing is required.

PROGRAM ELECTIVES *(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

MULTIMEDIA SOFTWARE APPLICATIONS

+ DGA*223 Digital Illustration	3
+ DGA*260 Animation	3
+ DGA*231 Digital Page Design I	3
+ DGA*182 Digital Video	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	<u>3</u>
	12

OPEN ELECTIVE

3

TOTAL CREDITS

60(61)

+ This course has a prerequisite.

MULTIMEDIA (DIGITAL ARTS)

(BY SEMESTER)

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See facing page for degree description.

	CREDITS
FIRST SEMESTER (FALL)	
ENG*101 Composition	3
ART*121 Two Dimensional Design	3
DGA*101 Introduction To Digital Arts	3
DGA*110 Computer Graphics	3
MAT*137 Math Elective (MAT*104)	<u>3</u>
	15
SECOND SEMESTER (SPRING)	
DGA*120 Digital Imaging I	3
DGA*250 Interactive Multimedia Production	3
Program Elective (DGA/COM/ART)	3
Humanities Elective	3
Social Science Elective	<u>3</u>
	15
THIRD SEMESTER (FALL)	
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	<u>3 (4)</u>
	15 (16)
FOURTH SEMESTER (SPRING)	
COM*287 Advanced Media Production	3
COM*295 Internship I	3
Program Elective (DGA/COM/ART)	3
Liberal Arts Elective	3
Open Elective	<u>3</u>
	15
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 or Records & Admissions, 860-343-5719

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.

	CREDITS
FIRST SEMESTER	
ODD*101 Introduction to Ophthalmic Dispensing	4
BIO*118 Anatomy and Physiology of the Eye	4
MAT*137 Intermediate Algebra+++	3
+ ENG*101 Composition	<u>3</u>
	14
SECOND SEMESTER	
+ 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	<u>3</u>
	17
SUMMER	
+ ODD*109 Optical Business Management++	3
ODD*130 Low Vision++	1
ODD*299 Opticianry Practicum++	<u>2</u>
	6
THIRD SEMESTER	
+ODD*103L Ophthalmic Dispensing II++	3
+ ODD*111 Ophthalmic Materials II++	4
+ ODD*121 Contact Lenses II++	4
Social Science Elective	<u>3</u>
	14
FOURTH SEMESTER	
+ 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	<u>3</u>
	17
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.

SCHOLARSHIPS

The Middlesex Community College Foundation, Inc. awards scholarships each year to enable students to continue their education and to recognize student accomplishments. Scholarships vary each year, for the latest information on availability, or new scholarships check the website at: www.mxccfoundation.org. Note: The amount awarded is dependent on the income accrued each calendar year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded.

Founders Endowed Scholarship

This scholarship was endowed in 2001 by the Foundation to honor those whose foresight and labor led to the creation of Middlesex Community College and to recognize all who have helped nurture that original vision of a college. The Founders Committee included Wilbert Snow, Chair; Edith M. Taylor, Secretary; Arnold Ackerman; Lawrence J. Cacciola; Edward P. Collins; Edward Dypa; Peter Gilles; Vincent D. Lamb; Josephine Licitra; Anne Palamountain; Jesse Salafia; Henry Sherwood; William L. Smith; and Herbert Zlokower. It is awarded to an outstanding continuing or graduating student who needs financial aid to continue his/her formal education.

Edie Fuld Endowed Scholarship

This scholarship was established in 2001 by her parents, Arnie and Phyllis Fuld, and her friends to honor her and recognize the compassion, energy, and enthusiasm she showed to students and her colleagues. She was Coordinator of Student Activities at the College. It is awarded to a continuing student who has demonstrated an interest in human services, especially student services, has a cumulative grade point average of 2.5, and needs financial aid to continue his/her education.

Herbert Levine, M.D., Endowed Scholarship

This scholarship was established in 2001 by his colleagues, patients, and friends to recognize his contributions to the College and Foundation as a Board member of the latter and his mentoring so many at both. It is awarded to a graduating student for his/her love of the liberal arts, commitment to higher education beyond the Associate's degree, and excellent performance at the College.

The Martha DePecol Sanner Endowed Scholarships.

These scholarships were established with \$50,000 of the \$100,000 bequest of Martha DePecol Sanner. This allocation of the bequest was approved by the Foundation's Board of Directors in March of 2003. Ms. Sanner was an extraordinary educator, respected and highly regarded by students, faculty, and staff. It is awarded to non-traditional continuing students based on their interest in an allied health field, and who need financial aid to continue their studies.

The Philip D. Wheaton Endowed Scholarship.

This scholarship was endowed in 2001 by the Foundation to honor the first and founding President of the College. It is awarded to a continuing or graduating student who needs financial aid to continue his/her formal education.

A Presidential Scholar ...

Shannon, an Exemplary Citizen and a Foundation Success Story!

"Shannon accomplished a great deal in her community in the fields of education and the environment," said Dr. Wilfredo Nieves, college president. Dr. Nieves feels confident that Shannon will be making history in her own right some day. In her community, Shannon was involved with various music and theater groups, which led to performances in cities including: London, Boston, and Washington, D.C. After graduating from high school, Shannon was awarded a scholarship by the International Rotary Club to study music and science at the Sophia's College for Women in Bombay, India for a year. Since returning to the U.S., Shannon has devoted many hours volunteering.

Shannon spent a great deal of time doing field research at her community's local skating pond property. "I have worked closely with experts from the University of Connecticut's New England Wildflower Society, the Nature Conservancy Working Group, Invasive Studies Interns from Rutgers University, and the East Haddam Rotary Club to study the unique ecosystems at the pond," she reported. "The project evolved from a requirement for graduation for the University of Connecticut's Master Gardener Program. Thirty hours of required community service turned into hundreds of hours of field research." Shannon also participated in a micro inventory, implanting biological control of invasive species, and a recording of wildflower species.

It's this commitment to the environment and her participation in local government that led to Shannon's applying for and receiving a legislative internship in Hartford. "She was active in applying her civic citizenship even before her academic achievements," said Richard Patrick, chair of the Social Sciences Division at MxCC. "She was directly active in assisting her candidate in gaining office in her hometown and has thus demonstrated herself to be an individual who puts her convictions into practice for the benefit of others and her community. Shannon is an exemplary representative of community college students."

RADIOLOGIC TECHNOLOGY + **(By SEMESTER)**

ASSOCIATE IN SCIENCE DEGREE

The Radiologic Technology Program prepares students for entry level employment as radiologic technologists in hospitals and medical offices. It is sponsored by Middlesex Community College and offered jointly with Middlesex Hospital, both located in Middletown, CT. The curriculum covers a 27-month period, with the first 12 months primarily at the college and a 15-month period of technical and clinical training at the hospital, including a 3 month internship (June-August).

Enrollment in the program is restricted by limited clinical facilities. 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 1 of the year in which admission is sought: results of Basic Skills Assessment; three letters of recommendation from current and/or former teachers and/or employers, or three completed application Information Forms (available at www.radiologyschool.com or www.xrayschool.com), a one-page biography stating goals/reasons for program entry, and present documentation of having attended a four-hour program orientation at Middlesex Hospital. In addition, high school candidates must be in the upper 25% of their class and college applicants need at least a 2.5 average for all college work. A grade of C or better 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 Hospital.

Credit toward the Associate in Science degree in Radiologic Technology will be granted to graduates of a two-year accredited hospital-based program and who hold certification by the American Registry of Radiologic Technology. Admission requirements include: a detailed official transcript from the hospital program from which the student graduated and verification of certification from the American Registry of Radiologic Technology (copy of certificate or copy of registration card).

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.

	CREDITS
FIRST YEAR (June 1–May 31)	
SUMMER	
+ ENG*101 Composition	3
RAD*106 Orientation to Radiography I	1
RAD*107 Radiographic Procedures I	<u>1</u>
	5
FIRST SEMESTER	
+ BIO*211 Human Anatomy & Physiology I	4
MAT*137 Intermediate Algebra+++	3
Social Science Elective	3
RAD*108 Orientation to Radiography II	1
RAD*195 Radiographic Procedures II	2
RAD*109 Patient Care I	<u>1</u>
	14
SECOND SEMESTER	
+ BIO*212 Human Anatomy & Physiology II	4
PSY*111 General Psychology I	3
CSC*101 Introduction to Computers	3
RAD*110 Orientation to Radiography III	1
RAD*196 Radiographic Procedures III	2
RAD*111 Patient Care II	<u>1</u>
	14
SECOND YEAR	
SUMMER	
RAD*207 Radiographic Procedures IV	3
RAD*208 Radiologic Exposure I	3
RAD*293 Clinical Education I ++	<u>1</u>
	7
THIRD SEMESTER	
RAD*209 Methods of Patient Care	3
RAD*210 Radiographic Procedures V	3
RAD*211 Radiographic Quality Control	3
RAD*212 Radiologic Exposure II	3
RAD*294 Clinical Education II	<u>1</u>
	13
FOURTH SEMESTER	
RAD*213 Analysis of Radiographic Quality	3
RAD*214 Special Procedures & Pathology	3
RAD*222 Radiobiology & Protection	3
RAD*295 Clinical Education III	<u>3</u>
	12
THIRD SUMMER	
RAD*296 Applied Radiography	3
TOTAL CREDITS:	68

+ This course has a prerequisite.

++ See course description for grading method. Summer courses are charged at summer extension rates.

+++ Placement testing required.

VETERINARY TECHNOLOGY

IN PARTNERSHIP WITH NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE'S VETERINARY TECHNOLOGY PROGRAM

Middlesex Community College has entered into a partnership with the Veterinary Technology Program at Northwestern Connecticut Community College. The Associate Degree in this AVMA fully-accredited program will prepare students for immediate employment in veterinary offices, biological research facilities, drug and feed manufacturing companies, and in the animal production industry. The objective of this program is to provide the classroom, laboratory, and field experience that will prepare students to be job entry-level competent. After completing the Associate Degree program, eligible students may transfer seamlessly to the College of Agriculture and Natural Resources at the University of Connecticut to major in either Animal Science or Pathobiology. The NCCC Veterinary Technology Program promotes graduate success through a combination of challenging studies, extensive on-site hands-on learning opportunities, affiliations with off-site veterinary clinics, and continued emphasis on the need for lifelong learning.

Students at Middlesex Community College can complete program prerequisites, their general education requirements, and some program requirements on the Middletown Campus before transferring to Northwestern to complete the degree program. Middlesex students should be aware that completion of courses at Middlesex Community College does not guarantee admission to Northwestern's program as they still must comply with the other requirements for admission as listed below.

PROGRAM OUTCOMES

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

1. Demonstrate a solid understanding of the wide variety of knowledge needed within the career, including anatomy and physiology, laboratory procedures, medical and surgical nursing skills, and clinical pathology.
2. Demonstrate the entry-level skills and the knowledge applicable for a wide variety of careers, including employment at veterinary clinics, zoos, wildlife rehabilitation centers, research facilities, pharmaceutical sales, as well as drug and feed manufacturing companies.
3. Sit for the Veterinary Technician National Examination.
4. Demonstrate analytical problem-solving and decision-making skills applicable to the role of the veterinary technician in the field of animal healthcare.

PROGRAM ADMISSION PREREQUISITES:

BIO* 121 – General Biology or BIO* 115 – Human Biology

CHE* 111 – Concepts of Chemistry

*(Above courses must be college level courses with a grade of "C" or above
and taken within 5 years prior to entering the program)*

CSA* 105 – Intro to Software Apps

MAT*095 – Elementary Algebra Foundations or equivalent

OTHER REQUIREMENTS:

- Interview w/ fulltime veterinary technology program faculty member
- for any VET* course numbered 150 or higher, a health physical and rabies vaccination certificate are required.
- Students must be capable of lifting a minimum of 50 lbs. and must be in overall good health.
- It is strongly recommended that applicants experience 20 hours or more of experience at a veterinary practice.

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.

GENERAL EDUCATION REQUIREMENTS

ENG* 101 Composition		3
Literature or Communication	VET* 102 (NCCC only)	
	Vet Office Mgmt & Communication	3
Behavioral Science	PSY* 111 General Psychology I	3
Humanities/ Arts	Humanities or Art Elective	3
Mathematics	MAT* Mathematics Elective	3
Natural/Physical Science	BIO* 235 Microbiology	4
Social Science	Social Science Elective	3
Liberal Arts	BIO* 238 Parasitology (MxCC Spring 09)	<u>3</u>
		25

PROGRAM REQUIREMENTS

BIO* 211 (NCCC only)	Anatomy & Physiology I (w/ Vet Animal Lab)	4
BIO* 212 (NCCC only)	Anatomy & Physiology II (w/ Vet Animal Lab)	4
MED* 125 (MxCC BOT 180)	Medical Terminology	3
MED* 250 (MxCC MED 250)	Principles of Pharmacology	<u>3</u>
		14

SPECIALIZED PROGRAM REQUIREMENTS

VET* 100 (NCCC only)	Introduction to Animal Care	2
VET* 101 (NCCC only)	Introduction to Veterinary Technology	3
VET* 151 (NCCC only)	Small Animal Veterinary Technology	4
VET* 152 (NCCC only)	Large Animal Veterinary Technology	4
VET* 205 (NCCC only)	Veterinary Laboratory Procedures	3
VET* 212 (NCCC only)	Principles of Imaging	1
VET* 220 (NCCC only)	Animal Pathology	3
VET* 230 (NCCC only)	Veterinary Anesthesia & Surgical Nursing (Lab & Lecture)	4
VET* 240 (NCCC only)	Periodontology & Oral Radiology	2
VET* 280 (NCCC only)	Veterinary Technology Externship I	1
VET* 281 (NCCC only)	Veterinary Technology Externship II	<u>2</u>
		29

TOTAL CREDITS 68

Advisors:

Nancy Marchetti, D.V.M, nmarchetti@nwcc.commnet.edu, 860-738-6483

Professor Howard Wiley, hwiley@mxccl.commnet.edu, 860-343-5776

CERTIFICATE PROGRAMS

CERTIFICATE	CONTACT	ROOM	PHONE	PAGE
Accounting Assistant	Prof. Nancy Kelly	313	343-5761	103
Accounting Technician	Prof. Nancy Kelly	313	343-5761	103
Advertising & Sales Promotion	Prof. Donna Leonowich	313	343-5762	104
Broadcast Communications	Prof. Richard Lenoce	515	343-5796	104
Business Office Technology: Business Office Assistant	Asst. Prof. Patricia Raymond	313	343-5772	105
Business Office Technology: Medical Insurance/Billing Assistant	Asst. Prof. Patricia Raymond	313	343-5772	105
Communications Networking	Professor Jean Insinga	313	343-5763	106
Customer Service Management	Prof. Donna Leonowich	313	343-5762	106
Early Childhood Education	Assoc. Prof. Ijey Nwachucku	508	343-5814	107
Child Dev. Asso (CDA) Credential	Assoc. Prof. Ijey Nwachuku	508	343-5814	107
Entrepreneurship	Prof. Donna Leonowich	313	343-5762	108
Hazardous Materials Operational	Prof. Howard Wiley	217	343-5776	108
Haz. Waste Site Worker	Prof. Howard Wiley	217	343-5776	109
Health Career Pathway	Asst. Prof. Judy Wallace	209	343-5780	109
Help Desk Technician	Prof. Jean Insinga	313	343-5763	110
Juvenile Justice	Prof. Gregory Horne	508	343-5815	110
	Prof. Judith Felton	508	343-5816	
Multimedia	Asst. Prof. Richard Eriksen	407	343-5795	111
Multimedia Web Design & Development	Asst. Prof. Richard Eriksen	407	343-5795	111
Software Developer	Prof. Jean Insinga	313	343-5763	112
Substance Abuse Education	Prof. Judith Felton	508	343-5816	112
Therapeutic Recreation	Prof. Judith Felton	508	343-5816	113
Word Information Processing	Asst. Prof. Patricia Raymond	313	343-5772	113
OTHER				
Dietetic Technician	Asst. Prof. Judy Wallace	209	343-5780	114
English as a Second Language	Prof. May Coryell	520	343-5803	115
Pre-Allied Health/Transfer	Asst. Prof. Judy Wallace	209	343-5780	115

CONNECTICUT COMMUNITY COLLEGE SYSTEMWIDE PROGRAMS

116-119



ACCOUNTING ASSISTANT

CERTIFICATE

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.

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
CSC*101 Introduction to Computers	3
CSA*135 Spreadsheet Applications	3
TOTAL CREDITS:	29

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

ACCOUNTING TECHNICIAN

CERTIFICATE

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.

COURSES	CREDITS
ACC*100 Basic Accounting	3
+ ACC*115 Financial Accounting	4
+ BMG*202 Principles of Management	3
BBG*231 Business Law I	3
CSC*101 Introduction to Computers	3
CSA*135 Spreadsheet Applications	3
+ BOT*295 Administrative Practicum or + BBG*295 Cooperative Work Experience I	3
TOTAL CREDITS:	22

+ This course has a prerequisite.



ADVERTISING AND SALES PROMOTION

CERTIFICATE

This certificate prepares a student for opportunities in media related careers or qualifies a student to create printed material for organizations. Courses balance essential skills with a liberal arts component which emphasizes a communications competence. A student is prepared for job opportunities within the field. A student will be able to pursue a career or apply courses to an Associate in Science degree.

COURSES	CREDITS
+ ENG*101 Composition	3
+ BMG*204 Managerial Communications	3
COM*101 Intro. to Mass Communication	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	<u>3</u>

TOTAL CREDITS: 30

This course has a prerequisite.



BROADCAST COMMUNICATIONS

CERTIFICATE

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.

COURSES	CREDITS
+ ENG*101 Composition (required)	3
+ MATH Elective (required)++	3
ART*141 Photography I	3
DGA*110 Computer Graphics	3
COM*101 Introduction to Mass Comm.	3
COM*203 Media Aesthetics	3
+ COM*111 Scriptwriting	3
COM*104 Careers in Media	3
COM*131 Audio Production	3
COM*142 Television Production	4
COM*177 Broadcast Performance	3
+ COM*231 Radio Production	3
+ COM*284 Electronic Music	3
+ COM*264 Advanced Editing Workshop	3
+ COM*287 Advanced Media Production	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*295 Internship I	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop- Honors	<u>3</u>

TOTAL CREDITS: 30

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.

+ This course has a prerequisite.

++ Placement testing is required.

BUSINESS OFFICE TECHNOLOGY: BUSINESS OFFICE ASSISTANT

CERTIFICATE

This certificate program is specially designed for students who need a "fast track" program of employable skills or for students who wish to combine their knowledge of clerical and administrative office skills with computer software applications. The programs objectives include promoting written communication skills with hands-on technical computer skills and easily transfer to the Executive, Legal, or Medical Office Technology options.

COURSES	CREDITS
+ BOT*251 Administrative Procedures, or BOT*271 Legal Document Production, or BOT*280 Medical Transcription & Document Production	3
+ ENG*101 Composition	3
+ BOT*112 Keyboarding for Info Pro II (BOT*112 Keyboarding for Info PRO II has a prerequisite of BOT*111 Keyboarding for Info PRO I, or permission of the instructor.)	3
BOT*219 Integrated Office	3

COMPUTER ELECTIVES/ DIRECTED B.O.T.

ELECTIVES (Select one)	3
CSA*140 Database Applications	
CSA*135 Spreadsheet Applications	
DGA*231 Digital Page Design I	
+ BOT*295 Administrative Practicum or + BBG*295 Cooperative Work Experience I	

TOTAL CREDITS: 15

+ This course has a prerequisite.

BUSINESS OFFICE TECHNOLOGY: MEDICAL INSURANCE/BILLING ASSISTANT

CERTIFICATE

This certificate program is intended to provide individuals with the knowledge, skills and abilities needed for employment as a Medical Billing/Insurance Specialist in hospitals, emergency medical centers, health maintenance organizations or physicians' offices. Individuals who are presently working in similar settings may upgrade skills by taking selected courses in the program. Coding specialists have the opportunity to apply to the American Health Information Management Association for the status of a CCS (Certified Coding Specialist).

COURSES	CREDITS
ACC*100 Basic Accounting	3
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
+ BOT*112 Keyboarding for Info Pro II (Prerequisite: BOT*111 or permission of instructor)	3
+ BOT*280 Medical Transcription and Document Production	3
+ BOT*282 Medical Admin Procedures	3
+ BOT*181 Medical Coding I	3
+ BOT*182 Medical Coding II	3
+ BOT*295 Administrative Practicum or + BBG*295 Co-op Work Experience I	<u>3</u>

TOTAL CREDITS: 27

+ This course has a prerequisite.

COMMUNICATIONS NETWORKING

CERTIFICATE

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.

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



CUSTOMER SERVICE MANAGEMENT

CERTIFICATE

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, skill 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.

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
CSC*101 Introduction to Computers	3
BMK*123 Principles of Customer Service	3
BMK*106 Principles of Selling	3
Select two of the following:	6
BMG*105 Supervision and Organizational Behavior	
+ BMK*207 Consumer Behavior	
+ BMK*216 Internet Marketing	
BMK*103 Principles of Retailing	
+ BMK*230 Advertising and Promotion	
TOTAL CREDITS:	30

+ This course has a prerequisite.

EARLY CHILDHOOD EDUCATION

CERTIFICATE

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.

SEMESTER I CREDITS

ECE*101D Intro. to Early Childhood Education	3
+ENG*101L College Writing	3
One of the following courses	3
PSY*111L General Psychology I	
ECE*103 Creative Art Experiences for Children	
+ECE*210 Observation and Participation	3
ECE*176 Health, Safety, and Nutrition	3

SEMESTER II

PSY*204 Child and Adolescent Psychology (Formerly ECE*182)	3
ECE*106 Music and Movement for Children	3
ECE*295 Student Teaching	6
Directed Electives (select one from the list below)	3
ECE*141 Infant/Toddler Development	
+ ECE*275 Child, Family, and School Relations	
+ ECE*215 The Exceptional Learner	
+ ECE*231 Early Literacy Development	

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.

SEMESTER I CREDITS

ECE*101 Intro. to Early Childhood Education	3
One of the following	3
PSY*204 Child & Adolescence Development (Formerly ECE*182)	
ECE*141 – Infant/Toddler Growth and Development	

SEMESTER II OR SUMMER

ECE*180 Child Development Credential Preparation Course (CDA-I)	3
ECE*210 Observation and Participation (CDA-II)	3

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

CERTIFICATE

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.

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
Computer Applications Elective (CSC*101 Introduction to Computers or higher)	2
TOTAL CREDITS:	31

+ This course has a prerequisite.

HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL

CERTIFICATE

The First Responder Operational Certificate program is intended for emergency responders in the public sector, (fire, police, EMS, etc.) and workers in the industrial and manufacturing sectors who may witness or be called on to respond to accidental releases of hazardous materials.

The program is designed to meet or exceed the training objectives for First Responder Awareness and Operational Levels, detailed in 29 CFR 1910.120, and NFPA 471 and 472.

COURSES	SEMESTER OFFERED	CREDITS
ENV*162 Environmental Sampling	Fall	3
ENV*109 OSHA 40 Hour Training & Emergency Response Procedure	Spring	3
TOTAL CREDITS:		6



HAZARDOUS WASTE SITE WORKER

CERTIFICATE

The Hazardous Waste Site Worker Certificate is intended to provide workers intending to enter, or are already employed in, a job related to environmental remediation, training in the procedures of handling and removal of hazardous substances including, sampling, asbestos, and lead awareness, OSHA regulation, and skills.

COURSES	CREDITS
ENV*162 Environmental Sampling	3
+ ENV*212 Site Assessment	3
++ ENV*109 OSHA 40 Hour Training and Emergency Response Procedure	2
TOTAL CREDITS:	9

+ This course has a prerequisite.

++ This course meets the requirements detailed in 29 CRF 1910.120.

HEALTH CAREER PATHWAYS

CERTIFICATE PROGRAM

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.

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.

PROGRAM OF STUDY

COURSE	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 115 or 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

CERTIFICATE

This certificate program prepares students to be software and hardware help desk technicians. The help desk technician is frequently the first position available to an Information Technology professional and it can lead to network administration and network support positions. Students in the program will learn to design and use problem solving techniques; use oral and written communication within a business environment; implement management and customer service skills in team building activities; learn terminology in networking environments; and use technical skills in implementing software and hardware installations. Additional training is obtained through a required on-the-job internship. Upon completion of the program students will be able to design and use the programming development steps to solve problems, work within a business environment using oral and written communication skills effectively, use an office application product to assist in troubleshooting problems, test and debug software and hardware products, work in an Information Technology department applying software and hardware service and technical skills. Students completing this certificate will be able to transfer to the Associate Degree program in Information Systems. The certificate is open to all students who place into ENG*101 and MAT*137 or who have successfully completed ENG*100 and MAT*095.

COURSES	CREDITS
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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
BMK*204 Managerial Communication	3
CSA*205 Advanced Applications	3
CSC*295 Cooperative Work Experience	3

TOTAL CREDITS:	30
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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.

PREREQUISITES

ENG*101L College Writing	3
PSY*111L/D General Psychology	3
Also recommended: completion of six credits in the Behavioral and Social Sciences	6

CERTIFICATE COURSEWORK	CREDITS
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+ 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)	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:	24
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+ This course has a prerequisite

MULTIMEDIA

CERTIFICATE

The Multimedia 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.

PREREQUISITE (must be taken before beginning program)

ENG*101 Composition 3

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
	18

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	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

TOTAL CREDITS: 30

+ This course has a prerequisite requirement.

Any additional Art/Broadcast Communications/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

CERTIFICATE

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.

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	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.

SOFTWARE DEVELOPER

CERTIFICATE

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).

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.

SUBSTANCE ABUSE EDUCATION

CERTIFICATE

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.

PREREQUISITES:	CREDITS
ENG*101L College Writing	3
PSY*111L Introduction to Psychology	3

CERTIFICATE COURSEWORK:

DAR*101 Public Health Issues of Abuse & Addiction	(Fall)	3
DAR*114 Intro. 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

THERAPEUTIC RECREATION

CERTIFICATE

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.

CERTIFICATE PREREQUISITES:	CREDITS
ENG* 101	3
PSY* 111	3

CERTIFICATE REQUIRED COURSES

RLS*121, Introduction to Therapeutic Rec.	3
RLS*221, Therapeutic Rec.	3
SOC*114, Sociology of Aging	3
SOC*120, Group Dynamics	3
SOC*225, Death and Dying	3
HSE*288, Practicum	3

FIRST SEMESTER

ENG*101 Composition	3
PSY*111 General Psychology	3
RLS*121 Introduction to Therapeutic Recreation Services	3
SOC*114 Sociology of Aging	3

SECOND SEMESTER

HSE*288 Developmental Practicum	3
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
RLS*221 Therapeutic Recreation	3

TOTAL CREDITS: 24

WORD INFORMATION PROCESSING

CERTIFICATE

This program consists of a total of 27 credits and is specifically designed for students who wish to combine their knowledge of clerical and administrative office skills with computer software applications.

Note: Completion of the certificate program courses will transfer to the Business Office Technology degree programs in Executive, Legal, or Medical.

COURSES	CREDITS
+ ENG*101 Composition	3
ACC*100 Basic Accounting	3(4)
or + ACC*115 Financial Accounting	
or Computer Application Elective	
Psychology Elective	3
(PSY*111 or PSY*247 recommended)	
+ BOT*111 Keyboarding for Info Pro I	3
+ BMG*204 Managerial Communications	3
CSA*135 Spreadsheet Applications	3
+BOT*219 Integrated Office	3
+CSA*140 Database Applications	3
+BOT*251 Administrative Procedures or	3
+ BOT*252 Advanced Administrative Procedures II	

COMPUTER SOFTWARE ELECTIVES

DGA*101 Introduction to Digital Arts
+DGA*231 Digital Page Design I

TOTAL CREDITS 27(28)

+ This course has a prerequisite.

OTHER COURSE SEQUENCES



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.



ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE COMPETENCY CERTIFICATE

English as a Second Language Certificate Program is designed for students whose native language is not English. Each of the courses in the program will prepare them in the English language skills necessary for success in academic studies or in the job market. After successfully completing the program, students will receive a Competency Certificate in English as a Second Language.

Except for ENG*063, all courses in the program are applicable to various associate degree programs. Students must earn the grade of C or better in all nine courses required for the certificate.

COURSES	CREDITS
ESL*133 Writing & Reading III	3
ESL*135 Grammar III	3
ESL*143 Writing & reading IV	3
ESL*145 Grammar IV	3
ESL*153 Writing & Reading V	3
ESL*155 Grammar V	3
ESL*173 Reading & Writing VI	3
ESL*175 Grammar VI	3
ENG*063 Writing: Intro to the Essay	0
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
or ESL*157 Oral Communications V	
TOTAL CREDITS	30

Note: Students who place into the higher ESL courses when entering the college may substitute courses in literature, U.S. history, U.S. government or any others devoted to American culture/heritage for each ESL course below their initial placement.

+ This course has a prerequisite.

PRE-ALLIED HEALTH/ TRANSFER REQUIREMENTS

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)

Any additional courses should be chosen with your advisor

ALLIED HEALTH ADVISORS

Judy Wallace	860-343-5780
Emily Canto, Counselor	860-343-5826
Gail Russell, Counselor	860-343-5826
Irod Lee	860-343-5715

+ This course has a prerequisite.



CONNECTICUT COMMUNITY COLLEGE SYSTEMWIDE

PROGRAMS PAGE

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CERTIFICATE PROGRAMS

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COLLEGE OF TECHNOLOGY:
ENGINEERING SCIENCE

ASSOCIATE IN SCIENCE DEGREE

The Engineering Science program is a Pathway program consisting primarily of coursework in engineering, mathematics, and the sciences. This program prepares the student for entry into the University of Connecticut's School of Engineering, University of Hartford's College of Engineering, or the University of New Haven. 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.

GENERAL EDUCATION COURSES CREDITS

ENG*101 Composition	3
English Literature	3
Fine Arts Elective	3
Western Culture	3
PHL*111 Ethics	3
Social Science Elective	<u>3</u>
	18

SPECIALIZED COURSES

CHE*121 General Chemistry I	4
CHE*122 General Chemistry II	4
PHY*221 Calculus-Based Physics I	4
PHY*222 Calculus-Based Physics II	4
Calculus I and II	8
MAT*268 Calculus III: Multivariable	4
Differential Equations	3
Applied Mechanics I	3
Applied Mechanics II	3
Computer Programming	<u>3</u>
	40

OPTION

SUBTOTAL 12 CREDITS

Directed Elective	<u>6</u>
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TOTAL CREDITS: 64

COLLEGE OF TECHNOLOGY: TECHNOLOGICAL STUDIES

ASSOCIATE IN SCIENCE DEGREE

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.

GENERAL EDUCATION COURSES CREDITS

ENG*101 Composition	3
COM*173 Public Speaking	3
ENG*102 Literature and Composition or ENG*110 Introduction to Literature	3
Philosophy, Fine Arts, English Literature	6
History	3
Economics	3
Geography or Political Science or History	3
Psychology or Sociology	3
	27

SPECIALIZED COURSES

CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
PHY*110 Introductory Physics or PHY*121 General Physics I	4
MAT*168 Elementary Statistics and Probability I	4
MAT*137 Intermediate Algebra or MAT*173 College Algebra with Trigonometry	3
CAD*219 Drafting	3
CSC*101 Introduction to Computers	3
ENG*202 Technical Writing	3
Management Elective	3
	27

OPTION

Directed Elective	3
Directed Elective	3
Directed Elective	3
Directed Elective	3
	12

TOTAL CREDITS: 66

COLLEGE OF TECHNOLOGY TECHNOLOGICAL STUDIES (By SEMESTER)

GENERAL EDUCATION COURSES CREDITS

FIRST SEMESTER

ENG*101 Composition	3
CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
MAT*137 Intermediate Algebra or MAT*173 College Algebra with Trigonometry	3
Management Elective	3
History	3
	16

SECOND SEMESTER

COM*173 Public Speaking	3
MAT*168 Elementary Statistics and Probability I	4
CSC*101 Introduction to Computers	3
Philosophy, Fine Arts, English Literature	3
Psychology or Sociology	3
	16

THIRD SEMESTER

ENG*102 Literature and Composition or ENG*110 Introduction to Literature	3
CAD*219 Drafting	3
Philosophy, Fine Arts, English Literature	3
Geography or Political Science or History	3
Directed Elective	3
Directed Elective	3
	18

FOURTH SEMESTER

PHY*110 Introductory Physics or PHY*121 General Physics I	4
ENG*202 Technical Writing	3
Economics	3
Directed Elective	3
Directed Elective	3
	16

TOTAL CREDITS: 66

BANKING

Offered at various Community Colleges system-wide

ASSOCIATE IN SCIENCE DEGREE

This System-wide program prepares students for career advancement or new careers in supervisory, middle management and professional positions in the banking industry. Designed in cooperation with the American Institute of Banking (AIB), this program complement existing AIB course offerings and provides a degree path for AIB students and similar opportunities for other students.

GENERAL EDUCATION COURSES CREDITS

+ ENG*101 Composition	3
Writing for Business	3
+ COM*173 Public Speaking	3
MAT*168 Elementary Statistics & Probability I	3
ECN*100 Introduction to Economics*	3
Arts/Humanities Elective	3
Social Science Elective	3
Science Elective	3-4

SPECIALIZED COURSES

+ BMG*202 Principles of Management	3
BBG*231 Business Law I	3
Business Law II	3
+ BFN*201 Principles of Finance	3
Money and Banking	3
Principles of Banking*	3

RELATED COURSES

Principles of Accounting I*	3
+ ACC*118 Managerial Accounting	4
CSC*101 Introduction to Computers	3
+ BMK*201 Principles of Marketing	3
Directed Electives	6

TOTAL CREDITS: 61-62

*AIB courses can be used to meet these course requirements. The AIB courses have been assessed by the Community-Technical Colleges for award of collegiate credit for non-collegiate instruction in accordance with the Board of Governors' guidelines.

+ This course has a prerequisite.

ELECTRICAL

Offered at various Community Colleges system-wide

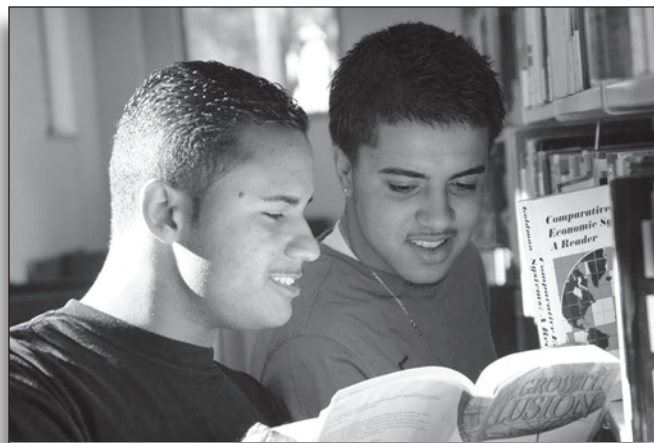
CERTIFICATE

This program was developed to serve individuals who have completed the electrical apprenticeship training available through the Independent Electrical Contractors of Connecticut. Students who complete the Electrical Certificate program will be able to continue their studies toward an associate's degree by applying those credits toward the College of Technology Program which will then transfer to Central Connecticut State University.

COURSES CREDITS

+ Intermediate Algebra (MAT* 137)	3
PHY* 121 General Physics I	4
CSC*101 Introduction to Computers	3
ENG*101 Composition	3
CHE*111 Concepts of Chemistry	4
Electricity I	3
Electricity II	3
Electricity III	3
Electricity IV	3

+ This course has a prerequisite.



WASTEWATER

Offered at various Community Colleges system-wide

CERTIFICATE

The Wastewater Certificate is a multi-campus program that responds to Connecticut's environmental needs, that is consistent with established state environmental requirements and standards, and that uses available resources most efficiently and effectively.

The curriculum has been designed cooperatively with the Department of Environmental Protection so that the courses will best meet the needs of wastewater treatment plant operations in hiring new employees and in preparing current employees for class I and II wastewater certification examinations.

The certificate offers students an entry into the College of Technology Technological Studies Pathway degree program through which a student can earn the associate in science degree and transfer all courses to Central Connecticut State University's environmental technology baccalaureate program.

COURSES	CREDITS
BIO*121 General Biology I	4
ENG*101 Composition	3
CHE*111 Concepts of Chemistry	4
CSC*101 Introduction to Computers	3
+MAT*137 Intermediate Algebra	3
Wastewater I	3
Wastewater II	3
Wastewater III	3
Wastewater IV	3

ADVANCED WASTEWATER

Offered at various Community Colleges system-wide

CERTIFICATE

The Advanced Wastewater Certificate will offer students a core of courses to prepare them for certification as Wastewater III and Wastewater IV Operators. The Community Colleges in collaboration with the Department of Environmental Protection developed the certificate program in response to legislation requiring certification.

COURSES	CREDITS
MAT*186 Precalculus	4
PSY *111 General Psychology I	3
Fundamentals of Electricity	4
Advanced Wastewater I	3
Sanitary Engineering or Environmental Engineering or Tech Elective	3
Environmental Law	3
Advanced Wastewater II	3
Directed Electives	6
TOTAL:	29



Visit **myCommNet**, the CT Community College's Connection to the Web!

*Want to register but don't have a course schedule book?
Do you need a copy of your current class schedule? Would you like to see your final grades?
Need access to online course materials and contact peers in your class?
Want to do research from home? myCommNet makes all of this possible.*

myCommNet is a fabulous new system that gives each CT community college student access to their personal and academic information, WebCT, and library databases via the Internet. Students can access the system from ANY computer lab on campus or via a World Wide Web browser when off-campus. Through **myCommNet** you can access:

- Schedule Planning (*look up course availability and schedules at one or multiple community colleges*)
- Current Schedule/Grades as soon as they are in the system. Students may access their grades via the internet: my.commnet.edu.
- Personal Information (*Name, Address, GPA, Course history, etc.*), Account Balance, tuition and fees information
- Courses that use WebCT Vista (both online and on-ground)
- Library databases (from off-campus)

You can access **myCommNet** virtually at any time of the year, day or night, from anywhere in the world! Simply open an internet browser and type in the following URL: <http://my.commnet.edu>.

The main **myCommNet** page provides access to two areas – Public and Secured.

The **Public Information area** is open to anyone (*not limited to current students*) interested in doing a class search and finding information about admissions or financial aid.

By logging into the **Secured Information area**, students can view their personal and academic information. You can also access courses that use WebCT Vista and do off-campus research using the library databases. The Secured area is limited to current students who have a NetID and password.

Several comments regarding your initial use of **myCommNet**:

We recommend using Firefox 1.0.7, 1.5.0.1 or Internet Explorer 5.x (latest version), 6.0 SP2 and 7.0. In addition, computers will be set up at the following locations on campus:

Snow Hall—Counseling Center Wheaton Hall—Room 304 Chapman Hall—Library

Every current student has a unique "NetID." Your NetID is your 8-digit Banner ID@student.commnet.edu. Your Banner ID (e.g., @12345678) is located on your transcript and on your schedule/bill information and can also be obtained from the Records Office. Please make a note of your ID as you will need it to access **myCommNet**.

Here are a few key things to remember about your password: Initially your password is a combination of your first 3 letters of birth month (capitalize the first letter) and last four digit of your social security number (e.g. Apr&1207). You will be required to change your password when you first log in to **myCommNet**. Your new password must be 8 or more characters and satisfy 3 of the 4 requirements: an upper-case letter, a lower-case letter, a number, a special character. An example of a new password is Flower07 (case sensitive).

Visit www.mxcc.commnet.edu/distance/mycommnet.shtml for more information about using **myCommNet**.

So now, just get on myCommNet !!!



ACCOUNTING, ACC*	123
ANTHROPOLOGY, ANT*	123
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ART-GRAPHIC DESIGN, GRA*	124
ASSESSMENT FOR PRIOR LEARNING, ST	125
BIOLOGY, BIO*, HLT*	125
BROADCAST COMMUNICATIONS (SEE COMMUNICATIONS)	129
BUSINESS ADMINISTRATION/MARKETING, BBG*, BES*, BFN*, BMG*, BMK*, BRE*	126
BUSINESS OFFICE TECHNOLOGY, BOT*	127
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COMPUTER SCIENCE, CSC*	131
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READING COURSES, ENG*	137
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ENVIRONMENTAL ENGINEERING TECH, ENV*	138
ENVIRONMENTAL SCIENCE, EVS*	138
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GEOGRAPHY, GEO*	139
GEOLOGY, GLG*	139
GRAPHIC DESIGN	139
HISTORY, HIS*	139
HUMAN SERVICES, DAR*, DFS*, HSE*, RLS*,	139
INFORMATION SYSTEMS (SEE COMPUTERS)	131
LANGUAGES	
FRENCH, FRE*	140
ITALIAN, ITA*	141
SIGN, SGN*	141
SPANISH, SPA*	141
MATHEMATICS, MAT*	142
MULTIMEDIA, (SEE DIGITAL ARTS)	133
MUSIC, MUS*	143
OPHTHALMIC DESIGN & DISPENSING, ODD*	144
PHILOSOPHY, PHL*	145
PHYSICAL SCIENCE, AST*, EAS*, GLG*, OCE*, PSC*	145
PHYSICS, PHY*	145
POLITICAL SCIENCE, POL*	146
PSYCHOLOGY, PSY*	146
RADIOLOGIC TECHNOLOGY, RAD*	147
READING - SEE ENGLISH	136
RECREATION, RLS*	148
SCIENCE - SEE UNDER ASTRONOMY, BIOLOGY, CHEMISTRY, ENVIRONMENTAL SCIENCE, HEALTH & PHYSICAL SCIENCE	
SOCIOLOGY, SOC*	149
SPECIAL TOPICS, FS, HON, ST	149
THEATRE, THR*	150

A student may be required to take courses numbered 100 or below as preparation for college-level work. Generally, courses numbered 200 or above are to be taken in the second year and require some 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.*

ACCOUNTING

ACC*100 3 credits

BASIC ACCOUNTING

(Formerly ACCT 100)

A course in the basic accounting principles with emphasis on recording procedures and payroll for service businesses and professional offices. Students with no previous accounting exposure and limited college course experience should consider taking this course before taking ACC*115 Financial Accounting. It will satisfy a business or open elective requirement. May not be taken after ACC*115 (Formerly ACCT 103) unless student received a D or F grade.

ACC*115 4 credits

FINANCIAL ACCOUNTING

(Formerly ACCT 103)

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 three credits.

Prerequisite: Minimum placement in ENG*063 (Formerly ENG 100 Introduction to Writing), MAT*137 (Formerly MATH 121) and completion of ENG*073 (Formerly RDG 100, College Reading Skills), if required, or permission of instructor.

ACC*118 4 credits

MANAGERIAL ACCOUNTING

(Formerly ACCT 104)

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.

Prerequisite: ACC*115 (Formerly ACCT 103) with a C- or better. Transferability may be limited to 3 credits.

ACC*271 3 credits

INTERMEDIATE ACCOUNTING I

(Formerly ACCT 206)

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 (Formerly ACCT 104) or permission of instructor.

ACC*272 3 credits

INTERMEDIATE ACCOUNTING II

(Formerly ACCT 207)

Continuation of topics begun in ACC*271 (Formerly ACCT 206), including long assets, current liabilities, long term liabilities, stockholder's equity, present value concepts and payroll. A financial statement analysis project is incorporated into the course. This is an "L" course.

Prerequisite: ACC*271 (Formerly ACCT 206).

ANTHROPOLOGY

ANT*101 3 credits

INTRODUCTION TO ANTHROPOLOGY

(Formerly ANTH 201L)

A survey of the major fields of anthropology—physical anthropology, archaeology, and cultural anthropology—with emphasis on the distinctive anthropological perspective on human beings and their works. Non western cultures will be a focus of the cultural analysis.

This is an "L" course. This is a "D" course.

ANT*205 3 credits

CULTURAL ANTHROPOLOGY

(Formerly ANTH 220)

An introduction to the cross-cultural study of human behavior and society. Focus will be on political organization, marriage and family, community organization, economic institutions, culture and personality, religion, social movements and change. This is a "D" course.

ANT*212 3 credits

ANTHROPOLOGY, PSYCHOLOGY, AND RELIGION

(Formerly ANTH 211)

This is a cultural anthropology course which uses a psychological approach to the study of the effects of major world religions on the development of the individual personality in selected cultures.

Prerequisite: ANT*101 (Formerly ANTH 201L), 20 hours of college credit completed, and permission of instructor.

ART

ART*100 3 credits

ART APPRECIATION

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: Placement in ENG*101L.

ART*101 3 credits

ART HISTORY I

(Formerly ART 101, History of Ancient Art)

A study of significant influences on the development of painting, sculpture, and architecture primarily in the cultures most influential in the evolution of Western art. This is a "D" course.

Prerequisite: Placement in ENG*101 or permission of instructor.

ART*102 3 credits

ART HISTORY II

(Formerly ART 102, History of European Art)

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: Placement in ENG*101 or permission of instructor.

ART*103 3 credits

ART HISTORY III

(Formerly ART 103, History of Modern Art)

The development of Modern Art from Neoclassicism to the present; an examination of the significant influences on contemporary art.

Prerequisite: Placement in ENG*101 or permission of instructor.

This is a "D" course.

ART*111 3 credits

DRAWING I

(Formerly ART 108)

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 3 credits

DRAWING II

(Formerly ART 109)

Continuation of ART*111 (Formerly ART 108) applied to the human figure through the use of "life" models. The course also includes experimental and creative use of materials.

Prerequisite: ART*111 (Formerly ART 108).

ART*116 3 credits

PERSPECTIVE DRAWING

(Formerly ART 132)

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.

COURSE DESCRIPTIONS

ART*121 3 credits
TWO-DIMENSIONAL DESIGN
 (Formerly ART 104)
 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 3 credits
THREE-DIMENSIONAL DESIGN
 (Formerly ART 105)
 Use of a variety of materials to investigate the interrelationships of spaces, planes, and volumes.
Prerequisite: ART*121 (Formerly ART 104) (may be taken concurrently).

ART*131 3 credits
SCULPTURE I
 An introduction to the language of sculpture in its many facets; modeling the full figure in clay, personal expression through abstraction, direct welded construction, and found object composition. Clay, plaster, and steel will be provided. Students will need to purchase clay-modeling tools.
Prerequisite: ART*121 or permission of instructor.
 ART*122 recommended

ART*141 3 credits
PHOTOGRAPHY I
 (Formerly ART 118)
 Basic theory and techniques of black and white photography. Includes camera techniques, exposure, processing, and the expressive possibilities of photography using traditional as well as digital technology. Students must furnish their own 35 mm camera with manual capability and some supplies. Supplies for the course may cost the student between \$100-\$200.

ART*142 3 credits
PHOTOGRAPHY II
 (Formerly ART 219)
 Development of the art of photography as a medium of creative expression. Individual direction is encouraged. Special problems in developing, enlarging, cropping, etc., through traditional and digital means. Students must furnish their own camera and some supplies. Supplies for the course may cost the student between \$100-\$200.
Prerequisite: ART*121 (Formerly ART 104) and ART*141 (Formerly ART 118)

ART*155 3 credits
WATERCOLOR I
 (Formerly ART 140, Water-Based Media)
 An introduction to the technical and aesthetic principles of painting with watercolor. This course

will cover the selection and use of water media materials in a variety of styles and will deal with varied subject matter from the still life to the landscape. Design elements and compositional principles are emphasized.
Prerequisite: ART*121 (Formerly ART 104)

ART*165 3 credits
METAL AND JEWELRY DESIGN I
 (Formerly ART 114)
 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 3 credits
METAL AND JEWELRY DESIGN II
 (Formerly ART 115)
 An introduction to casting techniques: the primitive techniques such as coal casting, drop casting, cuttlebone 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 3 credits
PRINTMAKING I
 (Formerly ART 116)
 Basic concepts of printmaking are introduced, though mainly relief processes are studied. These include linocut, 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 (Formerly ART 104)

ART*168 3 credits
PRINTMAKING II
 (Formerly ART 217)
 The basic intaglio processes of printmaking as an art medium. Techniques of etching, aquatint, engraving, and dry point.
Prerequisite: ART*167 (Formerly ART 116).

ART*253 3 credits
OIL PAINTING I
 (Formerly ART 221, Painting I)
 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.
Prerequisite: ART*121 (Formerly ART 104), ART*111 (Formerly ART 108)

ART*254 3 credits
OIL PAINTING II
 (Formerly ART 222, Painting II)
 Continuation of ART*253 (Formerly ART 221) with emphasis on artistic growth and development of painterly skills. Critical exploration of paint properties and the illusionary effects of color.
Prerequisite: ART*253 (Formerly ART 221)

ART*299 1-3 credits
INDEPENDENT STUDY
 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*150 3 credits
INTRODUCTION TO GRAPHIC DESIGN
 (Formerly ART 236, Graphic Design I)
 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 (Formerly ART 104), and DGA*110 (Formerly ART 124). ART*111 recommended.

GRA*220 3 credits
ILLUSTRATION
 (Formerly ART 230)
 Creative exploration of the processes of illustration including design, visualization, sequential imaging, story board techniques. Problems presented to develop conceptual, compositional, and technical skills.
Prerequisite: ART*121 (Formerly ART 104), ART*112 (Formerly ART 109) or permission of instructor.

GRA*246 3 credits

DIGITAL PRE-PRESS I

(Formerly ART 240, Digital Pre-Press)

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. DGA*231 (Formerly MM150) recommended.

GRA*251 3 credits

ADVANCED GRAPHIC DESIGN

(Formerly ART 237, Graphic Design II)

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 (Formerly ART 236) and DGA*231 (Formerly MM 150). In addition, DGA*120 (Formerly MM 135) or DGA*223 (Formerly MM 140) is recommended.

GRA*296 3 credits

GRAPHIC DESIGN INTERNSHIP

(Formerly ART 260)

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 122 4 credits

PORTFOLIO DEVELOPMENT

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.

BIOLOGY

BIO*110 3 credits

PRINCIPLES OF THE HUMAN BODY

(Formerly BIO 100, Principles of Human Biology)

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.

BIO*111 3 credits

INTRODUCTION TO NUTRITION

(Formerly BIO 101)

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 (Formerly BIO 100) or permission of instructor.

BIO*118 4 credits

ANATOMY AND PHYSIOLOGY OF THE EYE

(Formerly BIO 120L)

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 instructor. This is a "L" course

BIO*121 4 credits

GENERAL BIOLOGY I

An introduction to the structure and function of cells including, but not limited to, membrane structure and function, basic biochemistry, cellular respiration, photosynthesis, modern genetics, gene expression, and cell division. Recommended for science majors and pre-allied health students. Three hours of lecture and three hours of laboratory per week.

Prerequisite: placement in ENG*101 or completion of ENG*063 with a grade of C- or better.

BIO*122 4 credits

GENERAL BIOLOGY II

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. Three hours of lecture and three hours of laboratory per week.

Prerequisite: placement in ENG*101 or completion of ENG*063 with a grade of C- or better.

BIO*145 4 credits

GENERAL ZOOLOGY

(Formerly BIO 106)

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. Three-hours of lecture and three hours of laboratory per week.

Prerequisites: High School Biology (college prep) with a grade of "C" or better if taken within the last five years or BIO*121 (Formerly BIO 102), or permission of instructor.

BIO*211-212 4-4 credits

HUMAN ANATOMY AND PHYSIOLOGY I&II

The structural organization and functioning of the human body are studied using a systems approach emphasizing the interrelationships at the gross and microscopic levels of organization. Three hours of laboratory per week. Dissection is required. *Prerequisite:* BIO*121 (formerly BIO 102) and CHE*111 (formerly CHEM 103) taken within the past five years with a "C" or better or permission of the instructor. Successful completion of BIO*211 with a "C" or better is a prerequisite for BIO*212. It is usually recommended that BIO*211 and BIO*212 be taken at the same institution. These are "D" courses.

BIO*222 4 credits

MOLECULAR BIOTECHNIQUES

(Formerly BIO 206)

A laboratory course designed to introduce molecular biology techniques such as plasmid and chromosomal DNA isolation, restriction enzyme mapping, agarose gel electrophoresis, and manipulation of DNA fragments. Three hours of lecture and three hours of laboratory per week.

Prerequisite: BIO*121 (Formerly BIO 102) or BIO*235 (Formerly BIO 205L) and CHE*112 (Formerly CHEM 104) or a higher level chemistry course, or permission of instructor.

COURSE DESCRIPTIONS

BIO*235 4 credits

MICROBIOLOGY

(Formerly BIO 205L, General Microbiology)

A study of the structure, physiology, disease, environmental relationships, and molecular biology of microbes. Includes three hours of laboratory work each week. This is a "L" course

Prerequisite: BIO*121 (Formerly BIO 102) or BIO*122 (Formerly BIO 105) or permission of instructor.

BIO*260 3 credits

PRINCIPLES OF GENETICS

(Formerly BIO 203L, Topics in Genetics)

This course deals with classical principles of human genetics as well as topics in modern molecular genetics in areas such as recombinant DNA, biotechnology, gene mapping and diagnosis of human genetic diseases. This is a "L" course
Prerequisite: BIO*121 (Formerly BIO 102), BIO*122 (Formerly BIO 105) or permission

BIO*263 4 credits

MOLECULAR GENETICS

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. Three hours of lecture and three hours of laboratory per week.
Prerequisites: CHE*112, and either BIO*121 or BIO*235, or permission of instructor.

BIO*270 4 credits

ECOLOGY

(Formerly BIO 201)

A principles oriented investigation of the relationships between organisms and their environments. Structural and functional aspects of the eco system, community types, population and succession related field and laboratory investigations. Three hours of lecture and three hours of laboratory per week.

Prerequisites: BIO*122 (Formerly BIO 105) or permission.

BIO*296 3 credits

BIOTECHNOLOGY INTERNSHIP

(Formerly BIO 299)

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 instructor.

HLT*103 3 credits

INVESTIGATIONS IN HEALTH CAREERS

This course is designed to provide the learner 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.

MED*250 3 credits

PRINCIPLES OF PHARMACOLOGY

An examination of the more commonly prescribed medications as they relate to specific body systems. Topics include practices governing the use, dispensing, assistant director administration, and storage of pharmaceuticals. Terminology relating to drugs and the assistant director administration of drugs is emphasized.

Prerequisite: MED*125 or BOT*180.

BROADCAST COMMUNICATIONS (SEE COMMUNICATIONS, P. 129)

BUSINESS ADMINISTRATION/ MARKETING

BBG*101 3 credits

INTRODUCTION TO BUSINESS

(Formerly BUS 100)

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 (Formerly BUS 101).

BBG*231 3 credits

BUSINESS LAW I

(Formerly BUS 210, Principles of Law)

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: Placement in ENG*101 or permission of instructor

BBG*234 3 credits

LEGAL ENVIRONMENT OF BUSINESS

(Formerly BUS 212)

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: Placement in ENG*101 or permission of instructor.

BBG*295 3 credits

COOPERATIVE WORK EXPERIENCE I

(Formerly BUS 298, Cooperative Work Experience)

This course enables a student who has completed 24 credits with a G.P.A. of 2.5 or 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: 24 completed credits, GPA 2.5 and permission of the Cooperative Work Experience Coordinator.

BES*118 3 credits

SMALL BUSINESS MANAGEMENT

(Formerly BUS 106)

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.

BFN*201 3 credits

PRINCIPLES OF FINANCE

(Formerly BUS 201, Business Finance)

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 (Formerly ACCT 103).
Recommended: ENG*101 (Formerly ENG 101L) and MAT*137 (Formerly MATH 121) prior to this course.

BMG*105 3 credits

SUPERVISION AND ORGANIZATIONAL BEHAVIOR

(Formerly BUS 111)

A study of supervisory techniques and human behavior in organizations. Topics include directing workers; leading, rewarding and productivity; team development and decision making. Experiential exercises and case studies are presented to develop effective organizational management skills.

BMG*202 3 credits

PRINCIPLES OF MANAGEMENT

(Formerly BUS 101, Fundamentals of Management and Organizational Behavior)

An introduction to the principles of management and their application to business organizations. Emphasis is placed upon the management functions; development of a philosophy of total quality management; interpersonal behavior; and business problem solving activities. This is a "D" course.

Prerequisite: Placement in ENG*101 or permission of instructor.

BMG*204 3 credits

MANAGERIAL COMMUNICATIONS

(Formerly BUS 214)

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 (Formerly ENG 101L).

BMG*220 3 credits

HUMAN RESOURCE MANAGEMENT

(Formerly BUS 213)

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 (Formerly BUS 101) or permission of instructor.

BMK*103 3 credits

PRINCIPLES OF RETAILING

(Formerly BUS 104, Retailing)

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 nonstore methods of retailing will be explored.

BMK*106 3 credits

PRINCIPLES OF SELLING

(Formerly BUS 106)

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.

BMK*123 3 credits

PRINCIPLES OF CUSTOMER SERVICE

(Formerly BUS 223, Customer Service)

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: BMG*202 (Formerly BUS 101) or permission of instructor.

BMK*201 3 credits

PRINCIPLES OF MARKETING

(Formerly BUS 102, Fundamentals of Marketing)

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: Placement in ENG*101 or permission of instructor.

BMK*216 3 credits

INTERNET MARKETING

(Formerly BUS 252)

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.

Prerequisites: some basic marketing and computer knowledge.

BMK*230 3 credits

ADVERTISING AND PROMOTION

(Formerly BUS 202, Marketing Communications)

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 (Formerly BUS 102) or permission of instructor.

BRE*201 3 credits

REAL ESTATE PRINCIPLES

(Formerly BUS 205)

A basic course for those contemplating either owning real estate or entering the real estate profession. Approved by the Connecticut Real Estate Commission as a course requirement for State Sales Associate's Exam.

Prerequisite: ACC*115 (Formerly ACCT 103) or permission of instructor.

BUSINESS OFFICE TECHNOLOGY

BOT*111 3 credits

KEYBOARDING FOR INFO PRO I

(Formerly KYBD 101, Beginning Keyboarding)

An introductory course for students with little or no previous experience in keyboarding through the use of the IBM-compatible personal computer. Emphasis will be on accuracy and proficiency in the mastery of the alpha, numeric, and symbol keys. Formatting of basic business documents will be introduced. Skill development software will be used to enhance proficiency.

BOT*112 3 credits

KEYBOARDING FOR INFO PRO II

(Formerly KYBD 102, Intermediate Keyboarding)

An intermediate course in keyboarding with emphasis on word processing of documents most used in business/industry. Mastery of the personal computer through the use of special application software packages will be the focus of this course. Microsoft Word for Windows operations will be used for the preparation of class work assignments. A new software program, Keyboarding Pro, will be used for skill development, speed development, and assignment preparation.

Prerequisite: BOT*111 (Formerly KYBD 101) or permission of instructor.

BOT*113 3 credits

KEYBOARDING FOR INFO PRO III

(Formerly KYBD 206, Advanced Document Production and Presentations)

This course is designed to develop skill in advanced document production through the integration of word processing software, spreadsheet software, and presentation software applications, and desktop publishing. Emphasis is on production efficiency in the creation of standard business documents most used in today's office. Students will learn prioritizing and team building skills as well as decision-making and time management.

Prerequisite: BOT*112 (Formerly KYBD 102) or permission of instructor.

COURSE DESCRIPTIONS

BOT*180 3 credits

MEDICAL TERMINOLOGY

(Formerly MESE 181)

This course offers an introduction to medical terms through an analysis of their construction (prefix, suffix, root, and connecting and combining forms). The student will acquire an understanding of medical meanings applicable to the structure, function and diseases of the human body.

BOT*181 3 credits

MEDICAL CODING I

(Formerly MESE 205)

This course will introduce the student to the ever-changing environment of health insurance and claims processing. Different types of health insurance policies and contracts available and in current use in medical facilities will be discussed. Comparison of Blue Cross/Blue Shield and commercial policies are included as well as Medicaid, Medicare, TRICARE and Worker's Compensation plans. An analysis of insurance forms and application of information regarding CPT, HCPCS Level II and ICD-9-CM coding systems will also be studied in great detail.
Prerequisite: BOT*280, *Medical Transcription and Document Production* (Formerly MESE 201 *Medical Office Procedures*) or permission of instructor.

BOT*182 3 credits

MEDICAL CODING II

(Formerly MESE 206)

This course is a continuation of concepts introduced in BOT*181 (Formerly MESE 205) *Medical Coding I*.
Prerequisite: BOT*280 (Formerly MESE 201), BOT*181 (Formerly MESE 205), or permission of instructor.

BOT*251 3 credits

ADMINISTRATIVE PROCEDURES

(Formerly AOP 201, Executive Office Procedures)

A course designed for the introduction of administrative support systems and procedures necessary for the administrative assistant. The course includes computerized processing and distribution of information, business writing techniques, setting priorities, planning and preparation of meeting and conferences, scheduling appointments, making travel arrangements and coordinating electronic transmission of information. The Internet will be used as a research tool for gathering data and information.

Prerequisite: BOT*112 (Formerly KYBD 102) or permission of instructor.

BOT*252 3 credits

ADMINISTRATIVE PROCEDURES II

(Formerly AOP 202, Advanced Executive Office Procedures)

This course is designed to continue developing administrative support procedures begun in the previous semester. Emphasis includes research and organization of business data through the use of the Internet and the library, preparation of presentation materials, electronic files management, reprographics, handling finances, and evaluation and supervision of employees.

Prerequisite: BOT*251 (Formerly AOP 201), BOT*112 (Formerly KYBD 102), or permission of instructor.

BOT*271 3 credits

LEGAL DOCUMENT PRODUCTION

(Formerly LESE 201, Legal Office Procedures)

A course designed for the introduction to legal office procedures. Legal terminology and the preparation of legal documents appropriate for the Connecticut Court System will be used. This course requires the integration of keyboarding, computer applications, and written and verbal business communication skills.

Prerequisite: BOT*112 (Formerly KYBD 102) or permission of instructor.

BOT*272 3 credits

LEGAL ADMINISTRATIVE PROCEDURES

(Formerly LESE 202, Advanced Legal Office Procedures)

This course continues to develop the legal office procedures begun in the previous semester. Continued development of legal terminology and legal document production in compliance with the State of Connecticut legal system will be used. Emphasis will be placed on self-reliance in completion of assigned tasks and development of team building and cooperation with others.

Prerequisite: BOT*112 (Formerly KYBD 102) or permission of instructor.

BOT*280 3 credits

MEDICAL TRANSCRIPTION AND DOCUMENT PRODUCTION

(Formerly MESE 201, Medical Office Procedures)

A course designed for medical office personnel to familiarize the student with medical terminology (prefixes, suffixes, and root words). The course includes the utilization of medical terms through machine transcription of medical reports and case histories. The course requires the integration of keyboarding, computer applications, and written and verbal business communication skills.

Prerequisite: BOT*112 (Formerly KYBD 102) or permission of instructor.

BOT*282 3 credits

MEDICAL ADMINISTRATIVE PROCEDURES

(Formerly MESE 202, Advanced Medical Office Procedures)

This course is a continuation of Medical Office Procedures begun in the previous semester. The course is designed with emphasis on self-reliance in completion of assigned tasks including, medical records management, patient scheduling, patient accounting through the use of Medical Manager software, experience handling insurance forms, transcription of correspondence relevant to the medical environment.

Prerequisite: BOT*280 (Formerly MESE 201) or permission of instructor.

BOT*285 3 credits

LAW AND ETHICS FOR MEDICAL OFFICE PERSONNEL

(Formerly MESE 207)

A course designed as an overview of the laws governing medical office personnel. This course will identify the issues of liability and ethics included in the AAMA and AMA code of ethics. Contemporary health issues relating to ethical dilemmas will be discussed.

Prerequisite: eligibility for ENG*101 (Formerly ENG 101L). This course is open to anyone in an allied health program or human services occupation.

BOT*295 3 credits

ADMINISTRATIVE PRACTICUM

(Formerly OP 206, Internship)

This course provides an integration of knowledge gained in the Executive, Legal, or Medical program courses. Students will be placed in business or professional offices, in law firms, in the court system, or criminal justice environment, in private medical offices, hospitals, healthcare facilities, and large and small business organizations. Students will receive this experience under the supervision of personnel in the assigned office.

Prerequisite: Completion of the appropriate office procedures courses and permission of instructor.

CHEMISTRY

CHE*111 4 credits

CONCEPTS OF CHEMISTRY

(Formerly CHEM 103, Introductory Chemistry)

An introduction to inorganic chemistry. Topics include atomic structure, bonding, nomenclature, gases, solutions, equilibrium, nuclear chemistry, and acids & bases. Two and a half hours of class and three hours of laboratory each week.

Prerequisite: Completion of MAT*095 (Formerly MATH 101) or placement in a higher math course.

CHE*112 4 credits

PRINCIPLES OF ORGANIC AND BIOCHEMISTRY

(Formerly CHEM 104, Introductory Chemistry)

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.

Prerequisite: CHE*111 (Formerly CHEM 103) or CHE*121 (Formerly CHEM 121) or permission of instructor.

CHE*121-122 4-4 credits

GENERAL CHEMISTRY I AND II

(Formerly CHEM 121L-122L, General Chemistry)

An introductory course in chemistry presenting the concepts, models, and techniques required for further work in chemistry or related fields. Three hours of lab per week.

Prerequisite: High School Chemistry or CHE*111 (Formerly CHEM 103); placement in MAT*137 (Formerly MATH 121), or equivalent or permission of instructor.

CHE*221-222 4-4 credits

ORGANIC CHEMISTRY I & II

(Formerly CHEM 221-222)

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. Two and a half hours of class and three hours of laboratory each week. CHEM 221 was Formerly CHEM 201.

Prerequisites: CHE*121-122 (Formerly CHEM 121L-122L) General Chemistry or equivalent or permission of instructor.

CHE*250 4 credits

INSTRUMENTAL ANALYSIS

(Formerly CHEM 270L, Topics in Chemical Instrumentation)

An introduction to the theory and operation of the various instruments commonly encountered in the fields of environmental and biotechnical analysis. The course will provide an introduction to I.R., U-VIS, AA Spectrophotometers, HPLC & GC, and the use of computers for data acquisition and evaluation. Three hours of class and three hours of lab per week.

Prerequisite: CHE*121-122 (Formerly CHEM 121L-122L) and permission of instructor.

ENV*162 3 credits

ENVIRONMENTAL SAMPLING

(Formerly CHEM 109, Investigation and Chemistry of Hazardous Substances I)

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 Brownfield's, 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 (Formerly CHEM 110).

ENV*212 3 credits

SITE ASSESSMENT

(Formerly CHEM 110, Investigation and Chemistry of Hazardous Substances II)

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 (Formerly CHEM 109).

COMMUNICATIONS

COM*101 3 credits

INTRODUCTION TO MASS COMMUNICATION

(Formerly CO 101L)

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: Enrollment in or completion of ENG*101 highly recommended

COM*104 3 credits

CAREERS IN MEDIA

(Formerly BC 103)

Exploration and research of careers in media covering the fields of journalism, advertising, public relations, broadcasting, television, filmmaking, 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 3 credits

SCRIPTWRITING

(Formerly CO 200)

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 or permission of instructor.

COM*130 3 credits

INTRODUCTION TO BROADCAST COMMUNICATIONS

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.

Prerequisite: Placement in ENG*063 or higher.

COM*131 3 credits

AUDIO PRODUCTION

(Formerly BC 151)

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 4 credits

TELEVISION PRODUCTION

(Formerly BC 152)

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 majors should take this course concurrently with COM*203 (Formerly CO 153) Media Aesthetics.

COURSE DESCRIPTIONS

COM*153 3 credits

FILM PRODUCTION

(Formerly BC 128)

A hands-on approach to film production technology and techniques, including cameras, film stock, lighting, composition, shooting strategies, sound recording and editing. The course will make use of film cameras for shooting, and video and computer technology for post-production. Narrative and creative use of the medium will be emphasized. Students will make their own films and should be prepared to pay \$100 or more for film costs and other needed supplies.

Prerequisite: BC 152 TV Production or permission of instructor. *Recommended:* ART 118 Photography and CO 153 Media Aesthetics.

COM*155 3 credits

HISTORY OF FILM I

(Formerly CO 169L, Film History I)

Survey of the film's history, techniques, and aesthetics to the end of World War II. Film classics shown weekly.

This is an "L" course. This is a "D" course.

COM*156 3 credits

HISTORY OF FILM II

(Formerly CO 170L, Film History II)

Survey of the film's history, techniques, and aesthetics from the end of World War II. Film classics shown weekly.

This is an "L" course. This is a "D" course.

COM*173 3 credits

PUBLIC SPEAKING

(Formerly CO 107, Oral Communication)

Practice and analysis of speech and associated behavior patterns in everyday activities. Emphasis on communicating an oral message effectively to an audience.

Prerequisite: ENG*101.

COM*177 3 credits

BROADCAST PERFORMANCE

(Formerly BC 160, Performance)

This class is designed to develop or improve on-camera and voice presentation skills for various types of television and radio situations, including interviewing skills, news anchoring, dramatic acting, comedic performance, etc. Skills include voice articulation, projection, and inflection; body and facial posture; and working with tools such as microphones, teleprompters, cue cards, lights, and monitors.

COM*203 3 credits

MEDIA AESTHETICS

(Formerly CO 153)

An examination of the techniques used by media communicators to share meaning, influence and entertain mass audiences with sounds and images.

COM*226 3 credits

JOURNALISM I

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

COM*228 3 credits

BROADCAST JOURNALISM WORKSHOP

(Formerly BC 258)

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: COM*142 (Formerly BC 152).

COM*231 3 credits

RADIO PRODUCTION

(Formerly BC 240)

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. COM*131 is highly recommended.

COM*255 3 credits

TOPICS IN FILM

(Formerly CO 171, Selected Topics in Film)

This course will examine a specific topic in film and filmmaking from an historical and artistic perspective. Topics that may be covered include examining the work of an influential director or a specific film genre or artistic movement.

This is an "L" course. This is a "D" course.

COM*264 3 credits

ADVANCED EDITING WORKSHOP

(Formerly BC 255)

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 (Formerly BC 152)

COM*283 3 credits

BROADCAST ENGINEERING

(Formerly BC 204)

Course emphasizes both studio and field engineering practices including system design and timing, station operations, reading of waveform monitors and vector scopes, camera theory and adjustments, and RF equipment. Digital and analog theory and IT integration will also be covered.

COM*284 3 credits

ELECTRONIC MUSIC

(Formerly BC 255, Fundamentals of Electronic Music)

Electronic music composition and instrumentation will be explored. Elements of music theory will be covered as well as electronic music technology including MIDI, analog and digital synthesis, and sound sampling. Creating soundtracks and synchronizing soundtracks for film and video will also be covered. No prior musical experience is required.

Prerequisite: COM*131 Audio Production (Formerly BC 151) or permission of instructor.

COM*287 3 credits

ADVANCED MEDIA PRODUCTION

(Formerly BC 257)

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 (Formerly BC 151), COM*142 (Formerly BC 152), DGA*241 (Formerly MM 125), DGA*260 (Formerly MM 145), or DGA*250 (Formerly MM 201).

COM*293 3 credits

CORPORATE MEDIA PRODUCTION PRACTICUM

(Formerly BC 275)

Students work on professional corporate video and multimedia productions. All aspects of production including meeting with clients, proposal writing, budgeting, scriptwriting, video production, postproduction 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 3 credits

MEDIA ARTS WORKSHOP - HONORS

(Formerly BC 299)

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 Communications, 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 3 credits

INTERNSHIP I

(Formerly BC 260, Broadcast Communications/Multimedia Internship)

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 instructor.

COM*296 3 credits

INTERNSHIP II

(Formerly BC 270, Broadcast 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 instructor.

COMPUTERS-APPLICATIONS

CSA*135 3 credits

SPREADSHEET APPLICATIONS

(Formerly CA 145, EXCEL)

Microsoft EXCEL for Windows, which contains spreadsheet, database, and graphics features, will be utilized to capture, organize, process, and store data for business applications.

CSA*140 3 credits

DATABASE APPLICATIONS

(Formerly CA 149, Database Applications (Access))

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.

Prerequisites: Prior knowledge of keyboarding for computers and windows operating systems is recommended.

CSA*205 3 credits

ADVANCED APPLICATIONS

(Formerly WPRO 205)

This course will introduce the use of Windows applications as a multi-tasking software program which allows the user to run several programs simultaneously, created an integrated environment for data transfer between applications. Basic keyboarding or permission of instructor. Previous "Windows" operations experience is desirable.

COMPUTERS-COMPUTER SCIENCE

CSC*101 3 credits

INTRODUCTION TO COMPUTERS

(Formerly CA 103, Introduction to Computer Applications)

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.

Prerequisite: Hands-on familiarity with computers.

CSC*105 3 credits

PROGRAMMING LOGIC

(Formerly IS 105, Problem Solving in Software Development)

The basic concepts of software development including coding techniques, flowcharts, algorithms and problem solving techniques will be covered. Students will develop problem definitions, modular logic design and documentation standards.

CSC*205 3 credits

VISUAL BASIC I

(Formerly IS 217, Visual Basic Programming)

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: CSC*105 (Formerly IS 105).*

CSC*210 3 credits

C PROGRAMMING

(Formerly IS 214)

C Programming provides special problem solving and program design capabilities in a wide range of programming environments. This course emphasizes the characteristics which distinguish C from other programming languages. Students will use the modular programming techniques, documentation within C code, pointers, memory management, and libraries and files.

*Prerequisite: CSC*105 (Formerly IS 105).*

CSC*214 3 credits

ADVANCED C++ PROGRAMMING

(Formerly IS 219)

The course covers important data structures used throughout the computer science field, including linked lists, stacks, queues, trees, binary trees, hash tables, and B-trees. Other topics include recursion, sorting, searching, and the general topic of data abstraction. The focus is on writing cohesive, general purpose, reusable library functions to implement these data structures.

*Prerequisite: CSC*210 (Formerly IS 214) or C programming experience.*

CSC*220 3 credits
OBJECT ORIENTATION PROGRAMMING USING JAVA
 (Formerly IS 218, JAVA)

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 (Formerly IS 105) or permission of instructor.

CSC*231 3 credits
DATABASE DESIGN I
 (Formerly IS 213, Database Programming)

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: CSC*105 (Formerly IS 105).

CSC*250 3 credits
SYSTEMS ANALYSIS AND DESIGN
 (Formerly IS 209, Systems Analysis and Development)

This course will introduce the student to the system development life cycle. The student will learn the necessary skills to evaluate and analyze existing and new information technology systems. Documentation will be emphasized and both verbal and written communications will be implemented. Topics covered will be gathering data, analyzing data, evaluating both software and hardware specifications, and selecting whether to buy or develop application software.

Prerequisite: CSC*105 (Formerly IS 105).

CSC*295 3 credits
COOP ED/WORK EXPERIENCE
 (Formerly IS 210, Internship)

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 instructor.

COMPUTERS-TECHNOLOGY

CST*120 3 credits
INTRODUCTION TO OPERATING SYSTEMS
 (Formerly IS 148, Operating Systems)

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.

CST*228 3 credits
VOICE AND DATA INTERWORKING
 (Formerly IS 220)

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*231 (Formerly IS 216).

CST*231 3 credits
DATA COMMUNICATION AND NETWORKING
 (Formerly IS 216, Computer Networking)

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 (Formerly IS 148) and at least one programming language.

CRIMINAL JUSTICE

CJS*101 3 credits
INTRODUCTION TO CRIMINAL JUSTICE
 (Formerly CJ 101)

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 3 credits
CRIMINAL JUSTICE SUPERVISION AND ADMINISTRATION
 (Formerly CJ 112, Supervision and Administration)

In this course students study the essentials of personnel management and supervision within criminal justice agencies. Topics include supervisory principles, discipline, motivation, training, recruitment, and interviewing techniques. This is a “D” course.

CJS*211 3 credits
CRIMINAL LAW I
 (Formerly CJ 231, Criminal Law)

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 3 credits
EVIDENCE AND CRIMINAL PROCEDURE
 (Formerly CJ 221, Criminal Procedures and Processes)

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 3 credits
CRIMINAL INVESTIGATION
 (Formerly CJ 122)

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 3 credits
FORENSIC SCIENCE
 (Formerly CJ 124)

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 (Formerly CJ 101) or permission of instructor.

CJS*250 3 credits

POLICE ORGANIZATION AND MANAGEMENT

(Formerly CJ 110, Organization and Management)

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 3 credits

PROFESSIONAL DEVELOPMENT-LEADERSHIP

(Formerly CJ 252)

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 (Formerly CJ 101) or permission of instructor.

CJS*255 3 credits

ETHICAL ISSUES IN CRIMINAL JUSTICE LEADERSHIP

(Formerly CJ 298)

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 3 credits

PRACTICUM IN CRIMINAL JUSTICE

(Formerly CJ 251)

The course is designed to provide students with occupational experience in a selected field within Criminal justice through performing an internship, research study, or approved project.

Prerequisites: CJS*101

CJS*294 3 credits

CONTEMPORARY ISSUES IN CRIMINAL JUSTICE

(Formerly CJ 111, Critical Issues in Law Enforcement)

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 3 credits

SPECIAL TOPICS IN CRIMINAL JUSTICE: PORTFOLIO DEVELOPMENT

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 Coordinator of the Criminal Justice Program is required prior to registering for the course.

DIGITAL ARTS (MULTIMEDIA)

DGA*101 3 credits

INTRODUCTION TO DIGITAL ARTS

(Formerly MM 101, Multimedia Overview)

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 and web page development.

DGA*110 3 credits

COMPUTER GRAPHICS

(Formerly ART 124, Introduction to Computer Graphics)

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 3 credits

DIGITAL IMAGING I

(Formerly MM 135, Digital Image Editing--Adobe Photoshop)

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 (Formerly ART 124) or permission of instructor. ART*121 (Formerly ART 104) is strongly recommended.

DGA*182 3 credits

DIGITAL VIDEO

(Formerly MM 155, Desktop Video)

An introduction to the creative and technical processes that are involved with the successful acquisition, editing, manipulation and distribution of digital video. Students will learn digital video theory and standards, as well as use hands-on projects to learn the tools used to prepare and produce video for a variety of applications such as interactive media, web streaming, conferencing, DVD and digital video devices.

Prerequisite: COM*142 (Formerly BC 152) and DGA*110 (Formerly ART 124) or permission of instructor.

DGA*223 3 credits

DIGITAL ILLUSTRATION

(Formerly MM 140,

Digital Illustration--Adobe Illustrator)

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 Bezier curve construction, path editing, color and custom gradients, patterns, typographic effects, filter techniques, printing and output options, and hardware considerations.

Prerequisites: DGA*110 (Formerly ART 124) or permission of instructor. ART*121 (Formerly ART 104) is strongly recommended.

DGA*231 3 credits

DIGITAL PAGE DESIGN I

(Formerly MM 150, Digital Page Layout)

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, plug-in architecture and common desktop publishing issues.

Prerequisites: DGA*110 (Formerly ART 124) or permission of instructor. ART*121 (Formerly ART 104) is strongly recommended.

DGA*241 3 credits

INTERNET WEB DESIGN I

(Formerly MM 125)

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 (Formerly ART 124) or permission of instructor. DGA*202 (Formerly MM 101) and ART*121 (Formerly ART 104) are strongly recommended.

DGA*242 3 credits

INTERNET WEB DESIGN II

(Formerly MM 225)

A continuation of DGA*241 (formerly MM 125) 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 (Formerly MM 125).

DGA*250 3 credits

INTERACTIVE MULTIMEDIA PRODUCTION

(Formerly MM 201)

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 (Formerly MM101) or permission of instructor.

DGA*260 3 credits

ANIMATION

(Formerly MM 145)

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 (Formerly ART 124) or permission of instructor.

DRUG AND ALCOHOL REHABILITATION

DAR*101 3 credits

PUBLIC HEALTH ISSUES: ABUSE & ADDICTION

(Formerly DARC 101, Introduction to Issues in Alcohol and Drug Abuse)

Key issues of the alcohol and drug abuse treatment field from the standpoint of the unique sociological and public health aspects involved. Class: 3 hours per week.

Prerequisite: Placement in ENG*101

DAR*114 3 credits

INTRODUCTION TO FAMILY SYSTEMS

(Formerly DARC 214, or DARC 114, Family Counseling)

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 3 credits

BIOLOGY OF ADDICTION

(Formerly DARC 158 Biology of Alcohol/Drug Abuse)

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. Class: 3 hours per week.

Prerequisite: Placement in ENG*101

EARLY CHILDHOOD EDUCATION

ECE*131 3 credits

CHILDREN'S LITERATURE

(Formerly ECE 131)

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 (Formerly ECE 101) and ENG*101 (Formerly ENG 101).

ECE*101 3 credits

INTRODUCTION TO EARLY CHILDHOOD EDUCATION

(Formerly ECE 101)

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.

ECE*103 3 credits

CREATIVE ART EXPERIENCES FOR CHILDREN

(Formerly ECE 103)

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 3 credits

MUSIC AND MOVEMENT FOR CHILDREN

(Formerly ECE 106)

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*141 3 credits

INFANT/TODDLER GROWTH AND DEVELOPMENT

(Formerly ECE 141, Infant/Toddler Development)

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 3 credits

HEALTH, SAFETY, AND NUTRITION

(Formerly ECE 176)

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 3 credits

CDA PREPARATION COURSE

(Formerly ECE 180)

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 3 credits

CHILD DEVELOPMENT

(Formerly ECE 182)

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 3 credits

OBSERVATION & PARTICIPATION SEMINAR

(Formerly ECE 190, Observation and Participation)

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 (Formerly ECE 101).*

ECE*215 3 credits

THE EXCEPTIONAL LEARNER

(Formerly ECE 215, The Exceptional Child)

The study of the exceptional or special needs child. Emphasis is on the history, laws, concepts, practices and terminology used by professionals in the field. Educators are assisted in understanding the needs of students with exceptionalities and helped to identify the characteristics, issues, and instructional considerations for students with disabilities. This course consists of 25 hours of field observation

and participation in a special education preschool setting. This is a "D" course.

*Prerequisite: ECE*101 (Formerly ECE 101).*

ECE*231 3 credits

EARLY LANGUAGE AND LITERACY DEVELOPMENT

(Formerly ECE 231, Early Literacy Development)

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 (Formerly ECE 101).*

ECE*275 3 credits

CHILD, FAMILY AND SCHOOL RELATIONS

(Formerly ECE 275)

An in depth look at the child, the family, and the relationship between the school and the family. An understanding of child behavior and its guidance will be examined, as will communication with families. Students will explore today's families and how schools can develop working relationships with families. *Prerequisite: ECE*101 (Formerly ECE 101).*

ECE*295 6 credits

STUDENT TEACHING PRACTICUM

(Formerly ECE 295, Student Teaching)

Guided observation, participation and supervised student teaching in NAEYC accredited centers or kindergartens is required. Students will manage a classroom independently, plan, organize, implement and evaluate classroom activities. Students will complete 220 hours of student teaching. The weekly seminars extend the experience of student teachers.

*Prerequisite: ECE*101 (Formerly ECE 101).*

EARTH SCIENCE

EAS*102 3 credits

EARTH SCIENCE

(Formerly PhSC 102 Planet Earth)

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.

ECONOMICS

ECN*100 3 credits

INTRODUCTION TO ECONOMICS

(Formerly ECON 100)

A study of some of the basic economic interrelationships among the household, business,

and government sectors of our economy. Price determination, market structures, inflation, unemployment, and fiscal and monetary policy. Emphasis on relating current newspaper and magazine articles to these topics.

ECN*101 3 credits

PRINCIPLES OF MACROECONOMICS

(Formerly ECON 104, Macroeconomics)

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 (Formerly ECON 103).

*Prerequisite: MAT*095 or better. Recommended: ENG*101 (Formerly ENG 101L) and MAT*137 (Formerly MATH 121) prior to this course.*

ECN*102 3 credits

PRINCIPLES OF MICROECONOMICS

(Formerly ECON 103, Microeconomics)

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. This is a "D" course. *Prerequisite: MAT*095 or better. Recommended: ENG*101 (Formerly ENG 101L) and MAT*137 (Formerly MATH 121) prior to this course.*

ENGINEERING SCIENCE & TECHNOLOGICAL STUDIES

EGR*110 3 credits

TECHNOLOGY AND SOCIETY

A holistic perspective of technological systems and their impacts on social institutions. Focus on human endeavors in the development, use, and control of technology.

EGR*111 3 credits

INTRODUCTION TO ENGINEERING

Introduction to engineering and the engineering profession through study of computational and graphical techniques used in engineering. Topics include significant figures, FORTRAN computer programming, curve plotting and engineering graphics. *Prerequisite: Fourth semester engineering student or permission of instructor.*

COURSE DESCRIPTIONS

EGR*114 3 credits

INTRODUCTION TO ENERGY

Survey of energy conversion systems, including aspects of energy transmission and control employed by industry to increase its value and usefulness. Demonstrations and/or laboratory experiments include the development and use of various energy systems.

Prerequisite: MAT*186 (Formerly MATH 122).

EGR*118 3 credits

MATERIAL SCIENCE

Principles and concepts of how industry changes forms of raw materials to increase value usefulness. Laboratory work and demonstrations to develop awareness of nature and characteristics of raw materials, thereby permitting associations to be made regarding selection of processes by which materials may be changed.

EGR*211 3 credits

APPLIED MECHANICS I (STATICS)

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. Computer applications.

Prerequisite: MAT*256 Calculus II (Formerly MATH 202).

EGR*212 3 credits

APPLIED MECHANICS II (DYNAMICS)

A basic engineering 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: ES 211.

CAD*219 3 credits

DRAFTING

Emphasis is placed on the use of the CAD for geometric construction, 3-D modeling, orthographic projection, sectional views, and auxiliary views, dimensioning, and tolerancing. Assignments are completed primarily using CADKEY software.

Prerequisite: MAT*186 (Formerly MATH 122).

ENGLISH—LITERATURE COURSES

ENG*110 3 credits

INTRODUCTION TO LITERATURE

(Formerly ENG 120)

Analysis of the ideas and vocabulary associated with the appreciation of literature. Broad reading list in fiction, drama, and poetry. Students placed in ENG 003 or ENG 073 should not enroll until successful completion of reading program. Completion of ENG 101 is recommended.

ENG*210 3 credits

FICTION

(Formerly ENG 225, Novel)

Analysis of the novel as an art form. Broad reading list introduces a history of fiction techniques.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*211 3 credits

SHORT STORY

(Formerly ENG 220)

Analysis of the short story as an art form. Broad reading list introduces a history of fiction techniques. This is a "D" course.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*213 3 credits

POETRY

(Formerly ENG 235)

Analysis of the poem as an art form. Broad reading list introduces a history of poetic techniques.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*214 3 credits

DRAMA

(Formerly ENG 230, Dramatic Literature)

Analysis of the drama as an art form. Broad reading list introduces a history of dramatic techniques.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*218 3 credits

AUTOBIOGRAPHY

(Formerly ENG 276)

Classic and Modern writers react to their exemplary lives and times as "personal mythology." Ranging from St. Augustine, Benvenuto Cellini, Rousseau to W.E.B. DuBois, Margaret Sanger, Russell Baker. This is a "D" course.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*220 3 credits

STUDIES IN AMERICAN LITERATURE

(Formerly ENG 250, Contemporary American Novel)

Survey of the American novel since World War II. Broad reading list.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*221, 222 3,3 credits

AMERICAN LITERATURE I AND II

(Formerly ENG 245, 246, Survey of American Literature)

Significant American prose and poetry from the beginning to the present, with attention to general concepts of a literary and historical nature.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*231, 232 3,3 credits

BRITISH LITERATURE I AND II

(Formerly ENG 201, 202, Survey of British Literature)

Significant British prose and poetry from the beginning to the present, with attention to general concepts of a literary and historical nature.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*233 3 credits

SHAKESPEARE

(Formerly ENG 265, Shakespeare I)

An introduction to the dramatist, poet and thinker. History and character in the Richard II–Henry V Cycle. Development of Comedy and Tragi–Comedy, Taming of the Shrew to Measure for Measure.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*234 3 credits

SHAKESPEARE II

(Formerly ENG 266)

Shakespeare's later development. The great tragedies (Hamlet, MacBeth, Lear). Final statements (The Tempest, Winter's Tale). *Prerequisites:* ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*291 3 credits

MYTHOLOGY

(Formerly ENG 275, Western Mythology)

Readings in ancient and modern myths. Discussions designed to uncover the timeless patterns behind modern concerns and events. Examination of Graeco Roman and Judeo Christian approaches to man, nature, the cosmos.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENG*298 3 credits

SPECIAL TOPICS IN ENGLISH

(Formerly ENG 255, Studies in Literature)

An in-depth exploration of a specialized topic in literature.

Prerequisites: ENG*101 (Formerly ENG 101) and either ENG*102 (Formerly ENG 102) or ENG*110 (Formerly ENG 120).

ENGLISH—READING COURSES

ENG*003 3 credits

FOUNDATIONS OF READING

(Formerly RDG 98, Basic Reading Skills)

Enables students to develop practical and college reading skills. Emphasis placed on reading comprehension and learning techniques. 2 hrs. 40 min. of class per week. Placement according to test scores. Credit does not count toward meeting degree requirements.

ENG*073 3 credits

ACADEMIC READING

(Formerly RDG 100, College Reading Skills)

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. Credit does not count toward meeting degree requirements. Placement according to test scores or completion of ENG*003 (Formerly Reading 98).

ENGLISH—WRITING COURSES

ENG*013 3 credits

WRITING FOUNDATIONS OF ENGLISH

(Formerly ENG 99, Mechanics of Writing)

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 3 credits

WRITING: INTRODUCTION TO THE ESSAY

(Formerly ENG 100, Introduction to Writing)

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 (Formerly ENG 99) or ESL*173. Credit does not count toward meeting degree requirements.

ENG*101 3 credits

COMPOSITION

(Formerly ENG 101, College Writing)

Practice in writing for college: delivering research material, creating sound argument, expressing the relationship of self to surrounding. Focus on complex sentences and rewriting. Minimum of six essays. Readings included. Placement according to test scores or grade of "C-" or better in ENG*063 (Formerly ENG 100).

This is an "L" course.

ENG*102 3 credits

LITERATURE AND COMPOSITION

(Formerly ENG 102)

Students will learn how to develop valid interpretations of literature through careful, thoughtful reading of fiction, poetry, and drama. They will be introduced to literary terminology and the standard critical approaches to understanding written works. They will learn how to use various levels of source materials and how to clearly express their views about literature in expository writing, including essays with formal research documentation. This is an "L" course.

Prerequisite: grade of "C" or better in ENG*101 (Formerly ENG 101L).

ENG*200 3 credits

ADVANCED COMPOSITION

(Formerly ENG 215, Advanced Writing)

Presents the writer with sophisticated challenges in subject matter, rhetoric, and grammar. Focus on prose style and editing. Minimum of three term papers. Readings included, as well as oral presentation. This is an "L" course.

Prerequisite: B- or better in ENG*101 (Formerly ENG 101).

ENG*202 3 credits

TECHNICAL WRITING

(Formerly ENG 212)

Practice and analysis of formats used in scientific and industrial writing. This is an "L" course.

Prerequisite: ENG*101 (Formerly ENG 101).

ENG*281 3 credits

CREATIVE WRITING

(Formerly ENG 240)

Practice and analysis of fiction, drama, or poetry for the advanced student.

Prerequisite: ENG*101 (Formerly ENG 101) or permission.

ENGLISH AS A SECOND LANGUAGE

ESL*013 3 credits

WRITING AND READING I

(Formerly ESL 102, Elementary Reading)

The low beginning level of the ESL sequence. Students entering this class must have fundamental skills in English, as determined by the ESL Placement Test. Students work to achieve greater proficiency in reading comprehension, vocabulary, and writing skills. Credit does not count toward meeting degree requirements.

ESL*015 3 credits

GRAMMAR I

(Formerly ESL 100, Elementary Structure Writing)

The low beginning level of the ESL sequence. Students entering this class must have fundamental skills in English, as determined by the ESL Placement Test. Students work on basic skills in grammar and sentence structure. Credit does not count toward meeting degree requirements.

ESL*123 3 credits

ESL WRITING & READING II

The high beginning level of the ESL sequence. Students continue working to achieve greater proficiency in reading comprehension, vocabulary, and writing skills. Placement according to test scores, successful completion of ESL*013, or ESL faculty advice. Credit does not count toward meeting degree requirements.

ESL*125 3 credits

ESL GRAMMAR II

The high beginning level of the ESL sequence. Students continue working on basic skills in grammar and sentence structure. Placement according to test scores, successful completion of ESL*015, or ESL faculty advice. Credit does not count toward meeting degree requirements.

COURSE DESCRIPTIONS

ESL*133 3 credits

WRITING AND READING III

(Formerly ESL 111, Intermediate Reading)

The low intermediate level of the ESL sequence. Students in this class work to achieve greater proficiency in reading comprehension, vocabulary, and writing skills. Placement according to test scores or successful completion of ESL*123 or ESL faculty advice.

ESL*135 3 credits

GRAMMAR III

(Formerly ESL 110, Intermediate Structure/Writing)

The low intermediate level of the ESL sequence. Students in this class work to achieve greater proficiency in basic grammar and sentence structure. Placement according to test scores or successful completion of ESL*125 or ESL Faculty advice.

ESL*139 3 credits

PRONUNCIATION III

This course is designed to address the problems of pronunciation using the basic concepts of rhythm intonation and grouping. Students perform speaking activities, practicing the concepts and integrating exercises for listening practice. This course may be taken concurrently with any ESL course.

*Recommended: placement in ESL*133 or ESL*135 or higher.*

ESL*143 3 credits

WRITING & READING IV

The high intermediate level of the ESL sequence. Students continue working to achieve greater proficiency in reading comprehension, vocabulary, and writing skills. Placement according to test scores, successful completion of ESL*133, or ESL faculty advice.

ESL*145 3 credits

GRAMMAR IV

The high intermediate level of the ESL sequence. Students in this class continue working to achieve greater proficiency in basic grammar and sentence structure. Placement according to test scores, successful completion of ESL*135, or ESL faculty advice.

ESL*153 3 credits

WRITING AND READING V

(Formerly ESL 121, Advanced Reading)

The low advanced level of the ESL sequence. Students in this class continue to master the reading comprehension, vocabulary, and writing skills necessary for successful college-level work. Placement according to test scores or successful completion of ESL*143 or ESL faculty advice.

ESL*155 3 credits

GRAMMAR V

(Formerly ESL 120, Advanced Structure/Writing)

The low advanced level of the ESL sequence. Students in this class continue to develop the mechanics of good writing through work on advanced grammatical structures. Placement according to test scores or successful completion of ESL*145 or ESL faculty

ESL*157 3 credits

ORAL COMMUNICATIONS V

(Formerly ESL 115, Listening/Speaking Skills)

This course is open to non-native speakers of English who are at the intermediate to advanced level of proficiency in English. Students will practice listening and speaking skills on a variety of topics and situations. There will also be work on pronunciation problems in English.

ESL*173 3 credits

WRITING & READING VI

The high advanced level of the ESL sequence. Students in this class continue to master the reading comprehension, vocabulary, and writing skills necessary for successful college-level work. Placement according to test scores, successful completion of ESL*153 (Formerly ESL 121), or ESL faculty advice.

ESL*175 3 credits

GRAMMAR VI

The high advanced level of the ESL sequence. Students in this class continue to develop the mechanics of good writing through work on advanced grammatical structures. Placement according to test scores, successful completion of ESL*155 or ESL faculty advice.

ENVIRONMENTAL ENGINEERING TECHNOLOGY

ENV*109 3 credits

OSHA 40 HOUR TRAINING AND EMERGENCY RESPONSE PROCEDURE

(Formerly EnSC 109)

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 3 credits

ENVIRONMENTAL SAMPLING

(Formerly CHEM 109, Investigation and Chemistry of Hazardous Substances I)

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 (Formerly CHEM 110).

ENV*212 3 credits

SITE ASSESSMENT

(Formerly CHEM 110, Investigation and Chemistry of Hazardous Substances II)

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 (Formerly CHEM 109).*

ENV*292 3 credits

ENVIRONMENTAL INTERNSHIP

(Formerly EnSC 210)

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 instructor.

ENVIRONMENTAL SCIENCE

EVS*100 3 credits

INTRODUCTION TO ENVIRONMENTAL SCIENCE

(Formerly EnSC 101L)

The study of the effects of humans on the Earth's natural systems.

FRESHMAN SEMINAR

FS100 3 credits

FRESHMAN SEMINAR

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 multi-disciplinary 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*101 3 credits

INTRO. TO GEOGRAPHY

(Formerly GEO 101 Principles of Geography)

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*112 3 credits

GEOLOGY OF CONNECTICUT

(Formerly PhSC 110)

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.

GLG*121 4 credits

INTRODUCTION TO PHYSICAL GEOLOGY

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

GRAPHIC DESIGN

GRA*150 3 credits

INTRODUCTION TO GRAPHIC DESIGN

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. *Prerequisites:* ART*121, DGA*110. ART*111 recommended.

GRA*246 3 credits

DIGITAL PRE-PRESS I

An introduction to the principles of color separation and preparation of files for digital output to various media. Includes an understanding of color modules, fonts, trapping, scanning, resolution, and data formats.

Prerequisite: DGA*110. DGA*231 recommended.

HISTORY

HIS*101 3 credits

WESTERN CIVILIZATION I

(Formerly HIST 101)

A systematic study of the contributions of the ancient Middle East, Egypt, Greece, and Rome to Western Civilization. The above is followed by an examination of the first 1,200 years of Western History (Middle Ages, Renaissance, American Discovery, the Age of Absolutism) with an emphasis on religious, political, economic, intellectual, and social evolution.

This is an "L" course.

HIS*102 3 credits

WESTERN CIVILIZATION II

(Formerly HIST 102)

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 (Formerly HIST 101).)

This is an "L" course. This is a "D" course.

HIS*201 3 credits

UNITED STATES HISTORY I

(Formerly HIST 201)

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 an "L" course

This is a "D" course.

HIS*202 3 credits

UNITED STATES HISTORY II

(Formerly HIST 202)

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 (Formerly HIST 201).)

This is an "L" course and a "D" course.

HIS*244 3 credits

EUROPE IN THE 20TH CENTURY

(Formerly HIST 204)

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.

HUMAN SERVICES

DAR*101 3 credits

ISSUES IN ALCOHOL AND DRUG ABUSE

Key issues of the alcohol and drug abuse treatment field from the standpoint of the unique sociological and public health aspects involved.

Prerequisite: Placement in ENG*101.

DAR*114 3 credits

INTRODUCTION TO FAMILY SYSTEMS

Presents an overview of family systems theory with special emphasis toward families afflicted with substance abuse. The particular areas discussed include the structure and function of the family, role structure, developmental stages, communication systems, and functional and dysfunctional families.

Prerequisite: HSE*202.

COURSE DESCRIPTIONS

DAR*158 3 credits
BIOLOGY OF ADDICTION
 Study of drug abuse in current times, including the pharmacology and pathology of chronic drug abuse with respect to the individual as well as to society and the law.
*Prerequisite: Placement in ENG*101.*

DFS*110 3 credits
ORIENTATION TO DEAFNESS
 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 3 credits
INTRODUCTION TO HUMAN SERVICES
 (Formerly H.S. 112)
 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 3 credits
YOUTH ADVOCACY AND COMMUNITY ORGANIZATION
 (Formerly H.S. 155)
 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
 This is a "D" course.

HSE*167 3 credits
NATURE & NEEDS OF PERSONS WITH MENTAL RETARDATION
 (Formerly H.S. 118)
 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 3 credits
PROBLEM GAMBLING, TREATMENT, AND PREVENTION
 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 3 credits
INTRODUCTION TO COUNSELING/INTERVIEWING
 (Formerly H.S. 116, Principles of Interviewing and Counseling)
 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 (Formerly PSYC 101).*

HSE*224, 3 credits
SOCIAL PROBLEMS OF YOUTH
 (Formerly H.S. 250-257)
 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 multicultural issues.
Prerequisites: English 101 or permission of instructor.

HSE*288 3 credits
DEVELOPMENTAL PRACTICUM
 (Formerly H.S. 206)
 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 (Formerly H.S. 112). Students enrolled in the Therapeutic Recreation Certificate program do not need HSE*101 in order to enroll in this practicum.*

HSE*289 3 credits
PSYCHIATRIC PRACTICUM
 (Formerly H.S. 207)
 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 (Formerly H.S. 112) and permission.*

RLS*121 3 credits
INTRODUCTION TO THERAPEUTIC RECREATION SERVICES
 (Formerly H.S. 115, Therapeutic Recreation Services)
 Methods and activities that can aid in establishing better rapport with persons. Emphasis on therapeutic value of such experiences.
Prerequisite: permission of instructor.

RLS*221 3 credits
THERAPEUTIC RECREATION
 (Formerly H.S. 215, Therapeutic Recreation: Planning and Implementation)
 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 (Formerly H.S. 115), PSY*111 (Formerly PSYC 101), or permission of instructor.*

LANGUAGES

FRE*101 3 credits
ELEMENTARY FRENCH I
 (Formerly FREN 101, Elementary French)
 Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in FRE*105 (Formerly FREN 105.)
*Recommended: Placement in ENG*101 (Formerly ENG 101).*

FRE*102 3 credits
ELEMENTARY FRENCH II
 (Formerly FREN 102)
 Continued development of speaking, listening, and writing skills as well as fundamentals of grammar.
*Prerequisite: FRE*101 (Formerly FREN 101).*

FRE*105 1 credit
ELEMENTARY CONVERSATIONAL FRENCH I
 (Formerly FREN 105, Elementary Conversational French)
 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 (Formerly FREN 101).

FRE*106 1 credit
ELEMENTARY CONVERSATIONAL FRENCH II
 (Formerly FREN 106, Elementary Conversational French)
 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 (Formerly FREN 102) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*102 (Formerly FREN 102). *Prerequisite: FRE*105 (Form. FREN 105).*

FRE*201 3 credits

INTERMEDIATE FRENCH I

(Formerly FREN 201, Intermediate French)

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 (Formerly FREN 205).

*Prerequisite: FRE*102 (Formerly FREN 102) or placement.*

FRE*202 3 credits

INTERMEDIATE FRENCH II

(Formerly FREN 202, Intermediate French)

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 (Formerly FREN 206).

*Prerequisite: FRE*201 (Formerly FREN 201).*

FRE*205 1 credit

INTERMEDIATE CONVERSATIONAL FRENCH I

(Formerly FREN 205,

Intermediate Conversational French)

Further development of conversational proficiency with emphasis on dialogues and oral practice are correlated with grammar covered in the three credit FRE*201 (Formerly FREN 201) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*201 (Formerly FREN 201).

*Prerequisite: FRE*106 (Formerly FREN 106).*

FRE*206 1 credit

INTERMEDIATE CONVERSATIONAL FRENCH II

(Formerly FREN 206,

Intermediate Conversational French)

Continued development of conversational proficiency with emphasis on dialogues and oral practice, correlated with grammar covered in three credit FRE*202 (Formerly FREN 202) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE*202 (Formerly FREN 202).

*Prerequisite: FRE*205 (Formerly FREN 205).*

ITA*101 3 credits

ELEMENTARY ITALIAN I

(Formerly ITAL 101, Elementary Italian)

Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in ITA*105 (Formerly ITAL 105).

*Recommended: Placement in ENG*101 (Formerly ENG 101).*

ITA*102 3 credits

ELEMENTARY ITALIAN II

(Formerly ITAL 102, Elementary Italian)

Continued development of speaking, listening, and writing skills as well as fundamentals of grammar.

*Prerequisite: ITA*101 (Formerly ITAL 101).*

ITA*105 1 credit

ELEMENTARY CONVERSATIONAL ITALIAN I

(Formerly ITAL 105, Elementary Conversational Italian)

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 (Formerly ITAL 101) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA*101 (Formerly ITAL 101).

ITA*106 1 credit

ELEMENTARY CONVERSATIONAL ITALIAN II

(Formerly ITAL 106, Elementary Conversational Italian)

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 cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA*102 (Formerly ITAL 102).

*Prerequisite: ITA*105 (Formerly ITAL 105).*

SGN* 101 3 credits

SIGN LANGUAGE I

An introduction to sign language systems including American Sign language and deaf culture with emphasis on developing sensitivity and competency in communicating with a variety of hearing impaired people.

SGN *102 3 credits

SIGN LANGUAGE II

This course builds on conversational skills developed in Sign Language I by expanding vocabulary and sentence structure.

*Prerequisite: SGN*101*

SPA 117 4 credits

SPANISH FOR CAREERS

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 SPA 101 or 1 year High School, or permission of instructor

SPA 217 4 credits

INTERMEDIATE CAREER SPANISH I

Specialized, filmed dialogue situations, taped materials, vocabulary building and aural-oral understanding. Class: 4 hours per week. 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 High School, or permission of instructor.

SPA 218 4 credits

INTERMEDIATE CAREER SPANISH II

Selected dialogues from career situations, role playing, and development of cross-cultural understanding and communication skills. Class: 4 hours per week. 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 instructor

SPA*101 3 credits

ELEMENTARY SPANISH I

(Formerly SPAN 101, Elementary Spanish)

Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in SPA*105 (Formerly SPAN 105)

*Recommended: Placement in ENG*101 (Formerly ENG 101).*

SPA*102 3 credits

ELEMENTARY SPANISH II

(Formerly SPAN 102, Elementary Spanish)

Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in SPA*106 (Formerly SPAN 106).

*Prerequisite: SPA*101 (Formerly SPAN 101).*

COURSE DESCRIPTIONS

SPA*105 1 credit

ELEMENTARY CONVERSATIONAL SPANISH I

(Formerly SPAN 105, Elem. Conversational Spanish)

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 (Formerly SPAN 101) course. Students must concurrently enroll in SPA*101 (Formerly SPAN 101).

SPA*106 1 credit

ELEMENTARY CONVERSATIONAL SPANISH II

(Formerly SPAN 106, Elementary Conversational Spanish)

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 (Formerly SPAN 102) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*102 (Formerly SPAN 102).
Prerequisite: SPA*105 (Formerly SPAN 105).

SPA*201 3 credits

INTERMEDIATE SPANISH I

(Formerly SPAN 201, Intermediate Spanish)

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 (Formerly SPAN 205).

Prerequisite: SPA*102 (Formerly SPAN 102) or placement.

SPA*202 3 credits

INTERMEDIATE SPANISH II

(Formerly SPAN 202, Intermediate Spanish)

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 (Formerly SPAN 206).

Prerequisite: SPA*201 (Formerly SPAN 201).

SPA*205 1 credit

INTERMEDIATE CONVERSATIONAL SPANISH I

(Formerly SPAN 205,

Intermediate Conversational Spanish)

Further development of conversational proficiency with emphasis on dialogues and oral practice are correlated with grammar covered in the three credit SPA*201 (Formerly SPAN 201) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*201 (Formerly SPAN 201).

Prerequisite: SPA*106 (Formerly SPAN 106).

SPA*206 1 credit

INTERMEDIATE CONVERSATIONAL SPANISH II

(Formerly SPAN 206,

Intermediate Conversational Spanish)

Continued development of conversational proficiency with emphasis on dialogues and oral practice, correlated with grammar covered in three credit SPA*202 (Formerly SPAN 202) course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA*202 (Formerly SPAN 202).

Prerequisite: SPA*205 (Formerly SPAN 205).

MATHEMATICS

MAT*075 3 credits

PRE-ALGEBRA- NUMBER SENSE GEOMETRY

(Formerly MATH 98, Pre-Algebra)

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.

MAT*095 3 credits

ELEMENTARY ALGEBRA FOUNDATIONS

(Formerly MATH 101, Fundamentals of Algebra I)

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; integral exponents and laws of exponents; polynomials—addition, subtraction, multiplication, factoring, solving quadratic equations by factoring; square roots. Credit does not count toward meeting degree requirements.

Prerequisite: "C" or better in MAT*075 (Formerly Math 98), placement test, and/or permission of instructor.

MAT*104 3 credits

QUANTITATIVE REASONING

(Formerly MATH 104)

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: "C" or better in MAT*095 (Formerly MATH 101), placement in MAT*137 (Formerly MATH 102) or higher, and/or permission of instructor.

MAT*137 3 credits

INTERMEDIATE ALGEBRA

(Formerly MATH 121)

A continuation of MAT*095. Topics include linear, quadratic, and power functions; rational expressions and equations; radical expressions, equations and introduction to complex numbers; and systems of equations. There will be an emphasis on modeling and applications for all topics.

Prerequisite: "C" or better in MAT*095 (Formerly MATH 101), placement test, and/or permission of instructor.

MAT*141 3 credits

NUMBER SYSTEMS

(Formerly MATH 120)

An examination of the nature of mathematics through a survey of the following topics; inductive and deductive reasoning, sets, various numeration systems and properties, logic, and counting methods.

Prerequisite: "C" or better in MAT*137 (Formerly MATH 121) or placement.

MAT*146 3 credits

MATH FOR THE LIBERAL ARTS

(Formerly MATH 124, College Mathematics)

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: "C" or better in MAT*137 (Formerly MATH 121) or placement.

MAT*168 4 credits
ELEMENTARY STATISTICS AND PROBABILITY I

(Formerly MATH 212)

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: "C" or better in MAT*137 (Formerly MATH 121) or placement.

MAT*173 4 credits
COLLEGE ALGEBRA WITH TECHNOLOGY

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: sequences and series. A graphing calculator is required for this course.

Prerequisite: "C" or better in MAT*137 (Formerly MATH 121) or placement.

MAT*186 4 credits
PRECALCULUS

(Formerly MATH 122)

A preparation for calculus. Topics include absolute value, quadratic and rational inequalities, and polynomial, rational, exponential, logarithmic, and trigonometric functions, their graphs, and applications.

Prerequisite: "C" or better in MAT*173 or placement.

MAT*190 3 credits
CALCULUS FOR BUSINESS AND SOCIAL SCIENCE I

(Formerly MATH 125, Graphs and Calculus)

Designed for social science, biology, and business majors. This course covers differential and integral calculus in an intuitive manner. Emphasis on applications. Not recommended for mathematics, physics, or chemistry majors.

Prerequisite: "C" or better in MAT*173 or placement. Not offered every semester.

MAT*254 4 credits
CALCULUS I

(Formerly MATH 201)

A course in differential calculus. Topics include limits, continuity, derivatives, antiderivatives, and applications.

Prerequisite: "C" or better in MAT*186 (Formerly MATH 122) or placement.

MAT*256 4 credits
CALCULUS II

(Formerly MATH 202)

The definite integral applied to algebraic and transcendental functions, techniques of integration, polar coordinates and applications, infinite series, and vectors.

Prerequisite: "C" or better in MAT*254 (Formerly MATH 201) or placement.

MAT*268 4 credits
CALCULUS III: MULTIVARIABLE

(Formerly MATH 203, Multivariable Calculus)

Two- and three-dimensional vector algebra, calculus of functions of several variables, vector differential calculus, line and surface integrals.

Prerequisite: "C" or better in MAT*256 (Formerly MATH 202) or placement. Not offered every semester.

MAT*285 3 credits
DIFFERENTIAL EQUATIONS

(Formerly MATH 205, Elementary Differential Equations)

Introduction to ordinary differential equations and their applications, linear differential equations, systems of first order linear equations, numerical methods, Laplace transforms.

Prerequisite: "C" or better in MAT*256 (Formerly MATH 202) or placement. Not offered every semester.

MULTIMEDIA- SEE DIGITAL ARTS

MUSIC

MUS*101 3 credits
MUSIC HISTORY AND APPRECIATION I

(Formerly MUSI 101, Music Appreciation)

Understanding and appreciation of music literature. Classic, Romantic, and Modern styles studied through the works of composers of those periods.

MUS*104 3 credits
WORLD MUSIC

(Formerly MUSI 120, Introduction to World Music)

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 3 credits
FUNDAMENTALS OF MUSIC I

(Formerly MUSI 110, Fundamentals of Music)

Development of basic skills in note reading, rhythm, meter, pitch symbols, scales, key-signatures, interval, triads and ear training.

MUS*117 3 credits
ELECTRONIC MUSIC

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 3 credits
HISTORY AND APPRECIATION OF JAZZ

(Formerly MUSI 113, Jazz Appreciation)

A music appreciation course that uncovers the development of Jazz, from ragtime to contemporary practice.

MUS*152 2 credits
DRUMMING AND PERCUSSION ENSEMBLE

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 course fulfills a diversity (D) requirement.

OPHTHALMIC DESIGN & DISPENSING

ODD*101 4 credits

INTRODUCTION TO

OPHTHALMIC DISPENSING

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. Three hours of lecture and three hours of lab per week.

ODD*102 4 credits

OPHTHALMIC DISPENSING I

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. Three hours of lecture, and three hours of lab per week.

Prerequisite: ODD*101 with a grade of "C" or better.

ODD*103 3 credits

OPHTHALMIC DISPENSING II

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. Three hours of lecture per week. This is an "L" course.

Prerequisite: ODD*102 with a grade of "C" or better.

ODD*104 3 credits

OPHTHALMIC DISPENSING III

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. Three hours of lecture per week.

Prerequisite: ODD*103 with a grade of "C" or better.

ODD*109 3 credits

OPTICAL BUSINESS MANAGEMENT

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 4 credits

OPHTHALMIC MATERIALS I

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. Three hours of lecture and three hours of lab per week.

Prerequisite: ODD*101 with a grade of "C" or better.

ODD*111 4 credits

OPHTHALMIC MATERIALS II

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. Three hours of lecture and three hours of lab 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 4 credits

OPHTHALMIC MATERIALS III

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. Three hours of lecture and three hours of lab 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 4 credits

CLINICAL REFRACTOMETRY

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 3 credits

CONTACT LENSES I

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 (Formerly BIO 120L).

ODD*121 4 credits

CONTACT LENSES II

Continuation of Contact Lenses I, 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. Three hours of lecture and three hours of lab per week.

Prerequisite: ODD*120 with a grade of "C" or better.

ODD*122 4 credits

CONTACT LENSES III

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. Three hours of lecture and three hours of lab per week.

Prerequisite: ODD*121 with a grade of "C" or better.

ODD*130 1 credit

LOW VISION

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 2 credits

OPTICIANRY PRACTICUM

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*101 3 credits

INTRODUCTION TO PHILOSOPHY

(Formerly PHIL 101 Intro. to Phil)

Some of the major philosophical problems, theories of knowledge, reality, and value. The nature of philosophical thought. Readings in philosophical literature.

Prerequisite: ENG*101.

PHL*111 3 credits

ETHICS

(Formerly PHIL 201L Ethics)

A study of the leading theories of morality and ethics concerning what is good, right, and just; the principles of good moral reasoning; and the examination of contemporary ethical issues and social problems. Readings in both classical and contemporary philosophical literature. Library research required. This is an "L" course.

Prerequisite: ENG*101.

PHL*131 3 credits

LOGIC

(Formerly PHIL 215 Introduction to Logic)

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.

PHL*151 3 credits

WORLD RELIGIONS

(Formerly PHIL 120L Introduction to Religion)

An introduction to the beliefs and practices of major world religions such as Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Shamanism, etc. Students will gain an appreciation for the similarities and differences between various religions. The course will also touch on philosophical religious questions such as the value of religion, God, faith, soul, immortality, evil, mystical experience, etc. Library research required. This is an "L" course. This is a "D" course.

Recommended only for students who have passed

ENG*101.

PHL*199 3 credits

SPECIAL TOPICS IN PHILOSOPHY

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. PHL*101 recommended.

PHYSICAL SCIENCE

AST*101 3 credits

PRINCIPLES OF ASTRONOMY

(Formerly PhSC 104, Astronomy)

An introduction to the study of the solar system, the stars, galaxies, nebulae, and newly discovered celestial bodies. Laboratory activities and field trips included.

EAS*102 3 credits

EARTH SCIENCE

(Formerly PhSC 102, Planet Earth)

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.

GLG*112 3 credits

GEOLOGY OF CONNECTICUT

(Formerly PhSC 110)

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.

OCE*101 3 credits

INTRO TO OCEANOGRAPHY

(Formerly PhSC 103, Oceanology)

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.

PSC*101 3 credits

PHYSICAL SCIENCE I

(Formerly PhSC 100, Basic Physical Science)

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 if preceded by any of the following: CHE*111 (Formerly CHEM 103), CHE*112 (Formerly CHEM 104), CHE*121 (Formerly CHEM 121), CHE*122 (Formerly CHEM 122), or PHY* 121 (Formerly PHYS 121), PHY*122 (Formerly PHYS 122).

PHYSICS

PHY*110 4 credits

INTRODUCTORY PHYSICS

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 non-science 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.

Prerequisites: A grade of "C" or better in MAT*095 or placement or completion of a higher-level math course.

PHY*121 4 credits

GENERAL PHYSICS I

(Formerly PHYS 121)

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: MAT*173 or placement into a higher-level math course.

PHY*122 4 credits

GENERAL PHYSICS II

(Formerly PHYS 122)

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: MAT*173 or placement into a higher-level math course.

PHY*221 4 credits

CALCULUS-BASED PHYSICS I

(Formerly PHYS 151, Engineering Physics I)

Three class periods and one three-hour laboratory period. 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 (Formerly MATH 203).

COURSE DESCRIPTIONS

PHY*222 4 credits
CALCULUS-BASED PHYSICS II
 (Formerly PHYS 152, Engineering Physics II)
 Three class periods and one three-hour laboratory period. Electric and magnetic fields, electromagnetic waves, quantum effects, introduction to atomic physics.
Prerequisite: PHY*221 (Formerly PHYS 151).

POLITICAL SCIENCE

POL*102 3 credits
INTRODUCTION TO COMPARATIVE POLITICS
 This course focuses on the governments and peoples of the major regions of the world: Europe, Africa, the Middle East, Asia, and the Americas. It examines global variations in governing structures due to historic, cultural, religious, economic, and other causes. Issues of Third World democratization, economic globalization, Islam and democracy's "clash of civilizations," authoritarian states, and other timely issues will be subjects of class discussions and course papers. This is an "L" course. This is a "D" courses.
Prerequisite: English 101

POL* 103 3 credits
INTRO. TO INTERNATIONAL RELATIONS
 (Formerly POSC 203 International Relations)
 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 3 credits
AMERICAN GOVERNMENT
 (Formerly POSC 101 American National Government)
 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* 293 6 credits
CONNECTICUT LEGISLATIVE INTERNSHIP
 (Formerly POSC 230, Connecticut Legislative Internship)
 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 election. 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*103 3 credits
INTRODUCTION TO HOLISTIC WELLNESS
 (Formerly PSYC 240, Introduction to Wellness)
 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 3 credits
GENERAL PSYCHOLOGY I
 (Formerly PSYC 101, Introduction: Principles & Theories)
 Major principles and theories of psychology including perception, learning, the biological basis of behavior, motivation and emotion. This course is suitable for all students and is the prerequisite for all upper level psychology courses. It is also required for transfer into many four-year programs. This is an "L" course. This is a "D" course.

PSY*201 3 credits
LIFE SPAN DEVELOPMENT
 (Formerly PSYC 204, Developmental Psychology)
 This course will examine human development from conception through death. Theories pertaining to physical, cognitive, and psychosocial development will be explored and applied to the developmental tasks which face the individual throughout the life span. Human Development, as a process of adaptation to the biological, psychological, sociological, and cognitive challenges which are continuously presented to the growing person, will

be explored. This is an "L" course. This is a "D" course.
Prerequisite: PSY*111 (Formerly PSYC 101L).

PSY*204 3 credits
CHILD AND ADOLESCENT DEVELOPMENT
 (Formerly PSYC 210, Child and Adolescent Psychology)
 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 3 credits
PSYCHOLOGY OF ADULT DEVELOPMENT AND AGING
 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

PSY*240 3 credits
SOCIAL PSYCHOLOGY
 (Formerly SOC 211)
 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 3 credits
THEORIES OF PERSONALITY
 (Formerly PSYC 203)
 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 (Formerly PSYC 101L) or permission of instructor.

PSY*245 3 credits
ABNORMAL PSYCHOLOGY
 (Formerly PSYC 206)
 This course examines the major theories of psychopathology and explores the research, classification systems, and intervention strategies relative to each theoretical perspective. Diagnostic categories and processes will also be studied. This is a "D" course.
Prerequisite: ENG*101 (Formerly ENG 101L) and Grade of "C" or better in PSY*111 (Formerly PSYC 101L).

PSY*247 3 credits

INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY

(Formerly PSYC 105, Applied Psychology)

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 other receiving institution.

PSY*251 3 credits

BEHAVIOR DISORDERS OF CHILDREN AND YOUTH

(Formerly PSYC 251)

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 (Formerly ENG 101L) and PSY*111 (Formerly PSYC 101L). PSY*201 (Formerly PSYC 204) or PSY*204 (Formerly PSYC 210) is also recommended.

PSY*258 3 credits

BEHAVIOR MODIFICATION

(Formerly PSYC 258)

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 (Formerly PSYC 101L).

PSY*298 3 credits

SPECIAL TOPICS IN PSYCHOLOGY

(Formerly PSYC 100, Selected Issues)

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 (Formerly PSYC 101) or to transfer for that purpose.

RADIOLOGIC TECHNOLOGY

RAD* 106 1 credit

ORIENTATION TO RADIOGRAPHY I

(Formerly RAD 101)

Introduction to a hospital and its radiology department. Medical terminology. Radiation, fire and equipment safety. The history of medicine, medical ethics, and law. The role of the technologist as a member of the health care team and the essentials and guidelines for the student radiographer, including infection control.

RAD* 107 1 credit

RADIOGRAPHIC PROCEDURES I

(Formerly RAD 102, Radiographic Procedures I)

Basic principles of medical radiology department, radiographic positioning. A complete understanding and clinical observation of the radiology department, radiographic procedures and x-ray equipment.

RAD* 108 1 credit

ORIENTATION TO RADIOGRAPHY II

(Formerly RAD 103, Orientation to Radiography II)

A continuation of medical terminology, orientation to the radiographic room and its equipment, radiation safety and protective measures.

Prerequisite: RAD*106, RAD*107.

RAD* 109 1 credit

PATIENT CARE I

(Formerly RAD 107, Introduction to Patient Care I)

An introduction to patient care, including patient communication, patient interaction, history taking, patient education. Students will be able to communicate and assess patients, evaluate and record patient history, learn to correctly document necessary data, and understand the importance of accurate medical record keeping. Students will also be able to learn to differentiate between immobilization and restraints, realize special needs of patients, understand the importance of cultural and human diversity in understanding a patient and their care, recognize pathology of the chest and skeletal systems, and well as recognizing special needs for any specific imaging.

Prerequisite: RAD*106, RAD*107

RAD* 110 1 credit

ORIENTATION TO RADIOGRAPHY III

(Formerly RAD 105)

Continuation of medical terminology. Also includes an introduction to the photographic factors affecting image quality and digital radiography.

Prerequisite: RAD* 108

RAD* 111 1 credit

PATIENT CARE II

(Formerly RAD 108, Introduction to Patient Care II)

A lecture-laboratory study on additional basic patient care procedure. Infection and Infection control will be introduced to the student allowing the student the ability to recognize and take part in non-aseptic and aseptic procedures. In addition, students will be instructed and allowed practice in assisting physicians during specialized aseptic procedures. Students will be able to discuss certain medical conditions and be able to recognize and respond to symptoms related to those conditions. This class will also cover vital signs, medical

emergencies, and oxygen safety.

Prerequisite: RAD*109

RAD* 195 2 credits

RADIOGRAPHIC PROCEDURES II

(Formerly RAD 104, Radiographic Procedures II)

A continuation of Radiographic Procedures I with emphasis on a lecture-laboratory study of radiographic positioning of the chest and upper and lower extremities. The anatomy and the various equipment necessary for these procedures are also included. Following classroom activities, students will be scheduled for supervised clinical education. Along with assisting the radiographer, emphasis is placed on patient care.

Prerequisite: RAD*106, RAD*107

RAD* 196 2 credits

RADIOGRAPHIC PROCEDURES III

(Formerly RAD 106, Radiographic Procedures III)

A lecture-laboratory study on the anatomy and positioning of the shoulder, pelvis, bony thorax, and abdomen. Students will be able to identify various parts on drawings, human skeleton, and on radiographs. They will also be able to critique their own radiographs for accurate demonstration of the anatomy as well as the proper exposure factors used. Following classroom activities, students will be scheduled for supervised clinical education. Emphasis is placed on image / film critique, positioning, patient care, room preparation, and clerical tasks associated with radiography.

Prerequisite: RAD*195

RAD* 207 3 credits

RADIOGRAPHIC PROCEDURES IV

(Formerly RAD 201, Radiographic Procedures IV)

A lecture-laboratory study of the general anatomy and positioning of the vertebral column and the digestive system. Includes the types, preparation, administration, and contraindications of the contrast media utilized in the above procedures.

Prerequisite: RAD* 196

RAD* 208 3 credits

RADIOLOGIC EXPOSURE I

(Formerly RAD 202, Radiologic Exposure I)

An introductory course covering the fundamental concepts of electricity, magnetism, and electromagnetic radiation. Includes an explanation of the x-ray tube and imaging system. Principles of radiographic film and processing will also be covered. *Prerequisite:* RAD*110

COURSE DESCRIPTIONS

RAD* 209 3 credits

METHODS OF PATIENT CARE

(Formerly RAD 203)

The study of nursing procedures, techniques, and therapeutic practices of patient care in the radiology department. Designed to prepare students to act quickly and effectively in case of a medical emergency. Classes in CPR, contrast media, venipuncture, phlebotomy, and ECG will be included. A clinical rotation through the ED and time spent with the Radiology nurses will allow the student to practice patient care, assessment, venipuncture, and vital signs.

Prerequisite: RAD*111

RAD* 210 3 credits

RADIOGRAPHIC PROCEDURES V

(Formerly RAD 204)

A lecture-laboratory of the anatomy, physiological functions, and radiologic positioning of the urinary system. Also includes the radiologic anatomy and positioning of the skull and its contents and the cardiovascular system.

Prerequisite: RAD* 207

RAD* 211 3 credits

RADIOGRAPHIC QUALITY CONTROL

(Formerly RAD 205)

A lecture-laboratory study that will provide the student with an introduction to the evaluation of radiographic systems to assume consistency in the production of quality images. The components involved in the system will be identified. Test and procedures to evaluate these components will be discussed. Electrical hazards in the x-ray department will be presented. State and federal impacts will be described.

Prerequisite: RAD* 208

RAD* 212 3 credits

RADIOLOGIC EXPOSURE II

(Formerly RAD 206)

A continuation of Radiologic Exposure I, with special emphasis on x-ray production and interactions with matter. There will also x-ray accessories (grids, screens, etc.) and how these affect radiographic quality. There will also be a continuation of discussions on computer and digital radiography.

Prerequisite: RAD* 208.

RAD* 213 3 credits

ANALYSIS OF RADIOGRAPHIC QUALITY

(Formerly RAD 207)

Various procedures and evaluation techniques to initiate and maintain radiographic quality in relationship to patient clinical data techniques employed, collimation, positioning, anatomy, and radiographic quality factors. Includes practical

experience in building x-ray technique charts.

Prerequisite: RAD* 211, RAD*212

RAD* 214 3 credits

SPECIAL PROCEDURES AND PATHOLOGY

(Formerly RAD 208)

A lecture-laboratory study of radiographic procedures and modalities which may utilize contrast media and/or specialized equipment. Includes the type, preparation, administration, indications, and contraindication of the contrast media utilized. Various specialized radiographic equipment and modalities necessary for these procedures is also included. This course will include physiology and pathology which are recorded by the Roentgen image that were not covered in previous semesters as well as factors which influence the ultimate diagnosis, therapy, and prognostic impression. Mastoids, Pediatric and Geriatric radiography, CT, Digital Imaging, and Mammography will also be covered.

Prerequisite: RAD* 210

RAD* 222 3 credits

RADIOBIOLOGY & PROTECTION

(Formerly RAD 209,

Radiation Physics and Radiobiology)

Designed to present a clear understanding of all sources and uses of media radiation and the various equipment in a radiology department. Includes the study of radioisotopes, the production of x-ray, imaging measurement 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 patient.

Prerequisite: RAD* 211

RAD* 293 1 credit

CLINICAL EDUCATION I

(Formerly RAD 210 Clinical Education)

Rotation through various clinical areas which will allow the student to take a more active role in radiographic procedures and to put into practice the principles presented in the classroom. Emphasis will be placed on image / film critique, positioning of the vertebral column and the digestive system, technique setting, and clerical tasks associated with radiography.

Prerequisite: RAD*196

RAD* 294 1 credit

CLINICAL EDUCATION II

(Formerly RAD 211 Clinical Education)

A continuation of Radiography 210 with emphasis on image / film critique and positioning of the urinary system, portable and surgical procedures,

skull and facial bones. Reinforces application of skills in performing diagnostic radiographic procedures. *Prerequisite:* RAD* 207, RAD* 293.

RAD* 295 3 credits

CLINICAL EDUCATION III

(Formerly RAD 212 Clinical Education)

A continuation of Radiography 211 which provides extensive clinical experience. The student at this point will be able to perform routine diagnostic examinations with less direct supervision. Emphasis is placed on specialty areas and procedures.

Prerequisite: RAD* 210, RAD* 294

RAD* 296 3 credits

APPLIED RADIOGRAPHY

(Formerly RAD 213)

The student will have the opportunity to refine skills learned earlier in the program with indirect supervision. Students may revisit a clinical area in which the student has a particular interest. A comprehensive final examination on the entire clinical education is required. Consult the course syllabus for specific grading requirements.

Prerequisite: RAD*214, RAD* 295

READING - SEE ENGLISH

RECREATION

RLS*121 3 credits

INTRODUCTION TO THERAPEUTIC RECREATION SERVICES

(Formerly H.S. 115, Therapeutic Recreation Services)

Methods and activities that can aid in establishing better rapport with persons. Emphasis on therapeutic value of such experiences.

Prerequisite: permission of instructor.

RLS*221 3 credits

THERAPEUTIC RECREATION

(Formerly H.S. 215, Ther. Rec.: Plan. & Implementation)

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 (Formerly H.S. 115), PSY*111 (Formerly PSYC 101), or permission of instructor.

SCIENCE

(SEE COURSE LISTINGS
UNDER ASTRONOMY, BIOLOGY,
CHEMISTRY, ENVIRONMENTAL
SCIENCE, HEALTH & PHYSICAL
SCIENCE)

SOCIOLOGY

SOC*101 3 credits

PRINCIPLES OF SOCIOLOGY

(Formerly SOC 101, Introduction to Sociology)

A study of modern society and its social organization, institutions, groups and social roles. Topics of study will include patterns of social interaction, the organization and stratification of groups ranging from families to corporations, and others. Learning objectives include applying scientific methods of analysis and examining social issues from a humanistic perspective.

This is a "D" course.

SOC*103 3 credits

SOCIAL PROBLEMS

(Formerly SOC 110, Contemporary Social Problems)

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. (Prior to 1985 this course was called SOC 100).

SOC*114 3 credits

SOCIOLOGY OF AGING

(Formerly SOC 114, Aging)

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.

SOC*117 3 credits

MINORITIES IN THE U.S.

(Formerly SOC 208, Race and Ethnicity in the U.S.)

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.

SOC*120 3 credits

GROUP DYNAMICS

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.

SOC*143 3 credits

CRIME IN SOCIETY

(Formerly SOC 220)

A survey of the origins of crime and its treatment in American society, including white collar crime, organized crime, and juvenile delinquency.

SOC*210 3 credits

SOCIOLOGY OF THE FAMILY

(Formerly SOC 215,

Marriage, Family, and Intimate Relationships)

An examination of the evolution of contemporary relationships such as dating, cohabitation and marriage. The implications of changes in relationships and their effect on the individual, family and society will be analyzed.

This is a "D" course.

SOC*212 3 credits

SOCIOLOGY OF WOMEN

(Formerly SOC 217)

A study of a "Woman's Place" from a sociological and multidisciplinary perspective. The origins of women's position in society and the historical transformations that have occurred in the Western World and, particularly, in the United States, will be discussed along with contemporary issues.

This is a "D" course.

SOC*213 3 credits

HUMAN SEXUALITY

(Formerly SOC 216)

A study of contemporary human sexuality in Western society from both sociological and multidisciplinary perspectives. History and patterns of sexual behavior are discussed including such topics as contraception, sexual response, gender roles, orientation, sexual coercion, and sexually transmitted diseases.

This is a "D" course.

SOC*225 3 credits

DEATH AND DYING

(Formerly SOC 225)

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.

SOC*240 3 credits

CRIMINOLOGY

(Formerly SOC 200)

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: SOC*101.

SOC*241 3 credits

JUVENILE DELINQUENCY

(Formerly SOC 210)

This course examines the meaning of the concept of juvenile delinquency. Considered are the relationships between social attitudes and definitions of youthful law violations, along with studies on various forms of delinquency. Also analyzed are the diverse theoretical interpretations of delinquency including sub cultural theories, bodily related factors, emotional pressures and environmental pressures. This is a "D" course.

SSC*153 3 credits

WOMEN AND WORK

A multidisciplinary study of women and work. This course provides a historical overview as well as an examination of contemporary issues such as the family and work gender socialization, sex discrimination and the emotional work in which women engage. It includes a discussion of the individual and collective strategies that women employ to meet various challenges. Topics of discussion are conditioned by the diverse backgrounds, interests and needs of students in each particular class. This is a "D" course. *Prerequisite:* ENG*101.

SPECIAL TOPICS

HONORS SEMINAR 250H 3 credits

KNOWLEDGE: FOUNDATIONS OF THE LIBERAL ARTS

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.

COURSE DESCRIPTIONS

ST 122 4 credits

PORTFOLIO DEVELOPMENT

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.*

ST 200 1-3 credits

SERVICE LEARNING

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.

ST 200 1-3 credits

SPECIAL TOPICS

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.

THEATRE

THR*121 3 credits

PLAYS IN PRODUCTION I

Practicum emphasizing acting and play production. Emphasis on the fundamental tools of the actor, including development of the imagination, creative interpretation, characterization, script analysis, improvisation, voice, and movement. Students will gain knowledge of the techniques of different acting styles, as well as studying and performing scripts. The course combines individual and group exercises and concludes with the performance of a play in front of an audience.

*Prerequisite: ENG*003 or ENG*073 or reading exemption on placement test.*

NOTES

EMERITI

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M.A.T., Wesleyan University
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M.Ed., University of Hartford
- Norman R. Zabel**.....Dean of Students Emeritus
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M.Ed., Boston College
- John T. Needham**.....Dean of Students Emeritus
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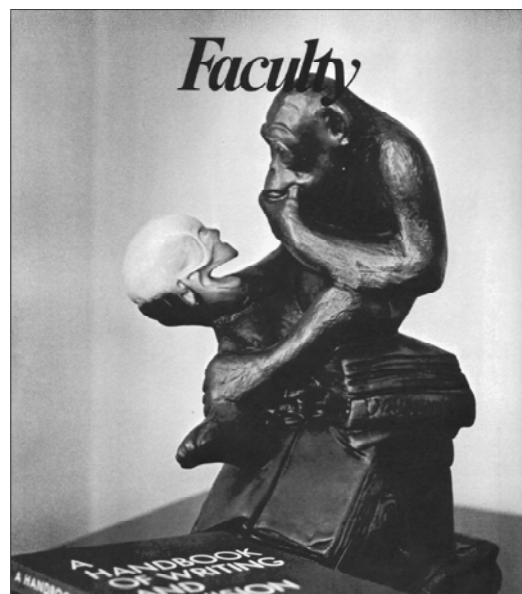
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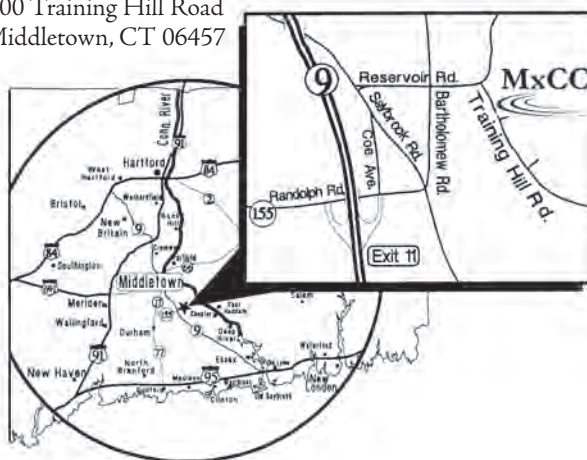
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100 Training Hill Road
Middletown, CT 06457



A few miles South of downtown Middletown on Route 9, take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp (for both N. & S. bound) turn right onto Randolph Road.

Continue to the light at the top of the hill & turn left onto Saybrook Road.

Go a quarter of a mile & turn right onto Reservoir Road. Travel past the stop sign & take the first right onto Training Hill Road. Take your first left into the campus parking area.

FOR MORE INFORMATION CALL ADMISSIONS:

860•343•5719

FAX: 860•344•3055

WEB SITE: www.mxcc.commnet.edu

DIRECTIONS TO MxCC—MERIDEN CENTER



▼ **Westbound:** Take Exit 7 off Rt. 691. Travel towards downtown and turn right onto West Main Street. Travel 7/10 of a mile – Meriden Center is on right. Take right onto Grove Street. Take right onto Church Street for parking. See **PARKING BELOW**.

▼ **Eastbound:** Take Exit 7 off Rt. 691. Take right onto Grove Street and travel towards downtown. Take left onto Church Street for parking. See **PARKING BELOW**. Meriden Center is in front of parking garage.

▼ **PARKING:** **Daytime parking** is available in the Church Street Municipal Lot (entrance on left after garage) and in the Colony Street Municipal Lot (follow Grove Street to end, turn left). **Evening parking** is also available in the upper level of the Church Street Parking Garage in undesignated parking spaces. Unauthorized vehicles parked in DCF or other designated spaces may be fined and/or towed at owner's expense.

FOR MORE INFORMATION ON THE

MxCC—MERIDEN CENTER CALL:

203•238•6202

FAX: 203•238•6203

WEB SITE: www.mxcc.commnet.edu

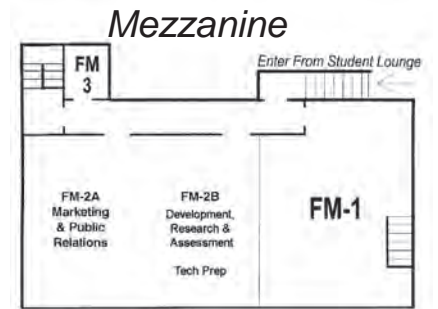


We'd like to invite you to come and visit our campus...meet our faculty, tour our facilities, talk with our students, and explore the many possibilities that could be yours as a student at Middlesex! Give us a call, and find out why we're proud to say:

MIDDLESEX— THE RIGHT COURSES! THE RIGHT COSTS! THE RIGHT CHOICE!

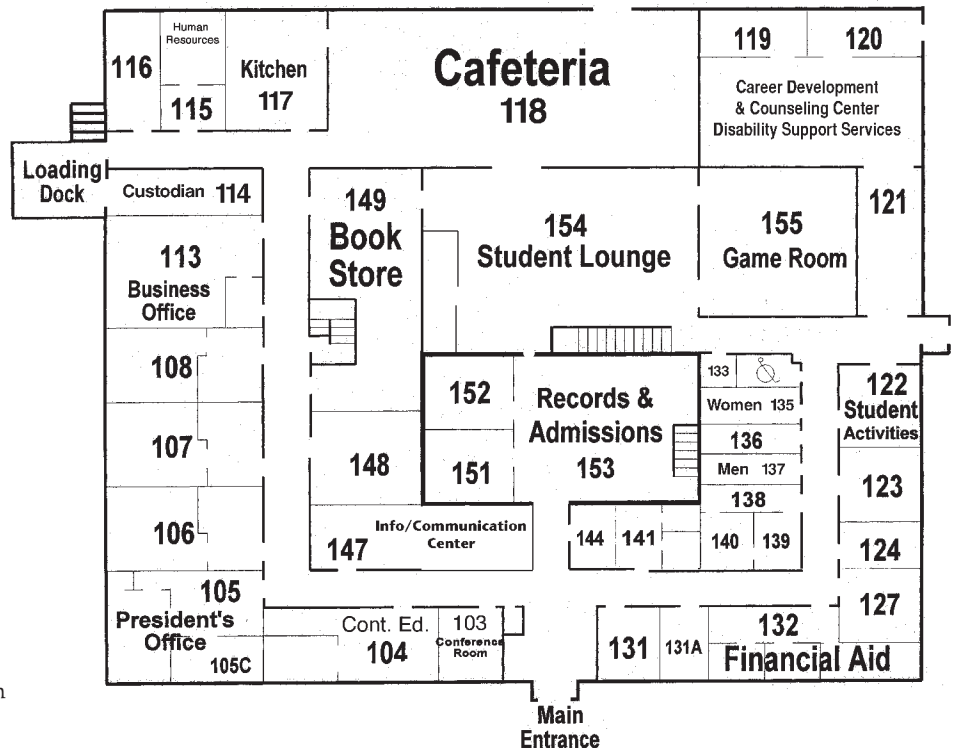
**AN
INVITATION
TO VISIT**

FOUNDERS HALL



- FM-1 Records Office Storage
- FM-2A Marketing & Public Relations,
- FM-2B Development, Research & Assessment
Tech Prep
- FM-3 Staff Lounge

- 103 Conference Room
- 104 Continuing Education
- 105 President
- 105C Exec. Assistant to President
- 106 Dean of Administration,
Finance & Planning
- 107 Dean of Learning &
Student Development
- 108 Academic Operations
- 113 Business Office
- 114 Loading Dock / Custodian
- 115 Human Resources
- 116 Payroll Office
- 117 Kitchen
- 118 Cafeteria
- 119-121 Career Dev. & Counseling Center
Disability Support Services
- 122 Student Activities
- 123 Student Activities
- 124 Foundation Office
- 127 Academic Support Services
& Minority Affairs
- 131 CBIS / Allied Health
- 131A Institutional Advancement / Grant
Writer
- 132 Financial Aid
- 133 Pump Room
- 135 Women's Lav.
- 136 Janitor
- 138 Business Office Storage / Stock Room
- 139 Staff - Women's
- 140 Staff - Men's
- 141 Assistant Director of Admissions
- 144 Mechanical Room
- 147 Information / Communication Center
- 148 Building Maintenance Supervisor
- 149 Bookstore
- 151 Admissions Director
- 152 Registrar
- 153 Admissions and Records
- 154 Student Lounge
- 155 Game Room

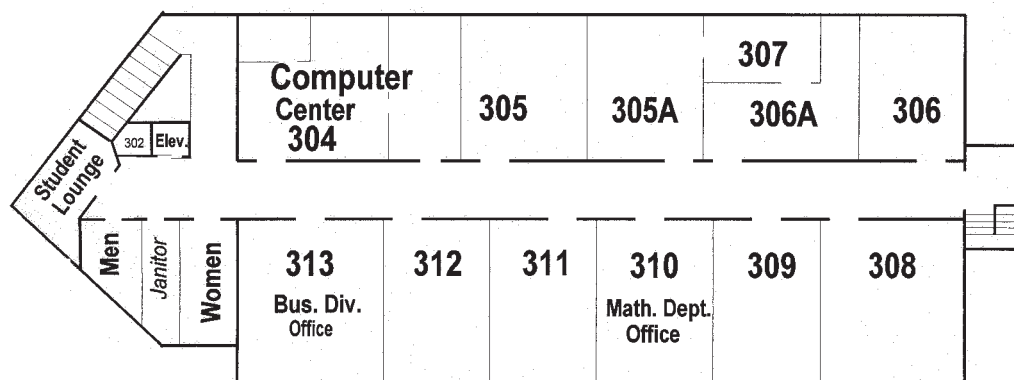


WHEATON HALL



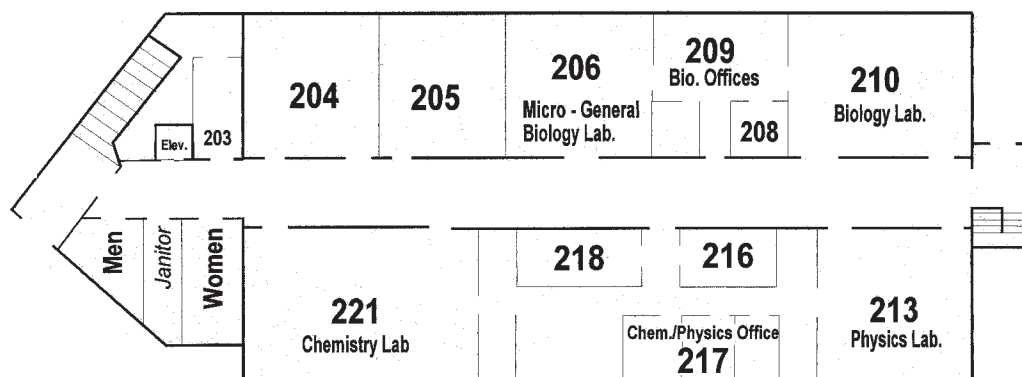
UPPER FLOOR

- 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
- 208 Conference Room
- 209 Biology Office
- 210 Biology Lab
- 213 Physics Lab
- 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.

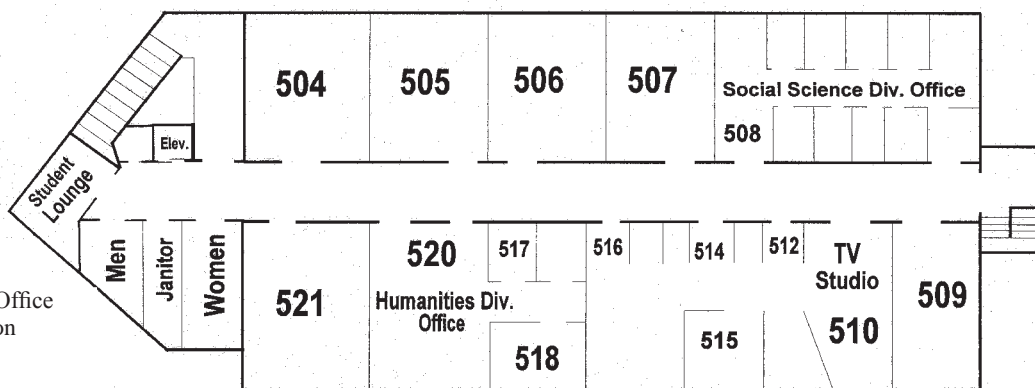


SNOW HALL



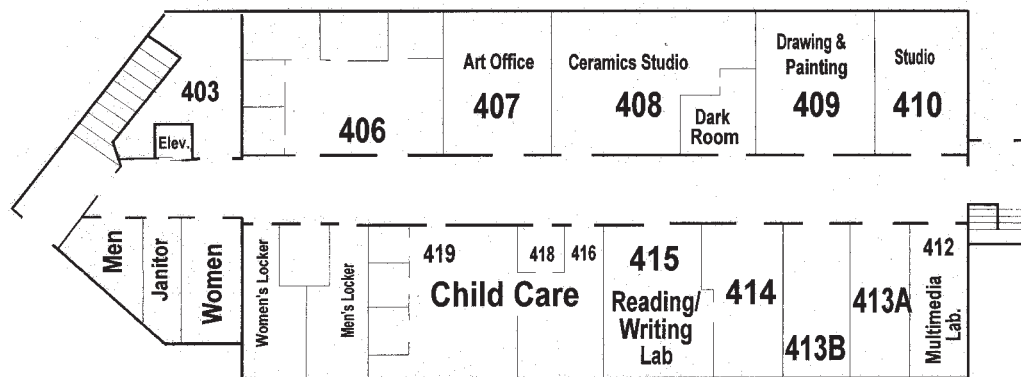
Upper Floor

- 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 Broadcast Communications Productions
- 515 Broadcast Communications Office
- 516 WMXC Student Radio Station
- 517 Conference Room
- 518 Foreign Language Office
- 520 Humanities Division Office
- 521 Classroom
- 525 Women's Lav.
- 526 Janitor
- 528 Men's Lav.

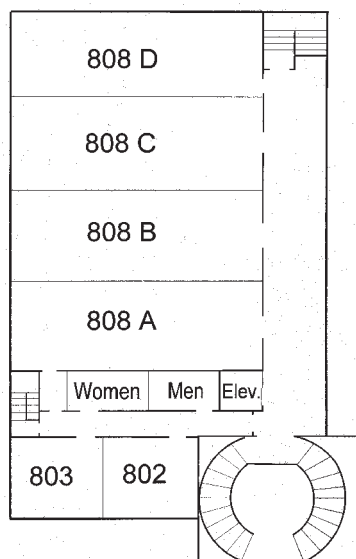


Ground Floor

- 403 Mechanical Room
- 406
- 407 Art Office
- 408 Sculpture Studio/Dark Room
- 409 Drawing & Painting Studio
- 410 Studio
- 412 Multimedia Lab
- 413 Classroom
- 414 Adjunct Faculty Office
- 415 Classroom
- 416 Child Care
- 418 Director, Child Care Service
- 419 Child Care
- 421 Men's Locker Room
- 426 Hot Water Heater
- 427 Women's Locker Room
- 430 Women's Lav.
- 431 Janitor
- 433 Men's Lav.

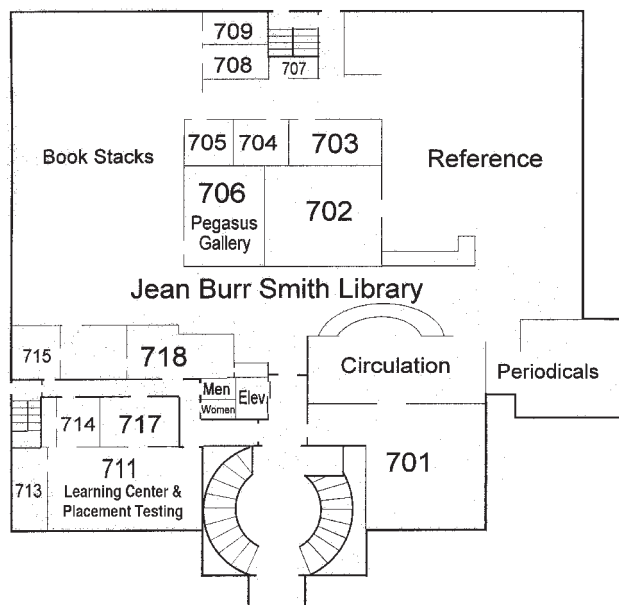


CHAPMAN HALL



UPPER FLOOR

- 802 Classroom
- 803 Classroom
- 808A Multipurpose Room A
- 808B Multipurpose Room B
- 808C Multipurpose Room C
- 808D Multipurpose Room D

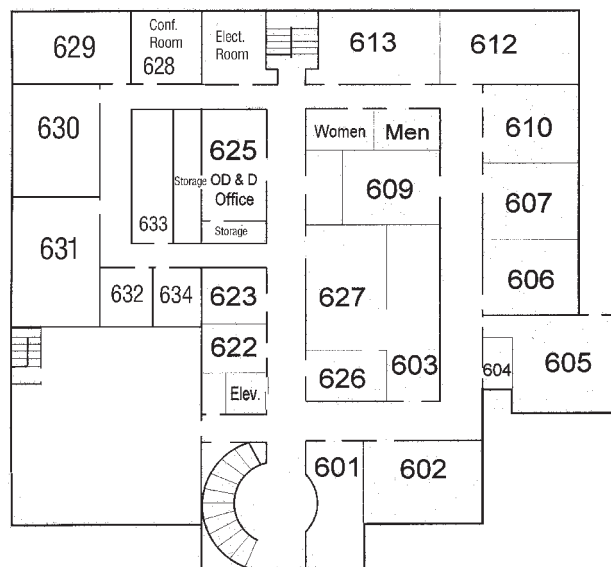


GROUND FLOOR

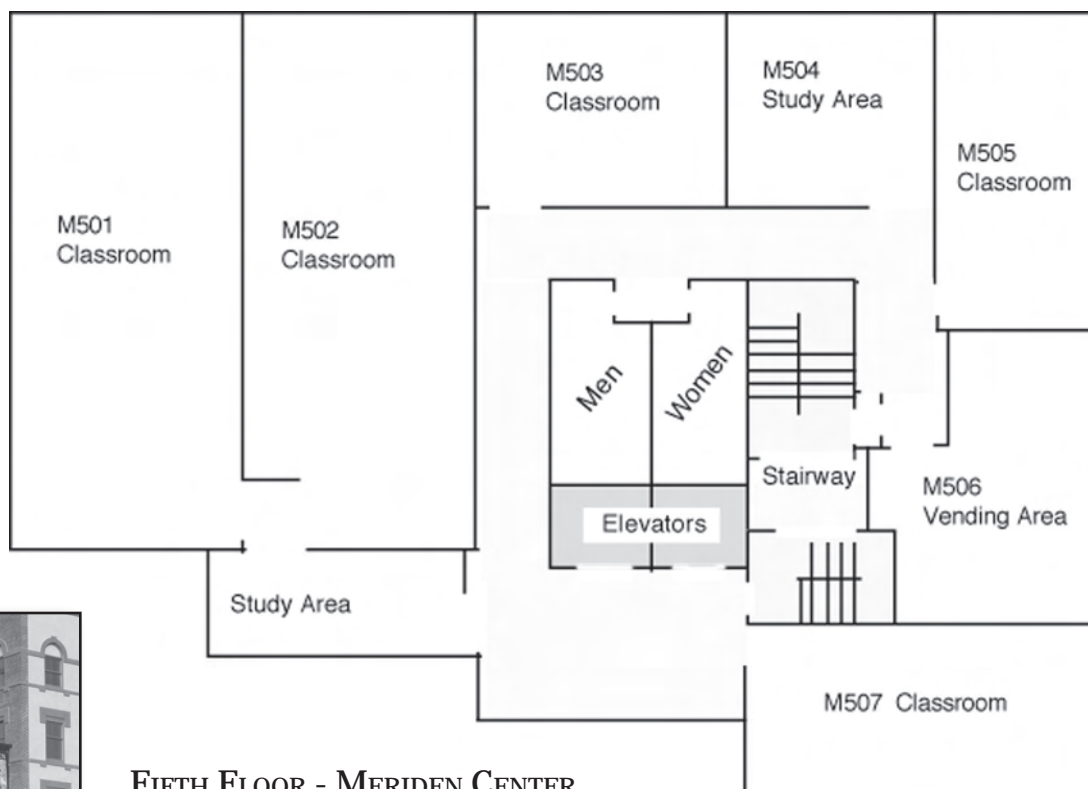
- 701 Circulation / Cataloging
- 702 Microforms Room
- 703 Computing Room
- 704 Typing Room
- 705 Study Room
- 706 Pegasus Gallery
- 707 Art Slide Viewing Room
- 708 TV Viewing Room
- 709 Listening Room
- 711 Learning Center & Placement Testing
- 713 Office
- 714
- 715-717 Reading/Writing Lab
- 718

LOWER FLOOR

- | | |
|-------------------------|--|
| 601 Storage | 623 Mechanical Room |
| 602 Mechanical Room | 625 OD&D Faculty Office |
| 603 OD&D Workshop | 626 Dispensing Lab. |
| 604 Storage | 627 OD&D Lab |
| 605 Classroom | 628 Conference Room |
| 606 Classroom | 629 Digital Classroom |
| 607 Classroom | 630 Classroom |
| 609 Contact Lens Clinic | 631 Classroom |
| 610 Classroom | 632 Office |
| 612 Classroom | 633 Distance Learning & Instructional Technology |
| 613 Classroom | 634 Office |
| 622 Utility Room | |

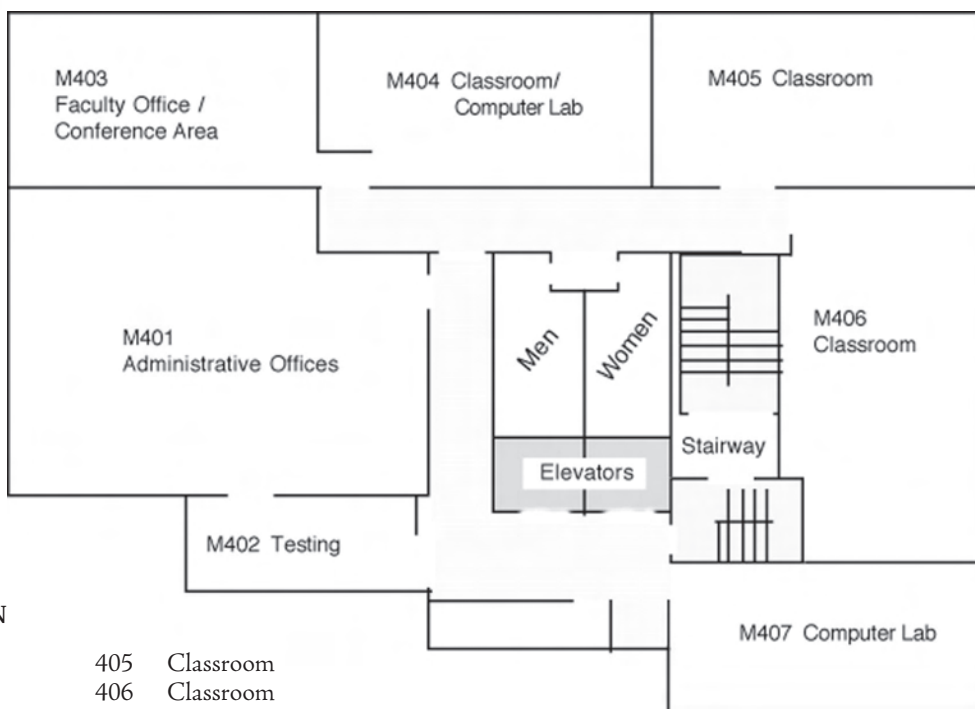


MERIDEN CENTER



FIFTH FLOOR - MERIDEN CENTER

501	Classroom	505	Classroom
502	Classroom	506	Vending Area
503	Classroom	507	Classroom
504	Study Area		



FOURTH FLOOR - MERIDEN

401	Administrative Offices	405	Classroom
402	Testing	406	Classroom
403	Faculty Office/Conference Area	407	Computer Lab
404	Classroom/Computer Lab		

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Management Information Systems Associate Degree (By SEMESTER)

	CREDITS		CREDITS
FIRST YEAR FALL SEMESTER		FIRST YEAR SPRING SEMESTER	
+English* 101L College Writing	3	+BMK* 201 Principles of Marketing	3
+BMG* 202 Principles of Management	3	+CSC* 220 Object Oriented Programming Using JAVA	3
CSC* 105 Programming Logic	3	+BMG* 204 Managerial Communications	3
SOC* 101 Principles of Sociology or		+MAT* 137 Intermediate Algebra	3
PSY* 111 General Psychology I	3	++Directed Business or Technology Elective	<u>3</u>
Math Elective (MAT*104 or higher)	<u>3</u>		15
	15		

	CREDITS		CREDITS
SECOND YEAR FALL SEMESTER		SECOND YEAR SPRING SEMESTER	
+ACC* 115 Financial Accounting	3	+BFN* 201 Principles of Finance or	
+ECN* 101 Macroeconomics or		+ACC* 118 Managerial Accounting	3
+ECN* 102 Microeconomics	3	+BBG* 295 Coop/Ed Work Experience	3
+++Communications Elective	3	+CSC* 205 Visual Basic	3
CSC* 101 Introduction to Computers or higher	3	Science Elective	3(4)
+BBG* 231 Business Law or		Fine Arts Elective	<u>3</u>
+BBG* 234 Legal Environment of Business	<u>3</u>		15(16)
	15		

TOTAL CREDITS 60/61

+ This course has a prerequisite.

++Suggested Business and Technology Electives: BMK 123 Principles of Customer Service, DGA* 241 Web Design MM 125, CSA 140 Database Applications (Access), BMG 105 Supervision and Organizational Behavior

+++COM*101 (Intro to Mass Communications), +COM*173 (Public Speaking) or COM*275 (Argument & Debate)

(To view the Management Information Systems degree program overview, turn to page 91)

You've decided that Middlesex Community College is the right choice. You are ready to take the following steps. We've provided this handy check off list for you to track each step of your application and registration process.

DEGREE-SEEKING APPLICANTS

- ☐ **1. APPLICATION**
Complete and sign the Student Application Form
\$20 Application Fee
Questions, call the Admissions Office: 860-343-5719.
- ☐ **2. TRANSCRIPTS**
High school transcript or GED, college transcript (if applicable).
- ☐ **3. MMR**
Show proof of Measles/Mumps/Rubella Immunity.
(Connecticut High School graduates after 1998 may be exempt, please call the Admissions Office: 860-343-5719)
- ☐ **4. BASIC SKILLS ASSESSMENT.**
Call 860-343-5770 in Middletown for an appointment,
or call the Meriden Center at 203-238-6202.
- ☐ **5. FINANCIAL AID.**
Log onto www.mxcc.commnet.edu for instructions on how to apply for
financial aid OR call 860-343-5741.

Date Completed

NON-DEGREE SEEKING APPLICANTS

- ☐ **1. APPLICATION**
Complete and sign the Student Application Form
\$20 Application Fee
- ☐ **2. BASIC SKILLS ASSESSMENT.**
Call 860-343-5770 in Middletown for an appointment,
or call the Meriden Center at 203-238-6202.

Congratulations!

You are now ready to begin your exciting new life at Middlesex Community College.

NOTES

State of Connecticut Board of Governors for Higher Education - Board of Trustees of Community Colleges

MIDDLESEX COMMUNITY COLLEGE APPLICATION FOR ADMISSION

◆ GENERAL APPLICATION PROCEDURES

(1) You must complete the attached application form with a \$20.00 application fee. Applications will not be processed without the \$20.00 fee. (2) Submit proof of high school completion. (3) Connecticut State Law requires that all students born after December 31, 1956 and selecting a degree program must submit proof that they have been immunized against Measles, Mumps and Rubella. Request for proof of MMR immunity is waived for all Connecticut high school students graduating 1999 or later. (4) Basic Skills Assessment is necessary in order to register for classes. (Students applying for financial aid, or veteran's benefits or for an F-1 Visa must select a degree program).

◆ IF APPLICANT IS CURRENTLY IN HIGH SCHOOL

Take the completed application with the \$20 application fee to your high school guidance counselor who will then forward the application, your current transcript, and the \$20 application fee to the Admissions Office.

(Note: It is your responsibility to also send a final copy of your transcript, or a copy of your high school diploma, after you graduate from high school.)

◆ IF APPLICANT IS NOT CURRENTLY ENROLLED IN HIGH SCHOOL

Submit the completed application with the \$20 application fee, proof of high school graduation (example: high school diploma, high school transcripts - GED) and previous college transcripts (if applicable) to the Admissions Office. If you are applying for admissions as a degree student you must show proof of a high school or General Equivalency Diploma. Applicants who do not have a high school diploma may only apply as a part-time, non-degree seeking student or meet with the Director of Admissions to discuss other options. Call the Admissions Office to schedule an appointment (860-343-5719).

◆ IMMUNIZATIONS

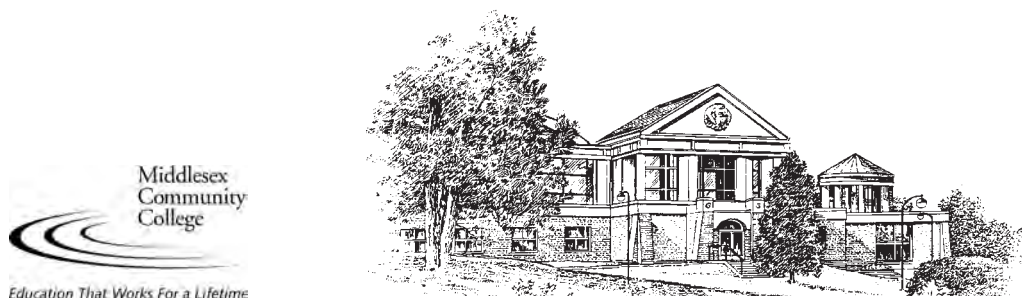
State law requires that all students selecting a degree program or who will be attending full-time must show proof that they have been immunized against measles, mumps and rubella (2 doses). Non-degree, part-time students, and those born prior to December 31, 1956, are exempt. Request for proof of MMR immunity is waived for all Connecticut high school students graduating 1999 or later.

◆ READMIT STUDENTS

This classification refers to students who have attended MxCC in the past but not in the last semester. You must complete the Readmit Application Form and submit to the Records Department for processing. Readmit students who have previously paid the college application fee do not have to pay the fee again. Please call Records at (860) 343-5724 if you have any questions.

◆ TRANSFER STUDENTS

(1) Please follow general application procedures. (2) Have official transcripts from your high school and any colleges you have attended sent to the Admissions office. Once the transcripts arrive, transfer credits will be evaluated and you will be notified of the results. For transfer credit, a course must either correspond to one offered at the college or be pertinent to a specific program.



Admissions Office
Founders Hall
100 Training Hill Road,
Middletown, CT 06457

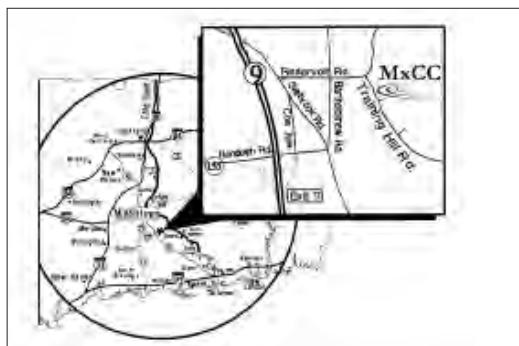
860-343-5719
Fax #: 860-344-3055
Instate Toll Free #:
1-800-818-5501
www.mxcc.commnet.edu

Middlesex Community College is licensed by the Connecticut Board of Higher Education and accredited by the New England Association of Schools and Colleges. MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, physical disability, mental disorder (or history thereof) or criminal record in its educational and employment practices. Further, racism and sexual harassment are prohibited. Inquiries regarding this policy should be directed to the Director of Human Resources (860-343-5751) or the Dean of Learning and Student Development (860-343-5706) at: MxCC, 100 Training Hill Road, Middletown, CT 06457.

MIDDLESEX COMMUNITY COLLEGE

(PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THE STUDENT APPLICATION)

- ◆ **DEGREE SEEKING APPLICANTS:** If you are applying as a degree-seeking student, your application will not be complete until you have: (1) provided proof of high school graduation; (2) paid a \$20.00 non-refundable application fee; (3) completed Assessment tests (or have been exempted); (4) forwarded official transcripts from any colleges attended (hand delivered copies not accepted). NOTE: If you are applying for financial assistance, veterans benefits, or as a foreign student (F-1 Visa), you MUST apply as a degree-seeking student.
- ◆ **FOREIGN STUDENT ADMISSION:** If you are applying as a foreign student requesting an F-1 Visa, you must: (1) File your application by July 1st for the Fall semester and by November 1st for the Spring semester; (2) Submit a signed and notarized affidavit of support (DHS form I-134); (3) Provide a certified English translation of all secondary and college/university documents into U.S. equivalencies; (4) As required by Connecticut State Law, submit proof of immunization against measles, mumps and rubella (two doses required for measles, with at least one being given after 1980); (5) provide evidence of housing arrangements in the U.S. Students applying for a student visa (F-1 status) must be in a degree program, must enroll full-time (12 credits or more) and must pay out-of-state tuition rates for the duration of their stay at the College.
- ◆ **FINANCIAL ASSISTANCE:** A comprehensive financial aid program is available to all students who are eligible. Information, applications, and financial counseling are available from the Financial Aid Office, 343-5741.
- ◆ **ASSESSMENT OF STUDENTS:** To ensure your success, MxCC requires that all degree-seeking and non-degree students planning to take English and/or math courses complete a Basic Skills Assessment. This assessment is administered by the college at no cost and is required prior to registration. The test covers writing, reading, and mathematics skills. For additional information call the College Learning Center at 860-343-5770.
- ◆ **CAREER DEVELOPMENT & COUNSELING CENTER:** The CDCC (860-343-5826) assists students and graduates in securing employment. Students are also given assistance with developing effective career search techniques, academic counseling and transfer planning.
- ◆ **ACADEMIC ADVISING:** At the time of registration all new and readmit students will meet with an academic advisor for course selection and scheduling assistance.
- ◆ **CHILD CARE PROGRAM:** The Middlesex Community College Child Care Center is available to provide a safe, loving and nurturing environment for children between the ages of three and six years. For information contact the Child Care Services office at 343-5856.
- ◆ **MEASLES AND RUBELLA IMMUNIZATION:** Due to the severe health risk involved and the highly contagious nature of these diseases, Connecticut law requires that all matriculating students born after December 31, 1956, must present written proof of immunization prior to registration. Students who graduated from a Connecticut High School after 1999 may be waived from immunization requirements. For questions concerning this policy please contact the Dean of Learning and Student Development at 860-343-5866.
- ◆ **MINORITY SERVICES:** The Director of Minority Affairs 860-343-5715 is available to assist all students with their entry into MxCC or to assist prospective students with information about enrollment.



DIRECTIONS TO MxCC

100 Training Hill Road, Middletown, CT 06457.
Phone: 860-343-5719.

Take exit 11, north or south, off Route 9. Turn right onto Randolph Road. At the traffic light at the top of the hill & turn left onto Saybrook Road. Go 1/4 mile, turn right onto Reservoir Road. Travel past the stop sign, take the first right onto Training Hill Road. MxCC Campus is on the left.



MxCC-MERIDEN CENTER

55 West Main Street, Meriden
Phone: 203-238-6202

▼ Westbound: Take Exit 7 off Rt. 691. Travel towards downtown and turn right onto West Main St. Travel 7/10 of a mile – Meriden Center is on right.

▼ Eastbound: Take Exit 7 off Rt. 691. Take right onto Grove St. and travel towards downtown. Take left onto Church St. for parking garage – entrance to upper level on right. Meriden Center is in front of parking garage.

▼ Parking: From West Main St. – travel past the College and turn right onto Grove St. Take right onto Church St. for parking garage – entrance to upper level on right. No cost to park on upper level – there is a cost to park in the lower level.

APPLICATION FOR ADMISSION MIDDLESEX COMMUNITY COLLEGE

INSTRUCTIONS: Please type or print clearly.

1. All applicants are required to pay a \$20 non-refundable Application Fee by check, money order, Mastercard, or Visa payable to MxCC. If you have previously applied to a CT Community College, the application fee is not required.
2. Please complete this form and submit with official proof of high school/GED or college graduation, immunization, and payment for acceptance into a degree program at MxCC.
3. MAIL TO: MxCC Admissions Office, 100 Training Hill Road, Middletown, CT 06457
Admissions Ph #: 860-343-5719. FAX: 860-344-3055. Or APPLY ONLINE: www.online.commnet.edu

OFFICE USE ONLY Date _____

BANNER I.D. @ _____

ENTERED BY _____

ADMIT TYPE _____ STUDENT TYPE _____

APPLICATION FEE PAID ☐ Yes ☐ No

CASH _____ CHECK # _____ WAIVED _____

CREDIT CARD _____ DEFERRED _____

APPLICANT'S LEGAL NAME		(Last)	(First)	(Middle)
FORMER LAST NAME(S)		SOCIAL SECURITY NUMBER (required by Federal laws)		BIRTH DATE
				Month Day Year
MAILING ADDRESS (No. and Street) (Apt. #)		(City or Town)		(State) (Zip Code)
PERMANENT ADDRESS (No. and Street) (Apt. #)		(City or Town)		(State) (Zip Code)
HOME TELEPHONE (Area code)		WORK TELEPHONE (Area code)		CELL (Area code)
EMAIL		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		

HAVE YOU PREVIOUSLY ATTENDED THIS COLLEGE? ☐ Yes ☐ No IF YES, WHEN? _____

HAVE YOU PREVIOUSLY ATTENDED A CONNECTICUT COMMUNITY COLLEGE? ☐ Yes ☐ No IF YES, WHERE? _____

FOR WHAT SEMESTER ARE YOU APPLYING? ☐ FALL ☐ SPRING ☐ WINTER ☐ SUMMER YEAR _____

CITIZENSHIP ARE YOU A UNITED STATES CITIZEN? ☐ Yes ☐ No IF NOT, ARE YOU A PERMANENT RESIDENT (Green Card Holder)? ☐ Yes ☐ No

ETHNICITY ☐ WHITE (NON-HISPANIC) (10) ☐ HISPANIC (30) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)
☐ BLACK (NON-HISPANIC) (20) ☐ ASIAN / PACIFIC ISLANDER (40) ☐ PREFER NOT TO RESPOND (60) ☐ OTHER (60) SPECIFY _____

FAMILY EDUCATIONAL BACKGROUND DOES EITHER OF YOUR PARENTS HOLD A BACHELOR'S DEGREE (four year college degree) OR HIGHER? ☐ Yes ☐ No

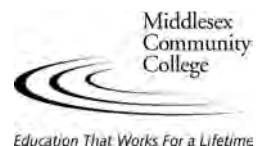
MILITARY STATUS ARE YOU A UNITED STATES VETERAN? ☐ Yes ☐ No ARE YOU CURRENTLY ON ACTIVE MILITARY DUTY? ☐ Yes ☐ No
ARE YOU CURRENTLY A DEPENDENT OF AN ACTIVE MILITARY FAMILY? ☐ Yes ☐ No

CONNECTICUT RESIDENCY ARE YOU A LEGAL RESIDENT OF CONNECTICUT? ☐ Yes ☐ No
Connecticut law requires that a student be a citizen or permanent resident in Connecticut for 12 months prior to the beginning of the semester to be eligible to receive in-state tuition.

DEGREE STATUS IN WHICH DEGREE/CERTIFICATE PROGRAM ARE YOU PLANNING TO ENROLL? _____
Use the Curriculum Code found on the "Curriculum Information" sheet. (example: FA87) (Please put the Curriculum Code on line above).

HIGHEST DEGREE LEVEL (CHECK ONLY ONE)

<input type="checkbox"/> NO HIGH SCHOOL DIPLOMA OR GED (01)	<input type="checkbox"/> MASTER DEGREE (09)
<input type="checkbox"/> HIGH SCHOOL DIPLOMA OR GED (02)	<input type="checkbox"/> OTHER ADVANCED DEGREE (10)
<input type="checkbox"/> UNDERGRADUATE CERTIFICATE (05)	<input type="checkbox"/> DOCTORAL DEGREE (11)
<input type="checkbox"/> SOME COLLEGE (06)	<input type="checkbox"/> FIRST PROFESSIONAL DEGREE (J.D., M.D., D.D.S., L.L.B.) (12)
<input type="checkbox"/> ASSOCIATE DEGREE (07)	<input type="checkbox"/> SIXTH YEAR CERTIFICATE (13)
<input type="checkbox"/> BACHELOR DEGREE (08)	



CURRICULUM INFORMATION

To process your application as a Degree Student, you **MUST SELECT A CURRICULUM** below **OR** indicate that you do not wish to be a degree seeking student at this time. Place an "X" in the appropriate box. Check only one below! Note: The codes for the "Degree Status" asked for on the previous side are the letters and numbers following each of the names of the degree programs and the certificate programs.

DEGREE PROGRAMS

ART

- ☐ Fine Arts, FA12
☐ Graphic Design Track, FA11

ALLIED HEALTH/HUMAN SERVICES

- ☐ * Human Services, FA24
☐ * Ophthalmic Design & Dispensing, FA73 **
☐ * Radiologic Technology, FA76 **
For pre-nursing, see listing under "OTHER"

BUSINESS

- ☐ Accounting, FA03
☐ Business Administration, FA67
☐ Information Systems, FA25
☐ Marketing, FA35
☐ Business Office Technology, FA50
☐ Executive ☐ Legal ☐ Medical, Tracks

COMMUNICATIONS

- ☐ Communication Arts, FA87
☐ * Broadcast Communications, FA43
☐ Multimedia, FA83

GENERAL STUDIES

- ☐ General Studies, FA20

COLLEGE OF TECHNOLOGY

- ☐ Engineering Science, FA07
☐ Technological Studies, FA80

LIBERAL ARTS

- ☐ Liberal Arts & Sciences, FA31

SCIENCE

- ☐ Environmental Science, FA09
☐ Biotechnology Track, FA08

CRIMINAL JUSTICE

- ☐ Criminal Justice, FA45

EARLY CHILDHOOD

- ☐ Early Childhood Education, FA46

CERTIFICATE PROGRAMS

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting Assistant, FJ38 | <input type="checkbox"/> Customer Service Management, FJ03 | <input type="checkbox"/> Multimedia, FJ29 |
| <input type="checkbox"/> Accounting Technician, FJ37 | <input type="checkbox"/> Early Childhood Education, FJ43 | <input type="checkbox"/> Multimedia Web Design & Dev., FJ36 |
| <input type="checkbox"/> Advertising/Sales Promotion, FJ14 | <input type="checkbox"/> Entrepreneurship, FJ18 | <input type="checkbox"/> Software Developer, FJ50 |
| <input type="checkbox"/> Broadcast Communication, FJ34 | <input type="checkbox"/> Hazardous Materials/Operational, FJ20 | <input type="checkbox"/> Substance Abuse Education, FJ02 |
| <input type="checkbox"/> BOT: Business Office Assistant, FJ39 | <input type="checkbox"/> Hazardous Waste Site Worker, FJ19 | <input type="checkbox"/> Therapeutic Recreation, FJ27 |
| <input type="checkbox"/> BOT: Medical Ins./Billing Assistant, FJ40 | <input type="checkbox"/> Information Systems with Microcomputers, FJ21 | <input type="checkbox"/> Word/Information Processing, FJ28 |
| <input type="checkbox"/> Communications Networking, FJ49 | <input type="checkbox"/> Juvenile Justice, FJ41 | |

OTHER

- ☐ Pre-Allied Health sequence for students planning to transfer to a college or diploma school of nursing, FA20
☐ Dietetic Technician - for students planning to transfer to Gateway Community College, FA23
☐ English as a Second Language (ESL) Competency, FA20

NON-DEGREE

- ☐ I do not wish to be a degree seeking student at this time.

Full Time/Part Time

- ☐ I intend to be a **FULL TIME** student at MxCC (12 credits and above per semester).
☐ I intend to be a **PART TIME** student at MxCC.

How did you learn about MxCC?

- ☐ High School Visit ☐ Newspaper Ad ☐ H.S. Counselor
☐ Radio ☐ Family/Friend ☐ Other _____

NOTES

MIDDLESEX COMMUNITY COLLEGE

MEASLES/RUBELLA IMMUNIZATION CERTIFICATION

INSTRUCTIONS FOR STUDENT:

1. Carefully read the Immunization Information Sheet on the reverse side of this form.
2. Complete Section I of this form only.
3. Have a physician complete Section II or attach other official documentation to this form.
4. Return this form to the:

Admissions/Records Office
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
(860) 343-5719 Admissions
(860) 343-5724 Records
(860) 344-3055 Fax

Section I: This section to be completed by the student. Please PRINT.

NAME: _____ BANNER ID @: _____
(Include prior name if applicable)

ADDRESS: _____
Street City/Town State Zip

SS#: _____ DATE OF BIRTH: _____ PHONE: _____

Section II: This section to be completed by either a physician or someone operating under the direction of a physician, i.e. school nurse, physician's assistant, nurse practitioner, etc.

Record of Immunization (Month/Day/Year)

Lab. Evidence of Immunity (Titer Test)

1st Dose of Measles: _____

Measles Date of Test: _____

2nd Dose of Measles: _____

Result: _____

One of the above doses must be administered after 1980.

Rubella Date of Test: _____

Rubella: _____

Result: _____

I certify that this student has received the immunization(s) or has laboratory evidence of immunity as indicated above.

Physician's Stamp

Physician's Signature

Date

Person authorized by physician to sign

Date

Stamp with your Name/Address stamp.

MIDDLESEX COMMUNITY COLLEGE IMMUNIZATION INFORMATION SHEET (CONTINUED FROM PREVIOUS PAGE)

1. AN ACT CONCERNING PROOF OF IMMUNIZATION AGAINST MEASLES & RUBELLA

In order to safeguard the health of all students and the public, the Connecticut State Legislature passed Public Act 89-90 effective July 1, 1989. The law states that if you were born after December 31, 1956, and enrolled as a matriculating (degree seeking) or full time student at a higher education institute in Connecticut, you must present a certificate of immunization against measles and rubella or other acceptable evidence of immunization.

2. EXCEPTIONS

A student who does not meet the immunization requirement may attend college under the following conditions:

- A. The student presents to the college a physician's written statement that immunization against one or both of these diseases is medically inadvisable. The physician's statement must specify the reason the vaccine is contraindicated and that reason should be consistent with the United States Public Health Service Advisory Committee's statement regarding contraindications. If the statement does not include both diseases, the student must meet the immunization requirements for the disease not covered the statement.
- B. The student states in writing an opposition to immunization because of a sincere religious belief.
- C. The student must submit appropriate verification (doctor's note) of having had measles and/or rubella. If you have had only one of the diseases, you will still be required to show immunization of the second disease.

3. CERTIFICATION OF IMMUNIZATION – EVIDENCE OF IMMUNITY

- A. To demonstrate proper immunization against each disease, a student shall present the college with Proof of Immunization from a physician, nurse, or health official who has administered the immunizing agent(s) to the student. The certificate shall specify the immunizing agent, and the date(s) on which it was administered. Adequately prepared school health records (i.e. showing month and year of vaccine administered) will be considered acceptable for the purpose of meeting this requirement.

-OR-

- B. To demonstrate that a student is immune to the diseases, the student shall present the college with laboratory evidence demonstrating immunity.

4. ADEQUATE IMMUNIZATION

- A. Measles: Two doses of measles vaccine administered at least one month apart. The second dose must have been given after January 1, 1980.
- B. Rubella (German Measles): One dose of rubella vaccine, administered after the student's first birthday.

5. REPORTING OF MEASLES/RUBELLA CERTIFICATION

Return this form in person, by mail (address on front), or fax (number on front). If you have any additional questions, please call the Admissions or Records office (numbers on front).

THANK YOU FOR YOUR COOPERATION.

CERTIFICATE PROGRAMS

Accounting Assistant
Accounting Technician
Advertising/Sales Promotion
Broadcast Communications
BOT: Business Office Assistant
BOT: Med. Insurance/Billing Assistant
Communications Networking
Customer Service Management
Child Development Assoc. (CDA) Credential
Early Childhood Education
Entrepreneurship
Hazardous Materials Operational
Hazardous Waste Site Worker
Health Career Pathway
Help Desk Technician
Juvenile Justice
Multimedia
Multimedia Web Design & Development
Software Developer
Substance Abuse Education
Therapeutic Recreation
Word Information Processing
Dietetic Technician
English as a Second Language
Pre-Allied Health/Transfer Requirements

www.mxcc.commnet.edu

Admissions: 860-343-5719



DEGREE PROGRAMS

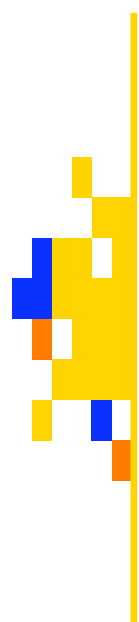
Accounting
Biotechnology Program
 Biotechnology Track
 Forensic Science Track
Broadcast Communications
Business Administration
Business Office Technology:
 Executive, Legal, Med.
Communication Arts
Criminal Justice
Early Childhood Education
Engineering Science
Environmental Science
Environmental Science/Biotech.Track
Fine Arts/Graphic Design Track
General Studies
Human Services
Information Systems
Liberal Arts & Science (Humanities)
Liberal Arts & Science (Sciences)
Management Information Systems
Marketing
Multimedia (Digital Arts)
Ophthalmic Design and Dispensing
Radiologic Technology
Veterinary Technology
Technological Studies

SYSTEMWIDE PROGRAMS

Engineering Science
Technological Studies
Banking
Wastewater Option
Electrical Option
Wastewater Certificate
Wastewater Advanced Certificate
Electrical Certificate

Middlesex Community
College
100 Training Hill Road
Middletown, CT 06457

Non-Profit Organization
U.S. Postage PAID
Middletown, CT
Permit No. 48



2008-09

Catalog Addendum

MIDDLESEX
COMMUNITY
COLLEGE

**Effective
Fall 2008**

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College Vision

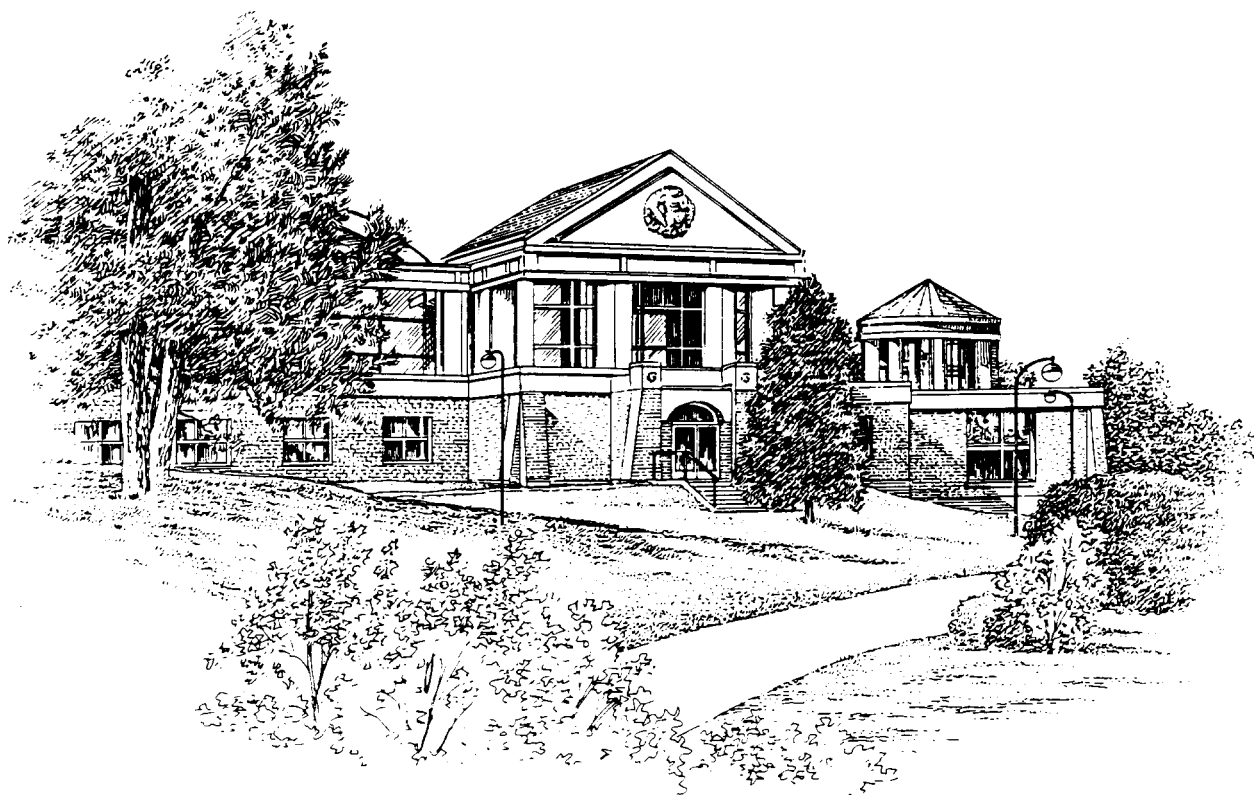
Our college and our community are partners in a tradition of shaping the future through education — one person at a time.

College Mission Statement

Middlesex Community College believes that a college education should be available to everyone. It is committed to providing excellence in teaching as well as personal support in developing the genius of each student.

The educational goal of the college is to promote understanding, learning, ethics, and self-discipline by encouraging critical thinking.

Faculty and staff are dedicated to helping students achieve their academic, professional, and career potentials. This support is a continual process that recognizes student diversity in both background and learning ability.



Middlesex Community College is licensed by the Connecticut Board of Higher Education and accredited by the New England Association of Schools and Colleges. 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 (860-343-5751) or the Dean of Learning and Student Development (860-343-5706) at: MxCC, 100 Training Hill Road, Middletown, CT 06457.

Accounting

Associate in Science Degree

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.

GENERAL EDUCATION REQUIREMENTS

	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	<u>3(4)</u>
	24(27)

ACCOUNTING PROGRAM REQUIREMENTS

+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting	4
+ACC*271 Intermediate Accounting I	3
+ACC*272 Intermediate Accounting II	<u>3</u>
	14

OTHER BUSINESS REQUIREMENTS

+BMG*202 Principles of Management	3
BMK*201 Principles of Marketing	3
BBG*231 Business Law 1	3
+BMG*204 Managerial Communications	3
Computer Applications Elective (CSC*101 Introduction to Computers or higher)	3
+BFN*201 Principles of Finance or CSA*135 Spreadsheet Applications	<u>3</u>
	18

OPEN ELECTIVES	<u>6</u>
Total credits	62(65)

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

Accounting

Associate in Science Degree

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

<i>First Semester</i>	<i>Credits</i>	<i>Second Semester</i>	<i>Credits</i>
+ENG*101 Composition	3	+English or Communications Elective	3
Mathematics Electives ++	3(4)	+ACC*118 Managerial Accounting	4
+ACC*115 Financial Accounting	4	Mathematics Electives ++	3(4)
Computer Applications Elective		BMK*201 Principles of Marketing	3
(CSC*101 Introduction to Computers or higher)	3	Fine Arts Elective +++	<u>3</u>
+BMG*202 Principles of Management	<u>3</u>		
	16(17)		16(17)
<i>Third Semester</i>	<i>Credits</i>	<i>Fourth Semester</i>	<i>Credits</i>
+ACC*271 Intermediate Accounting I	3	+ACC*272 Intermediate Accounting II	3
+ECN*102 Principles of Microeconomics	3	+ECN*101 Principles of Macroeconomics	3
+BBG*231 Business Law 1 or +BBG*234		+BFN*201 Principles of Finance or	
Legal Environment of Business	3	CSA*135 Spreadsheet Applications	3
Science Elective	3(4)	+BMG*204 Managerial Communications	3
Open Elective	<u>3</u>	Open Elective	<u>3</u>
	15(16)		15

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

Biotechnology Program/ Biotechnology Program with Forensic Science Track:

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 be 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.

Core Curriculum:		Credits
ENG*101	Composition	3
MAT*168	Elementary Statistics and Probability I	4
MAT*186	Pre-calculus	4
CSC*101	Introduction to Computers	3
Humanities Elective		3
ENG*202	Technical Writing	
COM*173	Public Speaking	
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	Princ of Organic & Biochemistry	4
CHE*250	Instrumentational Analysis	4
BIO*121	General Biology I	4
BIO*263	Molecular Genetics	<u>4</u>
Total credits:		50

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

Forensic Science Track:		
PHY*110	Physics	4
CJS*101	Intro to Criminal Justice	3
CJS*225	Forensic Science	3
CJS*255	Ethical Issues in Criminal Justice	<u>3</u>
Total Credits:		63

Biotechnology Program

Full-time students should follow the four-semester sequences for Biotechnology (page 7) and Forensics (page 8) in order to graduate in two years. See facing page for degree descriptions.

Sequence by Semester:

First year

First Semester	Credits
ENG*101 Composition	3
CHE*121 General Chemistry I	4
BIO*121 General Biology I	4
CSC*101 Intro to Computers (or higher)	3
Fine Arts Elective	<u>3</u>
Semester Total	17

Second Semester

MAT*168 Elementary Statistics and Probability I	4
CHE*122 General Chemistry II	4
BIO*235 Microbiology	4
Humanities Elective (Chose one of the following) ENG*202 or COM*173	<u>3</u>
Semester Total	15

Second Year

Third Semester

BIO*263 Molecular Genetics	4
CSA*140 Database Applications	3
CHE*250 Topics in Chemical Instrumentation	4
MAT*186 Pre-Calculus	<u>4</u>
Semester Total	15

Fourth Semester

CHE*112 Principles of Organic & Biochemistry	4
PHL*111 Ethics	3
BIO*296 Biotechnology Internship	3
Open Elective	3
Social Science Elective	<u>3</u>
Semester Total	16

<i>Total Credits</i>	63
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*This course has a prerequisite.

++Forensic Science Track:

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

First year

First Semester	Credits
ENG*101 Composition	3
CHE*121 General Chemistry I	4
BIO*121 General Biology I	4
CJS*101 Intro to Criminal Justice	3
Fine Arts elective	<u>3</u>
Semester Total	17

Second Semester

CHE*112 Principles of Organic & Biochemistry	4
CHE*122 General Chemistry II	4
MAT*168 Elementary Statistics and Probability I	4
CJS*225 Forensic Science	<u>3</u>
Semester Total	15

Second Year

Third Semester

BIO*263 Molecular Genetics	4
CHE*250 Instrumental Analysis	4
Humanities Elective (Chose one of the following) ENG*202 or COM*173	3
PHY*110 Introduction to Physics	<u>4</u>
Semester Total	15

Fourth Semester

MAT*186 Pre-Calculus	4
CJS*255 Forensic Science	3
CSC*101 Intro to Computers (or higher)	3
Social Science Elective	3
Open elective	<u>3</u>
Semester Total	16

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 Professor Swede 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 Communications

Associate in Science Degree

This curriculum prepares students for creative and technical careers in broadcasting, communications, media and related industries, or transfer to a four-year institution for continuing study in communications. Each student's program of study is tailored to meet his or her individual career goals. Examples of areas of specialization include broadcast television production, digital filmmaking, corporate media production and radio production. Admission to the program requires placement in ENG*101. Entering students should have basic computer skills prior to taking production courses. All students are required to participate in at least one 120-hour internship program.

General Education Requirements

	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	<u>3</u>
	15(16)

Program Requirements

ART*121 Two-Dimensional Design or ART*141 Photography I	3
+ COM*101 Intro. To Mass Communication (to be taken first semester)	3
COM*203 Media Aesthetics (to be taken concurrently with COM*142)	3
+ COM*111 Scriptwriting	3
COM*104 Careers in Media	3
COM*142 Television Production (to be taken during first year)	4
+ COM*287 Advanced Media Production	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*295 Internship I	<u>3</u>
	28

Four (4) courses from the following (12 Credits):

DGA*110 Computer Graphics	3
DGA*182 Digital Video	3
+COM*130 Introduction to Broadcast Communications	3
COM*131 Audio Production	3
COM*179/THR *113 Performance for Film and Television	3
+ COM*231 Radio Production	3
+ COM*264 Advanced Editing Workshop	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop (Honors)	3
COM*155 History of Film I, COM*156 History of Film II, or COM*255 Topics in Film	3
MUS*117 Electronic Music	3
Any Digital Arts course	<u>3</u>
	12

Open Electives ++	6
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Total Credits **61(62)**

+ This course has a prerequisite.

++ Electives can be taken from the following: Broadcast and Multimedia, Art, Business, Marketing, English, Languages, Social Sciences, and Philosophy PHL*111 (Ethics) is recommended.

+++ Placement testing required.

Broadcast Communications

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

First Semester (Fall)

ENG*101 Composition+++	3
+COM*101 Mass Communications	3
COM*104 Careers in Media	3
ART*121 2D Design or ART*141 Photography	3
Mathematics Elective (MAT*104 or Higher)+++	<u>3</u>
	15

Second Semester (Spring)

+ COM*111 Scriptwriting	3
COM*142 Television Production	4
COM*203 Media Aesthetics	3
Open or Program Elective++	3
Social Science Elective	<u>3</u>
	16

Third Semester (Fall)

+COM*228 Broadcast Journalism Workshop	3
Program Elective	3
Program Elective	3
Humanities Elective	3
Science Elective	<u>3(4)</u>
	15 (16)

Forth Semester (Spring)

+COM*287 Advanced Media Production	3
+COM*295 Internship I	3
Program Elective	3
Program Elective	3
Open or Program Elective++	<u>3</u>
	15

Total Credits 61(62)

List of Program Electives

DGA*110 Computer Graphics	3
+COM*130 Introduction to Broadcast Communications	3
COM*131 Audio Production	3
COM*179/THR *113 Performance for Film and Television	3
+ COM*231 Radio Production	3
+ COM*264 Advanced Editing Workshop	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop (Honors)	3
COM*155 History of Film I	3
COM*156 History of Film II	3
COM*255 Topics in Film	3
MUS*117 Electronic Music	3
+DGA*182 Digital Video	3
Any Digital Arts Course	3

+ This course has a prerequisite.

++ Open Electives can be taken from the following: Broadcast and Multimedia, Art, Business, Marketing, English, Languages, Social Sciences, and Philosophy. PHL*111 (Ethics) is recommended.

+++ Placement testing required.

Broadcast Communications Certificate

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.

Courses	Credits
+ ENG*101 Composition (required)++	3
+ MATH Elective (required)++	3
ART*141 Photography I	3
COM*101 Introduction to Mass Communications	3
COM*104 Careers in Media	3
+ COM*111 Scriptwriting	3
COM*130 Introduction to Broadcast Communications	3
COM*131 Audio Production	3
COM*142 Television Production	4
COM179/THR 113 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*182Digital Video	3
MUS*117 Electronic Music	<u>3</u>
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.

+ This course has a prerequisite.

++ Placement testing is required.

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 advisor or counselor.

GENERAL EDUCATION	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	<u>3</u>
	27(30)
PROGRAM REQUIREMENTS:	
+BMG*202 Principles of Management	3
+BMK*201 Principles of Marketing	3
BBG*231 Business Law 1	3
+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting or + BFN*201 Principles of Finance	3(4)
Computer Application Elective (CSC*101 Introduction to Computers or higher)	3
+BMG*204 Managerial Communications	<u>3</u>
	22(23)
Business Elective	3
Open Elective	3
DIRECTED BUSINESS ELECTIVES (Choose 2)	6
BES*118 Small Business Management	
BMG*105 Supervision & Org. Behavior	
+BFN*201 Principles of Finance	
BBG*234 Legal Environment of Business	
+BMG*220 Human Resource Management	
+BBG*295 Cooperative Work Experience I	<u> </u>
Total credits	61, 62, 64 or 65

+ This course has a prerequisite.

++ Placement testing is required. MAT*137 or higher is required.

+++ 101 or higher

Business Administration

Associate in Science Degree

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

<i>First Semester</i>	<i>Credits</i>	<i>Third Semester</i>	<i>Credits</i>
+ ENG*101 Composition	3	+ COM*173 Public Speaking	3
Computer Application Elective (CSC*101 Introduction to Computers or higher)	3	+ ACC*115 Financial Accounting	4
Mathematics Electives ++	3(4)	ECN*102 Principles of Microeconomics	3
+ BMG*202 Principles of Management	3	Fine Arts Elective	3
BBG*231 Business Law 1 or BBG*234 Legal Environment of Business	<u>3</u>	Science Elective	<u>3(4)</u>
	15(16)		16(17)
<i>Second Semester</i>	<i>Credits</i>	<i>Fourth Semester</i>	<i>Credits</i>
+ BMG*204 Managerial Communications	3	+ ACC*118 Managerial Accounting or + BFN*201 Principles of Finance	3(4)
Psychology or Sociology Elective +++	3	ECN*101 Principles of Macroeconomics	3
Mathematics Electives ++	3(4)	Directed Business Elective	3
+ BMK*201 Principles of Marketing	3	Business Elective	3
Directed Business Elective	<u>3</u>	Open Elective	<u>3</u>
	15(16)		15(16)

Total Credits 61, 62, 63, or 64

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

Business Office Technology / Executive, Legal, and Medical Tracks

Associate in Science Degree

This curriculum is designed to prepare students for positions as administrative or executive assistants, legal office assistants, or medical office assistants. The program provides learning in current office technologies, software applications, document production of executive, legal and medical office tasks, as well as research skills using the Internet. Opportunities for on-the-job experience are provided through the Office Practicum or Cooperative Work Experience courses taken in the last semester of the degree program. Completion of the requirements of an additional program “track” does not constitute a different degree.

General Education Requirements

	<i>Credits</i>
+ENG*101 Composition	3
++COM*173 Public Speaking	3
Humanities elective	3
Science elective	3
Fine Arts elective	3
Mathematics elective ++	3
Social Science elective +++	3

Program Requirements

BOT*111 Keyboarding for Info PRO I or +BOT*112 Keyboarding for Info PRO II	3
+BOT*112 Keyboarding for Info PRO II or Directed Elective	3
ACC*100 Basic Accounting or +ACC*115 Financial Accounting	3 or 4
+BMG*202 Principles of Management	3
BMG*204 Managerial Communications	3
+BOT*295 Administrative Practicum or +BBG*295 Cooperative Work Experience I	3
CSA elective	3

Directed Business Electives—

Students must choose two courses (6 credits) from this list:

DGA*110 Computer Graphics	3
BBG*234 Legal Environment of Business	3
The above course is highly recommended for students in the Legal Track	
BMG*105 Supervision & Org Behavior	3
+BMK*201 Principles of Marketing	3
+BOT*285 Law and Ethics for Medical Office Personnel	3
The above course is highly recommended for students in the Medical Track	
DGA*231 Digital Page Design	<u>6</u>
	48(49)

Executive Track

+BOT*251 Administrative Procedures	3
+BOT*252 Administrative Procedures II	3
Economics elective or PSY*247	3
BBG*231 Business Law I	<u>3</u>
	12
Total credits	<u>60(61)</u>

Legal Track

+ BOT*271 Legal Document Production	3
+ BOT*272 Legal Admin. Procedures	3
Economics elective or PSY*247	3
BBG*231 Business Law I	<u>3</u>
	12
Total credits	<u>60(61)</u>

Medical Track (courses in this track are not offered every academic year)

+BOT*280 Medical Transcription and Document Production	3
+BOT*282 Medical Admin. Procedures	3
+BOT*181 Medical Coding I	3
+BOT*182 Medical Coding II	<u>3</u>
	12
Total credits	<u>60(61)</u>

+ This course has a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Business Office Technology / Executive, Legal, and Medical Tracks

Associate in Science Degree

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

First Semester	Credits	Third Semester	Credits
+ ENG*101 Composition	3	+ COM*173 Public Speaking	3
Fine Arts Elective	3	Social Science Elective +++	3
BOT*111 Keyboarding for Info PRO I or	3	ACC*100 Basic Accounting or	3(4)
+ BOT*112 Keyboarding for Info PRO II		+ ACC*115 Financial Accounting	
+ BOT*280 Medical Transcription & Documentation Prod.	3	+ BOT*181 Medical Coding I	3
Humanities Elective	<u>3</u>	Science Elective	<u>3</u>
	15		15(16)
Second Semester	Credits	Fourth Semester	Credits
+ BMG*204 Managerial Communications	3	Directed Business Elective	3
Mathematics Electives ++	3(4)	Directed Business Elective	3
+ BMG*202 Principles of Management	3	+ BOT*182 Medical Coding II	3
+ BOT*282 Medical Administrative Procedures	3	CSA Elective	3
+ BOT*112 Keyboarding for Info PRO II or	<u>3</u>	+ BOT*295 Administrative Practicum or	<u>3</u>
Directed Elective		+ BBG*295 Cooperative Work	
		Experience I	
	15(16)		15

Total Credits 60, 61, or 62

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

Health Career Pathways Certificate Program

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.

PROGRAM OF STUDY

Course	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 115 or 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

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.

Information Systems

Associate in Science Degree

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 evaluate project requirements, participate in design meeting, determine the best solution to a problem and develop detailed design specifications. They will use developmental tools and programming languages to create, modify, and test software. 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.

PROGRAM REQUIREMENTS	Credits
CSC*105 Programming Logic	3
CST*120 Introduction to Operating Systems	3
+CSC*295 Coop Ed/Work Experience	3
+CSC*250 Systems Analysis and Design	3
+CSC*231 Database Design I	3
+CSC*210 C Programming or CSC*220 Object Orientation Programming Using JAVA	3
+CSC*214 Advanced C++ Programming or CST*228 Voice and Data Interworking	3
+CST*231 Data Comm. & Networks	3
+CSC*205 Visual Basic I	<u>3</u>
	27

BUSINESS REQUIREMENTS	
+ BMG*202 Principles of Management	3

GENERAL EDUCATION	
+ENG*101L Composition	3
+BMG*204 Managerial Communications	3
+++Communications Elective	3
++Mathematics Elective	3
+MAT*137 Intermediate Algebra	3
SOC*120 Group Dynamics	3
Science, Art, or Music Elective	3(4)
+ECN*102 D Principles of Microeconomics	<u>3</u>
	24 (25)

**DIGITAL ARTS ELECTIVE (Choose one)	3
+DGA*241Internet Web Design I	
+DGA*120 Digital Imaging I	
+DGA*223 Digital Illustration	
+DGA*242 Internet Web Design II	

OPEN ELECTIVE	3
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Total credits: 60(61)

+ This course has a prerequisite.

++ MAT*137 or higher. Placement test is required.

+++ Communications electives: COM*101 (Intro to Mass Communication), + COM*173 (Public Speaking) or COM*275 (Argument & Debate)

Information Systems

Associate in Science Degree

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

First Year Fall Semester	Credits
+ENG*101L Composition	3
+BMG*202 Principles of Management	3
CSC*105 Programming Logic	3
CST*120 Introduction to Operating Systems	3
++Math Elective	<u>3</u>
Total Credits	15
First Year Spring Semester	
+CSC*250 System Analysis and Design	3
+CSC*205 Visual Basic I	3
+BMG*204 Managerial Communications	3
+MAT*137 Intermediate Algebra	3
**Digital Arts Elective	<u>3</u>
Total Credits	15
Second Year Fall Semester	
+CSC*231 Database Design I	3
+CSC*210 Programming or +CSC*220 Object Oriented Programming using JAVA	3
+CST*231 Data Communications & Networks	3
+++Communications Elective	3
+ECN*102D Principles of Microeconomics	<u>3</u>
Total Credits	15
Second Year Spring Semester	
+CSC 214 Advanced C++ Programming or +CST 228 Voice and Data Interworking	3
+CSC 295 Coop/Ed Work Experience	3
SOC*120 Group Dynamics	3
Science, Art or Music Elective	3(4)
Open Elective	<u>3</u>
Total Credits	15(16)
Total Credits for Associate Degree Program	60(61)

Management Information Systems Associate Degree Program

The Management Information Systems program combines Business Management and Information Systems curricula. This curriculum combines 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.

After completing the degree students will be able to:

- use effective oral and written communication skills.
- integrate technology in the business environment.
- gain skills in hardware and software applications.
- use management skills in the business environment.
- gain employment in the information systems field, information systems manager, information systems marketing and sales, applications software programmer, and systems consultant.
- continue their education in the field of Management Information Systems at a four-year college

General Education Requirements

+ ENG* 101 Composition	Credits 3
+++Communications Elective	3
Mathematics Elective (MAT 104 or higher)	3
+ MAT* 137 Intermediate Algebra	3
SOC* 101 Principles of Sociology OR PSY* 111 General Psychology I	3
Science Elective	3
Fine Arts Elective	3(4)
+ ECN* 101 Macroeconomics OR + ECN* 102 Microeconomics	<u>3</u>
Total credits	24(25)

Business Requirements

+ BBG* 231 Business Law or +BBG*234 Legal Environment of Business	3
+ BMG*202D Principles of Management	3
++Directed Business or Technology Elective +	3
+ BMG* 204 Managerial Communication	3
+ BMK* 201 Principles of Marketing	3
+ BBG* 295 Cooperative Work Experience	3
+ ACC* 115 Financial Accounting	4
+ BFN* 201 Principles of Finance OR + ACC* 118 Managerial Accounting	<u>3(4)</u>
Total credits	25(26)

Information System Requirements

CSC* 105 Programming Logic	3
+CSC* 205 Visual Basic	3
+CSC* 220 Object Oriented Programming Using JAVA	3
+CSC* 101 Introduction to Computers Applications or higher	<u>3</u>
Total Credits	12

Total Credits for Associate Degree Program 61, 62, or 63

+ This course has a prerequisite.

++Suggested Business and Technology Electives: BMK 123 Principles of Customer Service, DGA* 241 Web Design (formerly MM 125), CSA 140 Database Applications (Access), BMG 105 Supervision and Organizational Behavior
+++COM*101 (Intro to Mass Communications), +COM*173 (Public Speaking) or COM*275(Argument & Debate)

Management Information Systems Associate Degree Program

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

<u>First Year Fall Semester</u>	Credits
+English* 101L College Composition	3
+BMG* 202 Principles of Management	3
CSC* 105 Programming Logic	3
SOC* 101 Principles of Sociology or PSY* 111 General Psychology I	3
+Math Elective (MAT 104 or higher)	<u>3</u>
Total Credits	15

<u>First Year Spring Semester</u>	
+BMK* 201 Principles of Marketing	3
+CSC* 220 Object Oriented Programming using JAVA	3
+BMG* 204 Managerial Communications	3
+MAT 137 Intermediate Algebra	3
++Directed Business or Technology Elective	<u>3</u>
Total Credits	15

<u>Second Year Fall</u>	
+ACC* 115 Financial Accounting	4
+ESN* 101 Macroeconomics or +ESN* 102 Microeconomics	3
+++Communications Elective	3
CSC* 101 Introduction to Computers or higher	3
+BBG* 231 Business Law or +BBG* 234 Legal Environment of Business	<u>3</u>
Total Credits	16

<u>Second Year Spring</u>	
+BFN* 201 Principles of Finance or +ACC* 118 Managerial Accounting	3
+BBG* 295 Coop/Ed Work Experience	3
+CSC* 205 Visual Basic	3
Science Elective	3(4)
Fine Arts Elective	<u>3(4)</u>
Total Credits	15,16,17

Total Credits for Associate Degree Program 61, 62, or 63

+ This course has a prerequisite.

++Suggested Business and Technology Electives: BMK 123 Principles of Customer Service, DGA* 241 Web Design (formerly MM 125), CSA 140 Database Applications (Access), BMG 105 Supervision and Organizational Behavior
+++COM*101 (Intro to Mass Communications), +COM*173 (Public Speaking) or COM*275 (Argument & Debate)

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.

GENERAL EDUCATION:	Credits
+ ENG*101 Composition	3
+ COM*173 Public Speaking	3
Math Elective ++	3
Fine Arts Elective	3
Science Elective	3(4)
ECN*102 Principles of Microeconomics or ECN*101 Principles of Macroeconomics	3
Psychology or Sociology Elective +++	<u>3</u>
	21(22)
PROGRAM REQUIREMENTS	
BMG*202 Principles of Management	3
BMK*201 Principles of Marketing	3
BBG*231 Business Law I	3
ACC*100 Basic Accounting or +ACC*115 Financial Accounting	3(4)
Computer Application Elective (CSC*101 Introduction to Computers or higher)	3
+ BMG*204 Managerial Communications	<u>3</u>
	18(19)
DIRECTED BUSINESS ELECTIVES (choose 1)	3
BES*118 Small Business Management	
BBG*234 Legal Environment of Business + BBG*295 Cooperative Work Experience I	
MARKETING TECHNOLOGY ELECTIVES ¹	
Choose 2 courses	6
MARKETING ELECTIVES ²	
Choose 4 courses	<u>12(13)</u>
Total credits for Associate Degree	60, 61 or 62

+ This course has a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

¹ MARKETING TECHNOLOGY ELECTIVES

(choose 2 courses from the following)

CSA*135 Spreadsheet Applications
+ CSA*140 Database Applications
ART*121 Two-Dimensional Design
DGA*110 Computer Graphics
DGA*101 Introduction to Digital Arts
+ DGA*241 Internet Web Design I
+ DGA*120 Digital Imaging I
+ DGA*231 Digital Page Design I

² MARKETING ELECTIVES

(choose 4 courses from the following)

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

Marketing

Full-time students should follow the four-semester sequence listed below in order to graduate in two years. See previous page for degree description.

Sequence by Semester:

<u>First Semester</u>	Credits	<u>Third Semester</u>	Credits
+ENG*101 Composition	3	+ COM*173 Public Speaking	3
Computer Application Elective (CSC*101 Introduction to Computers or higher)	3	ACC*100 Basic Accounting or + ACC*115 Financial Accounting	3(4)
Mathematics Electives ++	3(4)	Fine Arts Elective	3
+ BMK*201 Principles of Marketing	3	Marketing Elective	3
Marketing Elective	<u>3</u>	Marketing Technology Elective	<u>3</u>
	15(16)		15(16)
<u>Second Semester</u>	Credits	<u>Fourth Semester</u>	Credits
+ BMG*204 Managerial Communications	3	Science Elective	3(4)
Psychology or Sociology Elective +++	3	ECN*102 Principles of Microeconomics or ECN*101 Principles of Macroeconomics	3
BMG*202 Principles of Management	3	Marketing Technology Elective	3
Marketing Elective	3	Directed Business Elective	3
BBG*231 Business Law 1 or BBG*234 Legal Environment of Business	<u>3</u>	Marketing Elective	<u>3</u>
	15		15(16)
Total Credits for Associate Degree		60, 61, 62, or 63	

+ These courses have a prerequisite.

++ Placement testing is required. MAT*137 or higher.

+++ 101 or higher

Open Electives should be chosen after consultation with an Accounting faculty advisor.

Therapeutic Recreation Certificate

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.

Certificate Prerequisites:

<u>Course</u>	<u>Credits</u>
ENG*101 Composition	3
PSY*111 General Psychology I	3

Certificate Required Courses

RLS*121 Introduction to Therapeutic Recreation Services	3
RLS*221 Therapeutic Recreation	3
SOC*114 Sociology of Aging or	3
PSY*208 Psychology of Adult Development and Aging	
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
HSE*288 Developmental Practicum	3

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	3
PSY*208 Psychology of Adult Development and Aging	

Second Semester

HSE*288 Developmental Practicum	3
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
RLS*221 Therapeutic Recreation	3

New Courses

EAS*106 Natural Disasters 3 credits

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: Placement into ENG*101 and reading exempt.

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. Prerequisite: Reading exempt.

Course Description Changes

COM*101 3 credits

Introduction to Mass Communication ***(Formerly CO 101L)***

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: Enrollment in or completion of ENG*101 highly recommended

This is an “L” course.

PSY*111 3 credits

General Psychology I ***(Formerly PSYC 101, Introduction: Principles & Theories)***

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, reading exempt.

This is an “L” course.

This is a “D” course.

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. Prerequisite: ENG*003 or ENG*073 or reading exemption on placement test.

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 instructor.

Course Deletions

COM*284 Electronic Music

COM177 Broadcast Performance



Education That Works For a Lifetime



NOTES:

**Middlesex Community
College**