

# ***Middlesex Community College***

100 Training Hill Road, Middletown, CT 06457

## ***CATALOG 2011-2012***

### **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 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.



***Your Key To Success***

Main Campus (Middletown): 860-343-5800

Meriden Center: 203-238-6202

Admissions Office: 860-343-5719

Internet: [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

**MxCC 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 at 860-343-5751 or the Dean of Academic Affairs at 860-343-5759: MxCC, 100 Training Hill Road, Middletown, CT 06457.*

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## **My College** p. 5

Learn all about Middlesex Community College, it's campus, policies and procedures in this section.

## **My Money** p. 38

This sections covers one of your most pressing questions...how am I going to pay for college? Find out what it will cost to come to MxCC and research your financial aid and scholarship options.

To help you navigate through this book, we have separated the information into 4 main sections with many sub-sections.

You can skip from section to section by looking for the grey bubbles at the top of the page at the beginning of each section.

## **My Future** p. 50

What can I do with a degree from Middlesex Community College?

What are my transfer opportunities?

What will I do when I'm done here?

These are some of the questions addressed in the My Future section.

## **My Courses** p. 53

Here are the degree and certificate programs that Middlesex offers. Get a complete rundown of the courses you'll need for each program and then move on to the course description section to learn more about each individual course.

## ***MxCC -- Setting the Standard***

A college education remains one of the best investments an individual can make in his or her life. It is a path to a better, more enriching future – and, as we like to say at Middlesex Community College, it is the “key to your success.”

For a growing number of area residents, MxCC is the perfect place to begin or resume a post-high school education. Our small community allows for very close personal bonds to be created between students, faculty, and our countless advisors and supporters. This, in turn, allows us to offer clear advantages such as:

- Understanding the personal and educational needs and goals of each student – and helping them develop individualized plans to meet and exceed those goals
- Creating meaningful classes and programs based on the real needs of the business community – so we can best prepare our students for today’s workplace
- Providing students with many opportunities to shine – as leaders, as creators, as thinkers and as explorers

We have a faculty of which any college would be envious: highly experienced and educated professors and instructors who have excelled in their own careers and who bring a wealth of knowledge into the classroom. These expert instructors develop interesting and invigorating courses that can be directly applied in the workplace, or that fully prepare students for transfer into a four-year college.

Many of these instructors have strong working relationships with local employers, and many of these employers serve as advisors to MxCC. We rely on each other to improve our local workforce and strengthen our local economy. Additionally, many area companies regularly send employees to MxCC for training and ongoing education – a convenient and effective way for them to foster talent and innovation in their places of business.

These employers – along with our overall community – are part of a diverse world made up of people with an incredible range of needs. We make special efforts to support such groups as veterans, students who may be working full or part time, students with disabilities or other challenges, students with dependent children at home, and more. When we welcome these groups to our campus, we enrich the lives of everyone here – a treasured asset that is crucial to true learning.

Like the world around us, MxCC is forever changing and improving. For example, we recently opened a new learning lab for nursing and healthcare students; we are revamping our science labs; we have a wealth of online courses available for students anywhere, anytime; and we are constantly evaluating new academic programs to meet emerging needs. Through these efforts, we attract (and serve) a wonderful group of hard-working, involved students each semester.

All this energy and creativity is in full-force at our main campus in Middletown and our Meriden Center in downtown Meriden. These two locations serve the wide geography of our “service area” – helping create an exceptional learning environment that has prospered for decades. We welcome you as part of our community – and are proud to be part of your future success!

Jonathan M. Daube

Interim President



## ***MxCC Phone Directory***

Departments	Phone	Building	Room
General Information	343-5800	Founders	147
Toll-Free Number (in state)	1-800-818-5501		
Academic Support Services	343-5715	Founders	127
Admissions	343-5719	Founders	153
Basic Skills Assessment	343-5770	Chapman	711
Bookstore	346-4490	Founders	149
Business and Industry Services	343-5710	Founders	131
Business Office	343-5729	Founders	113
Cafeteria/Kitchen	343-6789	Founders	Cafeteria
Career Development	343-5826	Founders	121
Child Care and Preschool Center	343-5856	Snow	419
College Learning Center	343-5770	Chapman	711
Continuing Education & Community Services Division	343-5865	Founders	104
Counseling Center	343-5826	Founders	121
Dean of Finance, Administration and Planning	343-5704	Founders	106
Dean of Workforce, Economic and Community Development	343-5736	Founders	131
Dean of Academic Affairs and Dean of Students	343-5759	Founders	108
Director of Foundation	343-5752	Founders	131 A
Director of Marketing and Public Relations	343-5869	Founders	FM-2
Director of Research and Assessment	343-5787	Founders	FM-2
Distance Learning	343-5756	Chapman	632/633
Financial Aid	343-5741	Founders	132
Foundation and Alumni	343-5789	Founders	124
Grants Writer	343-5708	Founders	131 A
Human Resources	343-5705	Founders	115
Library	343-5830	Chapman	700
Maintenance	343-5864	Founders	148
Marketing and Public Relations	343-5869	Founders	FM-2
Media Services	343-5855	Wheaton	306A
Meriden Center, 55 West Main St., Meriden	203-238-6202		
Minority Student Services	343-5715	Founders	127
President	343-5701	Founders	105
Reading/Writing Lab	343-5808	Chapman	800
Records/Registrar	343-5724	Founders	153
Research and Assessment	343-5787	Founders	FM-2
Retention Specialist, Meriden Center	203-238-6204		
Security	343-5864	Founders	148
Student Activities	343-5748	Founders	122
Veterans Oasis Program Affairs	343-5830	Chapman	715-717
Workforce Development, Continuing Education and Community Services Division	343-5865	Founders	104

**My**

- ☐ Phone Directory
- ☐ Division & Program Offices
- ☐ Calendar
- ☐ College Overview
- ☐ Policies

**College**

# ***Divisions and Program Offices***

## **Humanities Division**

Snow Hall, Room 520 343-5809

Professor Joan Donati, Chair 343-5805

- Art
- Broadcast Communications
- Communication Arts
- English
- General Studies
- Languages
- Liberal Arts and Science
- Multimedia

## **Social and Behavioral Sciences Division**

Snow Hall, Room 508 343-5809

Professor Larry Jetmore, Chair 343-5849

- Criminal Justice 343-5849
- Early Childhood Education 343-5814
- Human Services 343-5816

## **Science and Health Division**

Wheaton Hall, Room 217 343-5755

Associate Professor Mark Busa, Chair 343-5779

- Biology
- Biotechnology
- Chemistry
- Environmental Science
- Ophthalmic Design and Dispensing 343-5845
- Physics
- Radiologic Technology 343-5780
- Technological Studies

## **Mathematics Division**

Wheaton Hall, Room 313 343-5755

Professor Donna Leonowich, Chair 343-5762

## **Business Division**

Wheaton Hall, Room 313 343-5755

Professor Donna Leonowich, Chair 343-5762

- Accounting
- Business Administration
- Information Systems
- Marketing
- Management Information Systems

# ***Academic Calendar: 2011-2012***

## **FALL 2011**

Convocation	Thursday, August 25
Professional Day	Friday, August 26
Last day for 100% General Fund Tuition refund	Friday, August 26
Classes Begin	Monday, August 29
Labor Day	Monday, September 5 (College closed; no classes)
Last day for 50% General Fund Tuition refund	Monday, September 12
Final date for withdrawal from classes with an automatic notation of "W"	Friday, September 30
Columbus Day	October 10 (College open; classes held)
Professional Day	October 25 (No classes)
Veterans Day	Friday, November 11 (College open; classes held)
Advising Week	Monday-Saturday, November 7-12
Thanksgiving Break	Wednesday, November 23 (College open)
	Thursday-Sunday, November 24-27 (College closed; no classes)
Last day of classes	Saturday, December 17
Grades Due	Tuesday, December 20

## **SPRING 2012**

Professional Day	Tuesday, January 17
Last day for 100% General Fund Tuition refund	Thursday, January 19
Classes Begin	Friday, January 20
Last day for 50% General Fund Tuition refund	Friday, February 3
Presidents' Day	Monday, February 20 (College open/no classes)
Spring Break	Monday-Saturday, March 19-24
Easter Holiday	Friday-Sunday, April 6-8 (College closed)
Advising Week	Monday-Saturday, April 9-14
Academic Awards Night	Friday, April 27
Scholarship Awards Night	Friday, May 11
Last Day of Classes	Monday, May 14
Grades Due	Wednesday, May 16
Memorial Day	Monday, May 28 (College closed)
Commencement	Thursday, May 31



# About Middlesex Community College

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

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

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

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

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

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

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

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

**Community Services** – To provide non-credit courses, workshops and conferences for skill development, career enhancement and personal enrichment.

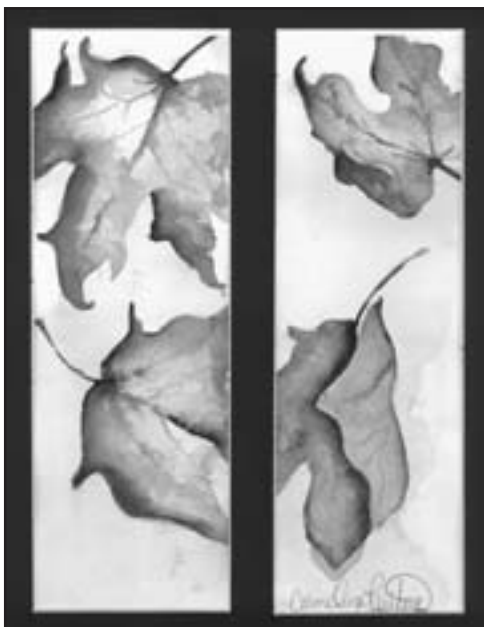
**Business and Industry Services** – To assist area firms through consultation and educational services to take advantage of new technology and to improve staff skills.

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

*Middlesex believes that a college education should be available to everyone...*

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 MxCC graduates, upon receiving a two-year associates degree, transfer to baccalaureate granting colleges and universities throughout the state and nation. Recent transfers include: Albertus Magnus College, Central Connecticut State University, Emerson College, Fairfield University, Quinnipiac College, Smith College, St. Joseph's College, Trinity College, University of Connecticut, Wesleyan University and Yale University. MxCC 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.

In 1998 MxCC 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 Training Center and certificate programs. Credit and non-credit courses are also offered throughout the year at the Shoreline location in Old Saybrook.



*Leaves  
by Carmelina  
Scionti-  
Privitera  
MxCC Art  
Student  
Drawing I*





Through its **Center for Business and Industry Services (CBIS)**, one of the original centers in the statewide Business and 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, MxCC faculty has received major awards, fellowships and grants. Members of the faculty are distinguished authors and writers, artists, communicators, Emmy-award winning broadcast designers, educators, researchers, entrepreneurs, business leaders, consultants, counselors, law enforcement and medical professionals, engineers and technicians. The goal of the faculty is to prepare students with marketable skills and fluency in verbal and mathematical languages – as well as to graduate individuals who respect themselves, others and their environment, and who have learned to act with courage, conviction, and dignity in their private and civic lives.

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

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 and 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. 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. Microform reader-printers, low-vision readers, TV/VCR/DVD units, graphing calculators, and a coin-operated photocopier are available at the library as well.

Library staff assists with reference, circulation, interlibrary loan, and computer needs. 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 library houses **Pegasus Gallery** which, under the direction of college curator and art instructor Matthew Weber, showcases the work of regional artists, including MxCC 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>.

## College Administration

### The President

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

### The Dean of Academic Affairs

The Dean of Academic Affairs is responsible for the College's academic programs and academic standards, grading policies, evaluation of teaching faculty and academic support staff, as well as the professional staff development.

### The Dean of Student Affairs

As the advocate of students' rights, the Dean of Student Affairs 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 and Labor Relations

The director of Human Resources and Labor Relations manages, designs and develops human resource programs and activities, and implements new procedures and procedural revisions. The director interprets and administers labor contract agreements, administers College grievance procedures, and insures appropriate interpretation of labor rules and regulations.

### The Dean of Workforce Development, Continuing Education and Community Services

The Dean of Workforce Development, Continuing Education and Community Services is responsible for the non-credit programs on campus, at the Meriden Center and at the Shoreline facility. The dean oversees all non-credit faculty and staff.

## Academic Divisions

### 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, and certificate programs in Accounting Assistant, Accounting Technician, Advertising and Sales Promotion, Customer Service Management, Entrepreneurship, Help Desk Technician, and Information Systems.

### Humanities

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

### Mathematics

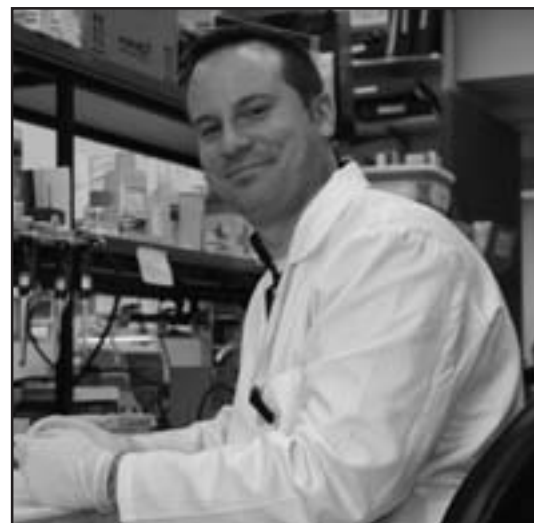
The Mathematics Division provides required and elective mathematics courses in support of other college curricula.

### 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.*

Helping to remove the financial obstacles that bar student access to higher education is the driving force of the Middlesex Community College Foundation, Inc. Led by a volunteer board of directors, the MxCC Foundation raises funds for student scholarships, academic programs, and campus projects.

While MxCC offers a quality education at a reasonable cost in a supportive environment that fosters student success, the cost for a two-year college education has become increasingly challenging for many. Financial assistance is now critical for nearly 85 percent of MxCC students.

In response, each year the Foundation awards approximately 50 scholarships that generally range from \$500 to \$2,000 each. The Foundation and scholarship recipients thank individual donors, civic groups, businesses, charitable foundations, alumni, and college faculty and staff who provide the support that makes this possible.

Donors establish scholarships to honor the memory and achievements of family, faculty or friends, to express their personal appreciation for their educational experiences at MxCC, or because they truly believe that community colleges are a purely American institution designed to make higher education accessible and affordable to all.

Each year, the MxCC Foundation organizes The MxCC Classic golf tournament, the \$cholarship 5K, and the MxCC Bowlathon to raise funds that support student scholarships and college programs.



# Student Services

## Career Development and Counseling Center

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

### Career Counseling/Personal Guidance

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

### Academic Advising and Transfer Assistance

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

### Employment

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

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

## Veterans' Affairs

Students interested in applying for veterans' benefits should contact the Records Office at 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 the lower level of Chapman Hall, provides students with free academic assistance (tutoring) in a variety of subjects. While some professors may recommend specific tutoring for students, all students are welcome to come to the Center for tutoring (or for study space) anytime. 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 also is available at the Meriden Center.

## Student Retention Services

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

- Help with specific academic issues (test-taking, time management, etc)
- Effective study skills and learning strategies
- Assessing barriers & creating an academic success plan
- Academic Advising
- Exploration of career and degree options
- Referral to other appropriate campus resources

For more information, or to schedule an appointment, call the Meriden Center at 203-238-6204 or the main campus at 860-343-5715.

## Reading/Writing Lab

Located in Chapman Hall, the Reading/Writing Lab provides students with a quiet place to study, or to receive tutoring in:

- Reading-study skills, comprehension, vocabulary, phonics and speed
- Writing-grammar, logic and rhetoric, and special help in coursework

## The Summer Bridge Program

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



## Student Activities

The Student Activities Office (SAO) brings fun, enrichment and involvement to the MxCC campus! The office works with the Student Senate, campus clubs and organizations to assist in the administration and planning of co-curricular activities designed to enhance the classroom experience and to provide opportunities for student leadership development. SAO staff assists in programming social, cultural and recreational events, which are organized according to student interest and involvement. This has included offering discounted tickets to cultural events, hosting dances, as well as organizing travel programs to New York, Boston, museum excursions, art shows, theater trips and many other special events. The SAO also encourages community service involvement through blood drives, food and clothing drives, and donations to local soup kitchens and hospitals.

Collegiate student clubs and organizations include Human Services Student Association, Meriden Club, and the Phi Theta Kappa (PTK) Honor Society. Club activity levels vary with student interest, and students are encouraged to propose new clubs on campus anytime.

## 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 MxCC 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.



## Child Care and Preschool Center

The Child Care and Preschool Center at MxCC provides a safe, loving, nurturing environment for children ages 3 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)  
                                  MxCC Students: \$10 per session  
                                  Others: \$15 per session

Full Day  
 MxCC Students: \$20 per day  
 Others: \$30 per day.

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



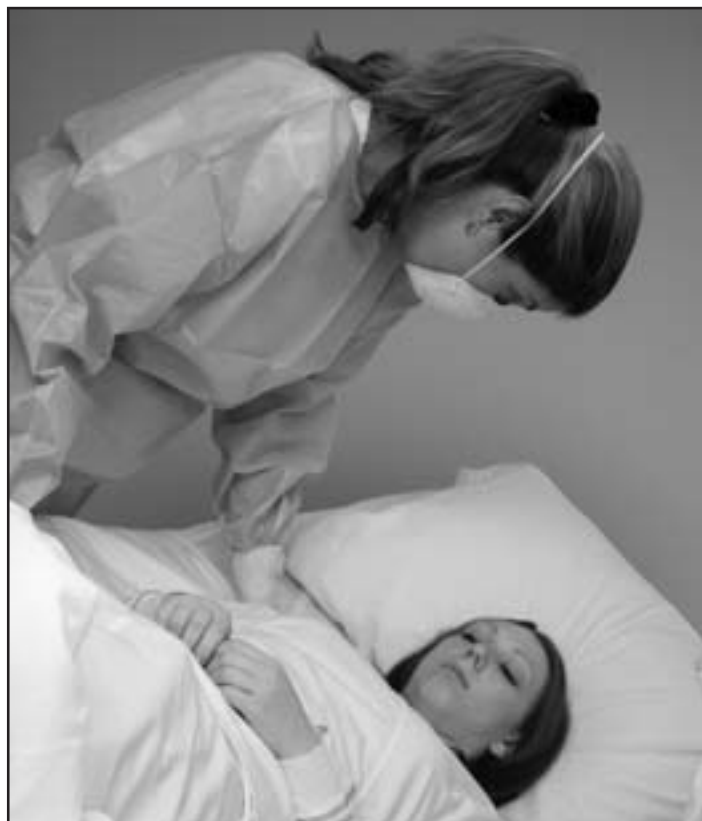
# Workforce Development, Continuing Education and Community Services

## Non-Credit Programs

Through the courses, programs and services of the Workforce Development, Continuing Education and Community Services Division, MxCC offers a wide variety of educational and learning opportunities designed to improve the quality of life throughout the region. 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 MxCC. 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. The Workforce Development, Continuing Education and Community Services Division 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.

MxCC also has 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 Computerized Numerical Control (CNC) AutoCAD, MS Office, Certified Nurse Aid (CNA), Patient Care Technician, Medical Billing and Coding, Ophthalmic Medical Assisting, Pharmacy Technician, Human Services Assistant, Veterinary Assistant, Personal Trainer, Reiki, and more. While the majority of courses and classes are conducted on the Middletown campus, some courses are held at the Meriden Center and shoreline location. Online courses are also offered monthly for computer applications, software, business skills, career development, test prep, writing, healthcare, languages, and personal enrichment. Online courses for teaching professionals and accredited continuing education courses for nurses and other healthcare professionals are available. For more information about courses, programs and services, call 860-343-5865, or e-mail [mx-cehelp@mxcc.commnet.edu](mailto:mx-cehelp@mxcc.commnet.edu).

## Conferences and Workshops

The college also sponsors conferences and workshops on topics of interest to the general community and to local businesses and industry.

## Allied Health Programs

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



## 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](http://www.commnet.edu/bisn).

## Precision Machining Institute (PMI)

Located in Meriden, the PMI was designed to prepare students for exciting new technology careers and to update incumbent workers' manufacturing skills to compete effectively in the rapidly changing 21st century global workplace. The PMI is a technology-based environment, complete with computer lab and a variety of Industrial manufacturing equipment. Courses are very hands-on intensive. The PMI program includes a six-course certificate in Computerized Numerical Control (CNC).

## The Meriden Center

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

- On-site Registration
- Admissions
- Placement testing
- Advising
- Tutoring
- Online access to the Jean Burr Smith Library

- Multi-media access, instruction
- Career Development & Counseling
- Financial Aid
- Continuing Education
- English as a Second Language

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

In 2010 the Center opened the "Meriden Foundation Allied Health Lab," to be used by current students in the Certified Nurse Aide (CNA) program and students in the Patient Care Technician (PCT) certificate program. It creates a real-life health care environment - complete with patient beds and other hospital furniture, mannequin ("patients"), blood pressure and phlebotomy simulation trainers, and other crucial patient care equipment - to prepare students to provide direct patient care later in their studies and throughout their careers.

The Center's 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. Contact 203-238-6202.

## Shoreline Program

Credit and non-credit programs are offered during the spring and fall sessions at our shoreline location in Old Saybrook. For more information, contact 860-343-5865.





## Online Distance Learning Classes

MxCC provides students living domestically and internationally with opportunities to learn in a supportive online learning environment. Our broad selection of general education (academic) requirements is taught mostly fully online; interested students need not visit campus while taking fully online courses during a semester. Students taking hybrid courses are required to attend campus meetings specified by the course instructor. New students who are interested in taking fully online or hybrid courses need to first contact the Admissions Office. For procedures of admission and registration, refer to page 18 (Admissions) and page 40 (Registration).

### How Does It Work?

Most of our fully online classes are asynchronous□ you do not have to sign on at a specific time. Our online classes (ONLN code) are offered by semester. For example, if you enroll in a fall online class, you would start the first day of the semester, just like you would in an on-ground course. Like in a traditional class, you follow a syllabus that provides information on readings, assignments, projects, and exams. You submit your assignments or take your exams within a designated timeline, but the time and day on which you complete it is up to you. The class is available 24 hours a day, 7 days a week. This flexibility allows you to work your class into your current obligations instead of scheduling everything else around your class. We have created a video to show you how our online courses work. You can find the video at [http://www.mxcc.commnet.edu/Content/Online\\_Classes.asp](http://www.mxcc.commnet.edu/Content/Online_Classes.asp) (Click on **Video: Online Classes** in the left column.)

#### Benefits

- Sign on anywhere anytime as long as you have Internet access.
- Everything is available, always. You can read and reread material for an in-depth understanding and you don't need to worry about incomplete or illegible notes.
- Active participation in lively online discussions is always cited as being a student's favorite part of his/her online class.
- You have direct communication with professors via e-mail at any time. You do not need to schedule an appointment during office hours or wait for a convenient time during class to have questions answered.
- By taking classes online, you've saved yourself the time and expenses incurred when taking classes on campus.
- Online learners come from a variety of places and have a variety of backgrounds, which mean students provide diverse contributions to the class.

### Frequently Asked Questions

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

You can take a self-assessment test to find out if you are ready for learning online. The assessment information can be found at <http://www.mxcc.commnet.edu/Content/READI.asp>

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

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

#### Do I need a computer?

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

#### How much time does it take?

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

#### How can I learn about a specific class?

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

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

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

#### How can I learn more about online classes?

You can visit <http://www.mxcc.commnet.edu/distance>. There are links to **How to Register, Take a SmarterMeasure Test, Online Classes, What to Do, How to Log on, Technical Help, Online Orientation, Campus Orientation**, and **Success Tips**. Explore various links for more information about our online offerings.

## Visit myCommNet, the Connecticut 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? What textbooks do you need? 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? Where is textbook information? How would you evaluate an on-campus course?

*myCommNet makes all of this possible.*

**myCommNet** gives Connecticut community college students online access to their personal and academic information, Blackboard Vista, and library databases -- from ANY computer with Internet access on campus or off-campus. Through myCommNet students can access:

- Course Schedule via Course Search - look up course availability, schedule, and textbook information at all 12 Connecticut community colleges.
- Student grades as soon as they are in the system.
- Personal information, GPA, course history, account balance, tuition and fees, and financial aid
- Registration and payment
- Courses that use Blackboard Vista (both online and on-ground)
- Course evaluation for MxCC on-campus courses
- Library databases

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 address: **my.commmnet.edu**.

The main myCommNet page provides access to two areas – **Public and Secured**. The **Public** area is open to anyone (not limited to current students) interested in doing a class search for schedule, seat availability, and textbook as well as finding information about admissions or financial aid. By logging into the **Secured** area, students can view their personal and academic information. You can also access courses that use Blackboard Vista and conduct research using the library databases. The **Secured** area is limited to students who have a NetID.

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

Every current student has a unique **NetID**. Your NetID is your 8-digit Banner ID@student.commmnet.edu. Your Banner ID (e.g., @12345678) is located on your schedule/bill information. You may also look up your NetID at **http://www.commmnet.edu/netid/lookupnetid.asp**.

Here are a few key things to remember about your password: Initially your password is a combination of your first three letters of birth month (capitalize the first letter), &, and last 4-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 Flower11 (case sensitive). Your password expires every 90 days.

If you have trouble logging on to MyCommNet with your NetID and password, visit this page for trouble shooting and help contact: **http://www.mxcc.commmnet.edu/Content/DLLogon.asp**

For more information about using **MyCommNet**, visit **my.commmnet.edu**.

**So now, just get on myCommNet !**

# Admissions

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

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

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

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

## Requirements for Degree Seeking Students:

1. Submit an application to the Admissions Office with a copy of your high school diploma, transcripts or GED. Students without a high school diploma should contact the Admissions Office, 860-343-5719, and meet with the Director of Admissions to discuss your options.
2. Pay the one-time college application fee of \$20.00 (non-refundable).
3. Provide documentation that you have been immunized (two doses) against measles, mumps and rubella. See the policy, "Measles/Mumps/Rubella/Varicella (MMRV) Immunization Requirement," below for details and exemption information.
4. Take the College Basic Skills Assessment. Please see the section "Placement Testing-Basic Skills Assessment" on the next page for details and exemption information.

## Requirements for Non-Degree Seeking Students:

Complete steps 1 and 2 noted above. Depending on your educational background, the courses you are interested in taking and/or their prerequisites, you may have to take 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 Current High School Students

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

### High School Partnership Program

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

- Have at least a "B" average
- Be in the top 20 percent of their class
- Have the written recommendation of their principal or designated representative
- Submit an admissions application, an official high school transcript, and a High School Partnership application form
- Take the Basic Skills Assessment.

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

### College Career Pathways

Middlesex Community College has articulation agreements with several secondary institutions. The College Career Pathways 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. College Career Pathways students may earn up to fifteen college credits for their high school courses of study. For additional information about the College Career Pathways Program call 860-343-5800, ext. 6720.

### Other High School/Home Schooled Students

Middlesex Community College will accept for early admission to the College outstanding high school-age students that demonstrate sufficient academic ability and maturity. Students may register for credit courses (according to placement test results), but are considered non-degree seeking. Upon completion of high school, students may move to degree-seeking status. To qualify for this program, students must:

- Demonstrate sufficient academic ability as evidenced by high school grades and the results of the College's Basic Skills Assessment (or SAT scores)
- Provide a written recommendation by their principal or guidance counselor
- Include a current, official copy of the applicant's high school transcript with the College application
- Meet with the Director of Admissions prior to registering

## Interviews

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

## Placement Testing – Basic Skills

### Assessment

#### Purpose of the Assessment

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

#### Who Must Take the Basic Skills Assessment?

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

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

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

#### Administration of the Computerized Placement Test for the Basic Skills Assessment

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

After applying to MxCC, a student can make an appointment to take the BSA at the College Learning Center, located in the lower level of Chapman Hall. Call 860-343-5770 in Middletown, or 203-238-6202 for the Meriden Center. Students with special needs can make arrangements through the Learning Specialist by calling 860-343-5879.

## SAT Scores and the BSA

**Math:** Students who have taken the math portion of the SAT within the last two years may receive a waiver from the Math Placement (BSA) Test. A score of 500 will place the student into MAT137, and a score of 550 will place the student into MAT168 or MAT173. However, we strongly encourage these students to take the placement test since they may place into a higher course.

**English:** Students who have taken the verbal portions of the SAT within the past two years and have achieved a score of 450 on either the Critical Reading or Writing portions of the SAT will be placed into English 101. We strongly encourage students to take the placement test since they may place into a higher course.

## Advanced Placement Scores

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

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

In order to minimize both the school and state-wide health impact of measles, the Connecticut Legislature passed SHB 7171 AAC Proof of Immunization Against Measles, Mumps, Rubella, and Varicella for Certain Persons at Institutions of Higher Education. This law, which became effective July 1, 1989, states that if an individual was born after December 31, 1956 and enrolls as a part-time or full-time matriculated student at an institution of higher education in Connecticut, the individual must present either a certificate of immunization against measles, mumps, rubella and varicella, or laboratory evidence demonstrating said immunity. Students will not be permitted to register without proper State immunization documentation.

Exemptions to this requirement include:

- Individuals born before January 1, 1957
- Laboratory confirmation of immunity to such disease
- Documentation from a physician stating that the student is medically contraindicated from receiving such vaccine
- Documentation from the student that such immunization is contrary to his/her religious beliefs
- Documentation from a physician or director of health that the student has had a confirmed case of such disease
- Students who graduated from a Connecticut high school in 1999 or later and were not exempt from MMR vaccinations
- Enrollment in a distance-learning program conducted entirely through electronic media in a setting without other students present

#### Adequate Immunization:

- Measles: Two doses of measles vaccine administered at



least one month apart. The second dose must have been given after January 1, 1980

- Mumps
- Rubella (German Measles): One dose of rubella vaccine, administered after the student's first birthday
- Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease

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 at 860-343-5706.

## Transfer Students

Students wishing to transfer from other institutions of higher education to MxCC must comply with the application requirements for admission into a degree program outlined above (see Application to Degree Programs). In addition, transfer students, wishing to transfer course work completed at another college or university or by CLEP, must request an official transcript of previous college work from that institution. This transcript must be sent (hand-carried documents will not be accepted) to the Admissions Office at MxCC. For transfer credit, a course must either correspond to one offered at the college or be pertinent to a specific program.

## The Board of Trustees Policy on Transfer

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

1. Degree and certificate credit shall be granted for all credit courses that are applicable to the objectives of, or equivalent to the course requirements of, the curriculum in which the transferring student enrolls. Credit work that is not applicable or equivalent to curriculum requirements shall be accepted for credit at the discretion of the college. Degree and certificate credit shall

also be granted on the basis of performance on examinations in accordance with standards and limits approved by the board of trustees.

2. Degree and certificate credit shall be granted for credit courses completed with a letter grade of "C-" or better, or with a grade of "P" (Pass). Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point averages.
3. Notwithstanding the number of degree or certificate credits which shall be granted in accordance with the foregoing, the student must complete at least 25 percent of the minimum credit requirements for the degree or certificate through course work at the college awarding the degree or certificate.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-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



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

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

## Readmission

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

## Fresh Start

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

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

- The Fresh Start option can be used only once
- The Fresh Start option does not apply to any completed degree or certificate
- A student must complete a minimum of 15 credits after returning to college under the Fresh Start option to be eligible for a degree or certificate, and for graduation honors

## Senior Citizens

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

## Foreign Students

Foreign students must complete and submit an I-20 (foreign student visa) when seeking admission to the College. The following documents must be submitted to the Admissions Office by July 1 for the fall term and by November 1 for the spring term. All documents must be translated into English and validated or notarized as being an accurate and official translation. An I-20 cannot be issued until all items noted below have been submitted to the Admissions Office:

- Completed application and \$20 (U.S. application fee)
- Proof of completion of secondary school (high school), in the form of official transcripts or diploma. Foreign students who have completed university level studies in their home country must have their academic records evaluated to U.S. academic equivalencies if they wish to apply any of their previous work to their MxCC degree program. Information regarding the evaluation of foreign credits is available through the Admissions Office.
- Results from the Test of English as a Foreign Language (TOEFL) exam, unless English is the only official language of their home country. Currently, the minimum required TOEFL score is 500. Information about the TOEFL test is available at American Embassies, consulates and offices of the United States Information Service.
- Affidavit of support (DHS form I-134)
- Bank statement and other relevant financial documents (in English with currency values in U.S. dollar equivalencies)
- Proof of immunization against measles, mumps and rubella; two doses are required with a least one dose being given after 1980 (per Connecticut State law)
- Proof of their intended housing/living arrangement while attending MxCC (as housing is not available on-campus)
- Copy of valid passport

After acceptance to the College, and upon arrival on campus, applicants must take the Basic Skills Assessment (BSA) in mathematics, reading and English. This Computerized Placement Test (CPT) provides information about the student's level of accomplishment in mathematics, reading and English. Please refer to page 19 "Placement Testing- Basic Skills Assessment."

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

## Students with Disabilities

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

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

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

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

## Students with Medical Problems

Students are responsible for notifying the Dean of 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 Board of Higher Education's Tuition Break provides a discount on out-of-state tuition to Connecticut residents when they enroll in approved degree programs at specific state colleges and universities in Maine, Massachusetts, New Hampshire, Rhode Island or Vermont. Connecticut residents are eligible for these degree programs, because they are not offered by any Connecticut state colleges or universities.

Visit [www.nebhe.org/tuitionbreak](http://www.nebhe.org/tuitionbreak) for details. Download the 2009-10 Regional Student Program Tuition Break Catalog or search the online RSP Tuition Break Database.

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

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

## Student 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 military recruiters with access to the following information with respect to students who are 17 years of age or older and enrolled at the covered institution:

- Student name
- Address
- Telephone listing
- Student ages (if known)
- Levels of education (if known)
- Majors (if known)

Connecticut Public Act 97-2 ("An Act Concerning Military Recruitment") incorporates the requirements of federal law, providing that each constituent unit of higher education must comply to the extent necessary to prevent loss of federal funds. This statute effectively overrules *Gay and Lesbian Students Association v. Board of 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, MxCC has also designated the following as directory information:

- Telephone listing
- Student ages (if known)
- Levels of education (if known)
- Majors (if known)

# Academic Policies

## 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\*

### 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
- Return the completed form to the Records Office

**For withdrawals before the 5th week of classes (as published in the catalog) and after the refund date),** grades will be recorded as “W” at the end of the semester.

**For withdrawals after the 5th week of classes, grades will be recorded as either “W” or “F” in accordance with course instructor’s grading policies.**

## Complete Withdrawal from the College\*

**Before the 5th week of classes (as published in the catalog) and after the refund date,** a student who wishes to completely withdraw from MxCC must notify the Records Office of that intention. The College prefers the student to come in personally and obtain signatures as described in the course withdrawal section 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 5th week of classes,** students 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 each instructor’s grading policies.

## Incomplete Grade Policy

An “incomplete” (“I”) is a temporary grade assigned by a faculty member when coursework is missing and the student agrees to

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

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

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

## Audit (AU)

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

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

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

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

## Repeating Courses

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

## Pass/Fail Option

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

# 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 “MP” (Maintaining Progress) for the course. Please note that remedial/developmental courses do not count towards degree requirements.

## Transcripts

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

## Academic Probation and Dismissal

Satisfactory completion of 50 percent of the courses attempted will be the minimum standard for good standing.

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

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

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

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

## 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.

## Religious Accommodation

If your religious obligations conflict with the course calendar requirements and you wish to request an accommodation, you must make your request in writing prior to the date of the assessment

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

## Plagiarism and Academic Honesty Statement

Both plagiarism and cheating are grounds for a student's immediate dismissal from the College. At MxCC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of 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. To be eligible, students must have:

- Successfully completed an entire curriculum pattern, including the total credits for the pattern
- Earned a cumulative G.P.A. of 2.0 or better
- Earned a minimum of 15 semester hours at MxCC
- Met the “L” course and “D” course requirements (Please see page 60 for additional information on “L” and “D” courses.) Note that transfer students entering with 30 or more credits are exempt from “L” and “D” course requirements.
- Satisfied all financial obligations to the College

## Second Degree

Students who already hold academic degrees may earn second degrees in a different curriculum at a community college. Such students 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 MxCC will be required to:

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

## 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.

### 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

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.

## Academic Prizes

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

### Middlesex Community College Foundation Student Senator Prize\*

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

### Jesse J. Salafia Prize

Established by Mr. Jesse J. Salafia, a member of the original College 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.

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

\* These prizes are administered through 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.

# Programs of Study

## Guidelines for Fulfilling General Education/Liberal Arts Requirements

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

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

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

### 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
  - o COM\*104
  - o COM\*131
  - o COM\*142
  - o COM\*153
  - o COM\*228
  - o COM\*231
  - o COM\*264

- o COM\*283
- o COM\*287
- o COM\*293
- o COM\*294
- o COM\*295
- o COM\*296

## “L” (Library) Course and “D” (Diversity) Course Requirements

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

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

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

A diversity or “D” course is designed to foster understanding, open-mindedness, and the valuing of others through an appreciation of human differences. This may include race, ethnicity, culture, religion, national origin, as well as class, age, gender, sexual orientation, physical disability, or other considerations. “D” courses may take a comparative approach or focus on specific areas, especially those which have traditionally been underappreciated. “D” courses are designated with a “D” in the course description section of this catalog.

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



**“L” Courses****Course****Number****Course Title**

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

**“D” Courses****Course****Number****Course Title**

ANT*205	Cultural Anthropology
ART*100	Art Appreciation
ART*101	Art History I
ART*102	Art History II
ART*103	Art History III
BIO*211	Human Anatomy and Physiology I
BIO*212	Human Anatomy and Physiology II
BMG*202	Principles of Management
CJS*101	Introduction to Criminal Justice
CJS*151	Criminal Justice Supervision and Administration
CJS*220	Criminal Investigation
CJS*225	Ethical Issues in Criminal Justice Leadership
CJS*250	Police Organization and Management
COM*154	Film Study and Appreciation

COM*155	History of Film I
COM*156	History of Film II
COM*255	Topics in Film
ECE*101	Introduction to Early Childhood Education
ECE*215	The Exceptional Learner
ECE*275	Child, Family, and School Relations
ECN*102	Principles of Microeconomics
ENG*211	Short Story
ENG*218	Autobiography
FRE*101	Elementary French I
FRE*102	Elementary French II
FRE*105	Elementary Conversational French I
FRE*106	Elementary Conversational French II
FRE*201	Intermediate French I
FRE*202	Intermediate French II
FRE*205	Intermediate Conversational French I
FRE*206	Intermediate Conversational French II
GEO*101	Introduction to Geography
HIS*101	Western Civilization I
HIS*102	Western Civilization II
HIS*201	United States History I
HIS*202	United States History II
HSE*101	Introduction to Human Services
HSE*116	Youth Advocacy and Community Organization
ITA*101	Elementary Italian I
ITA*102	Elementary Italian II
ITA*105	Elementary Conversational Italian I
ITA*106	Elementary Conversational Italian II
MUS*104	World Music
MUS*152	Drumming and Percussion Ensemble
PHL*151	World Religions
PHL*199	Topics in Philosophy
POL*102	Introduction to Comparative Politics
POL*103	Intro. to International Relations
POL*111	American Government
PSY*103	Introduction to Holistic Wellness
PSY*111	General Psychology I
PSY*201	Life Span Development
PSY*240	Social Psychology
PSY*245	Abnormal Psychology
SOC*101	Principles of Sociology
SOC*210	Sociology of the Family
SOC*212	Sociology of Women
SOC*213	Human Sexuality
SOC*241	Juvenile Delinquency
SPA*101	Elementary Spanish I
SPA*102	Elementary Spanish II
SPA*105	Elementary Conversational Spanish I
SPA*106	Elementary Conversational Spanish II
SPA*201	Intermediate Spanish I
SPA*202	Intermediate Spanish II
SPA*205	Intermediate Conversational Spanish I
SPA*206	Intermediate Conversational Spanish II
SSC*153	Women and Work

## Advising

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

## Program or Course Changes

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

Students who wish to substitute courses in a program must complete the request form available in the Office of the Dean of 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, fine arts, social sciences, math and science. Some programs include required courses in skill areas designed to prepare students for immediate employment in a variety of careers, while others list broad elective categories which assist students to transfer to four-year colleges or universities.

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

## Cross-Registration of Students among Connecticut Colleges and Universities

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





## Campus Policies

### Non-Discrimination and Affirmative Action Policy

MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, 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. 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, Josephine Agnello-Veley 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 90 Washington Street, Hartford, Connecticut 06105, or,
7. Contact the Boston office of the United States Equal Employment Opportunities Commission, John Fitzgerald Kennedy Building, Room 409B, Boston, MA 02203.

### People with Disabilities: Policy Statement

The Board of 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, as well as taking such corrective measures to prevent the erection of any new barriers.

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

Achieving the goal of full participation and integration of persons with disabilities requires cooperative efforts within and among higher education. The Board of 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.

How to file a Grievance:

- Submit a grievance to the ADA coordinator (or other appointee of the president) within 30 days of the date of the alleged violation
- Include description of the discriminatory action
- State briefly the underlying facts

Procedure for grievance resolution:

- The ADA coordinator shall investigate the grievance in consultation with the college's affirmative action officer
- Within thirty (30) days from the time the grievance was submitted, ADA coordinator shall recommend to the president a disposition of the grievance
- The president shall notify the grievant of the final disposition within fifteen (15) days of receiving the recommendation.

### Policy on AIDS and Other Communicable Diseases

The community college system reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal 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.

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

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

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 dismissal from the College and to civil prosecution.

## Alcoholic Beverages and Controlled Substances

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

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

## Weapons on College Campuses

All firearms, ammunition, and explosives including fireworks are prohibited on college property. (Policy Manual, Board of Trustees of Regional Community Colleges, Section 4.23 and CT General Statutes Section 53-206).

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

1 Sec. 53-206: "slung [sic] shot, air rifle, BB gun, black jack, 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 Sec. 53a-3, or any other dangerous or deadly weapon or instrument.” Sec. 53a-3(6): “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.”

## Campus Safety

### A. Uniform Campus Crime Report:

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

### B. Sex Offender Registry:

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

### 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.
8. Students, staff and faculty may call campus security for an escort to their vehicle for any reason. Campus security can be reached as follows:
  - Monday through Friday during the hours of 8:00 a.m. – 3:00 p.m., dial x6904 or x6735 from any college phone or call 860-343-6904 or 6735. If you do not reach security, dial x5800 for the main line or call

directly at 860-343-5800. Choose “0” to be connected to an operator.

- Monday through Friday between 3:00 p.m. – 4:00 p.m., dial x5704 from any College phone for Dean Sykes or call 860-343-5704.
- Monday through Friday after 4:00 p.m., call campus security at 860-463-5062.
- Saturdays, call campus security at 860-463-5062.

### D. Reporting Crimes or Emergencies:

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

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

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

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

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

### RADIO STATIONS

WMRD-AM (1150)  
 WDRC-FM (102.9) and AM (1360)  
 WSNG-AM (610)  
 WWCO-AM (1240)  
 WMMW-AM (1470)  
 WTIC-FM (96.5 TIC)  
 WRCH-FM (Lite 100.5)  
 WZMX-FM (Hot 93.7)  
 WHCN-FM (News Talk 1080)  
 WHCN-FM (105.9 The River)  
 WKSS-FM (95.7)  
 WPOP-AM (1410 ESPN Radio)  
 WURH-FM (104.1)  
 WWYZ-FM (92.5 Country)  
 WAVZ-AM (1300 ESPN Radio)  
 WELL-AM (960)  
 WKCI-FM (101.3)

### TV STATIONS

WFSB-TV Channel 3  
 WVIT-TV Channel 30  
 WTNH-TV Channel 8 and MyTV9  
 Fox61 Morning News



# Policy on Student Rights

## 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

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

How to file a grievance:

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

### Procedures for grievance resolution:

*The Dean of Students shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:*

- In the course of each investigation, the Dean of Students shall consult with the dean responsible for the area of college operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of

a crime, political beliefs, veteran status, or sexual preference, the Dean of Academic Affairs shall consult with the College's affirmative action officer during the course of the investigation.

- In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance.

### Advisory Committee:

The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations regarding a grievance at either the level of the deans or the president. The president may appoint and remove members of the committee.

## Section 3: Review of Academic Standing

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

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen (15) calendar days of the student's awareness of the decision.
2. If agreement on the matter is not reached within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs by filing a written appeal. The appeal must be filed with the Dean of Academic Affairs within thirty (30) calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor (program coordinator or cluster chair) for informal consideration prior to Step 3 below.
3. The Dean of Academic Affairs or other official(s) designated by the Dean of Academic Affairs shall afford review as provided below.

The Dean of Academic Affairs will review the appeal and may either determine on the basis of his/her own investigation the outcome of the appeal or may refer the appeal to a grade appeals committee. If the appeal is referred to a grade appeals committee, the student will be contacted by the chair of that committee and will be apprised of the procedures for handling the appeal. The student shall be afforded the right to present a statement of appeal and relevant information in support of it.

It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

4. The foregoing decision may be appealed to the president by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires

broader review. The decision of the president shall be final.

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

## ***Policy on Student Conduct***

### **Section 1: Student Conduct Philosophy**

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

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

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

### **Section 2: Application of the Student Conduct Policy**

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

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

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

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

### **Section 3: Expectations for Student Conduct**

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

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations.
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student's academic performance, including but not limited to:
  - 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
  - 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 one's self or other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury
  - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities
  - 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. Demonstrate good citizenship by not engaging in conduct prohibited by federal, state or other laws.
12. Conduct oneself in a civil and respectful manner, both within and outside the College.

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

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

## Section 4: Sanctions

The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any part of Section 3 of this policy. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the student.

A “sanction” may be any action affecting the status of an individual as a student taken by the College in response to a violation of this policy, including but not limited to the following:

- a. Expulsion – a permanent separation from the College that involves denial of all student privileges, including entrance to College premises
- b. Suspension -- a temporary separation from the College that involves denial of all student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement
- c. Removal of College Privileges – restricts student access to certain locations, functions and/or activities but does not preclude the student from continuing to pursue his/her academic program
- d. Probation – a status that indicates either (a) serious misconduct not warranting expulsion, suspension or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed
- e. Warning – a written notice to the student indicating that he or she has engaged in conduct that is in violation of Section 3 of this policy and that any repetition of such conduct or other conduct that violates this policy is likely to result in more serious sanctions
- f. Community restitution – requires a student to perform a number of hours of service on the campus or in the community at large

## Section 5: Enforcement Procedures

The following procedures shall govern the enforcement of this policy:

1. Information that a student may have violated this policy should be submitted to the Dean of Students or other designee of the president (hereinafter referred to as “the dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - 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
  - d. A statement that the student may resolve the matter by mutual agreement with the dean (or that the student may request a hearing by notifying the dean in a writing, which must be received by 5:00pm on the following business day.
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. To request to have a student sit on an impartial panel, if the dean appoints one
  - c. To appear in person and to have a non-lawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter.
  - 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
  - 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 any or all of the following:
  - a. A violation of the procedures set forth herein significantly prejudiced the student
  - b. The information presented to the impartial party or panel was not substantial enough to justify the decision
  - 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.)
- 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-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 cannot assure complete confidentiality in all instances with respect to such information, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

#### Time for Reporting

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

# Tuition and Fees

## Schedule of Tuition and Fees

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

### Tuition

### Amount

1. Full-time Student—per semester<sup>(1)</sup>
  - a) Connecticut Resident<sup>(1)</sup> \$1548.00
  - b) Out-of-State Resident<sup>(1)</sup> \$4644.00
  - c) NEBHE—RSP students pay 50% surcharge \$2322.50  
in addition to in-state rates
  - d) On-line/Distance Learning Students (in-state rate) \$1548.00
  - e) On-line/Distance Learning Students (out-of-state rate) \$4644.00
  - f) Excess Credits tuition charge (over 17 credits) \$ 100.00
2. Part-time Student—per semester hour:
  - a) Connecticut Resident<sup>(1)</sup> \$ 129.00/semester hour
  - b) Out-of-State Resident<sup>(1)</sup> \$ 387.00/semester hour
  - c) NEBHE—RSP students pay 50% surcharge \$ 193.00/semester hour  
in addition to in-state rates
  - d) On-line/Distance Learning Students (in-state rate) \$ 129.00/sem. hour + fees
  - e) On-line/Distance Learning Students (out-of-state rate) \$ 387.00/sem. hour + fees

### General Fees (2) (5)

### Amount

#### College Service Fees

1. Full-time Student—per semester:
  - a) Connecticut Resident \$ 187.00
  - b) Out-of-State Resident \$ 561.00
2. Part-time Student—per semester:
  - Connecticut Resident
    - a) (1 to 4 credits) \$63.25 to \$ 79.00
    - b) (5 to 11 credits) \$92.50 to \$173.50
  - Out-of-State Resident  
(1 to 11 credits) \$189.75 to \$520.00

#### Student Activity Fee

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

#### Excess Credits Tuition Charge <sup>(3)</sup>

\$ 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

\$ 135.00/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 \$ 78.00/lab registration
2. Studio Course Fee \$84.00/studio registration
3. Clinical Program Fee - Level 1 \$267.00/semester
4. Clinical Program Fee - Level 2 \$191.00/semester

### Special Fees

### Amount

1. Application Fee:<sup>(4)</sup>
  - a) Full-time Student \$ 20.00
  - b) Part-time Student \$ 20.00

2.	Program Enrollment Fee <sup>(5)</sup>	\$ 20.00
3.	Late Registration Fee	\$ 5.00
4.	Academic Evaluation Fee	\$ 15.00
5.	Portfolio Assessment Fee	\$ 50.00
6.	Installment Plan Fee	\$ 25.00
6.a.	Late Payment Fee - Installment Plan	\$ 15.00
7.	Returned Check Fee	\$ 25.00
8.	CLEP Service Fee	\$ 15.00

#### FOOTNOTES:

##### 1. Waivers:

- a. Complete waiver of tuition for dependent child of a person missing in action or a former prisoner of war.
- b. The Connecticut Tuition Waiver is available for veterans who served on active duty in the U.S. Armed Forces during time of war and were released from active duty under honorable conditions. The periods of conflict are: 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.

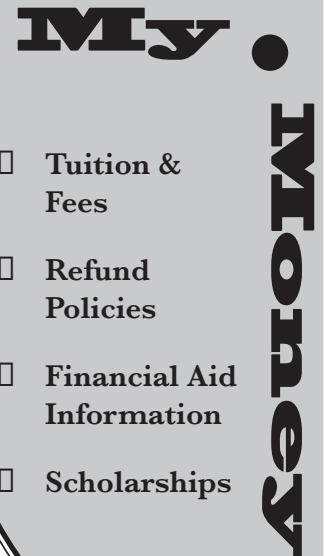
The dates of service shall be defined as:

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.



# ***Registration and Fee Deposit and Refund Policy: Credit Courses, Fall and Spring Semesters***

## **General Fee Deposit (Non-Refundable)**

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

## **Withdrawals and Refunds – General**

1. A registered student wishing to withdraw must submit a withdrawal request, in writing, to the Records Office. The effective date of withdrawal is the date the request is received by the Records Office.

In counting calendar days, if the latest date for acceptance of a withdrawal falls on a Saturday or Sunday, the following Monday shall be the effective date. If the latest date for acceptance of withdrawal falls on a legal holiday, the next business day shall be the effective date.

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

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

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

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

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

## **Withdrawals and Refunds- – Specific**

**1.) One-hundred (100) percent refund of tuition and fees will be granted students entering the Armed Forces before earning degree credit in any semester upon their submitting notice in writing of withdrawal accompanied by a certified copy of enlistment papers.**

- a) Those covered by sub-section (b) of section 10-38(h) of the General Statutes (veterans and dependent children of certain veterans) pay no tuition; only their fees will be refunded, as with all other students.
- b) All other veterans and other eligible persons (war orphans, children of disabled veterans, etc.) studying at an unaccredited college under educational grants administered by the Veterans Administration will be granted a refund of tuition and general fees on a pro rata basis. The exact proration will be determined by the ratio of the number of days of instruction completed by the student (until notification of withdrawal is received) to the total number of days in the course, as prescribed in V.A. Regulation 14255.
- c) Veterans or other eligible persons (war orphans, children of disabled veterans, etc.) studying at an accredited college will be granted a refund in the same manner as any other student.
- d) Accredited colleges are defined as those colleges which have received full accreditation by the New England Association of Schools and Colleges.

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

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



## General Conditions

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

- a) Application fee
- b) Program enrollment fee
- c) Late registration fee
- d) Replacement of lost I.D. card
- e) Academic evaluation fee
- f) Portfolio evaluation fee

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

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

## Credit Courses, Intersession and Summer Semesters

### Fees

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

## Failure to Pay

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

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

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

# Financial Aid

## Types of Financial Aid

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

### Grants

Grants are gifts of aid to students, which normally would not have to be repaid. However, if a student completely withdraws from classes before the 60 percent point of the semester, the student will owe a partial repayment to the Federal government for any Title IV funds received (Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG)),\* and Federal Stafford Loans. Other available grants include Connecticut Aid for Public College Students Grant and MxCC Grant.

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

### Federal Pell Grant

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

### Federal Supplemental Educational Opportunity Grant (SEOG)

This is a federal grant for undergraduate students who have completed high school and have a financial need.

### Connecticut Aid for Public College Students (CAP)

This grant is for Connecticut residents who demonstrate financial need. Annual awards may not exceed the recipient’s unmet financial need.

### CTCC Grant–Institutional

This grant is for Connecticut residents who demonstrate unmet need.

### Childcare Assistance

This is available to eligible MxCC students who have their children enrolled at the MxCC Child Care and 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. MxCC participates in the Federal Family Education Loan Program (FFELP), most notably the Stafford (Subsidized and Unsubsidized) Loan Program.

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

On your behalf, he/she will contact offices within the U.S. Department of Education, private lenders, banks, and loan guaranty or servicing agencies. The ombudsman’s office recommends solutions, but does not have the authority to reverse decisions. To contact them, call (877)557-2575, visit their Web site at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov), or write to:

Office of the Ombudsman, FSA  
Student Financial Assistance  
U.S. Department of Education  
Union Center Plaza-3, Room 411/MS-5144  
830 First St, NE  
Washington, DC 20202-5144

## Work–Study

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

## Satisfactory Academic Progress Policy for Student Financial Aid Recipients

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

A student must complete successfully two-thirds (66.66 percent) of the credits (earned credits/attempted credits) s/he attempts and maintain a cumulative grade point average of 2.00 to be making satisfactory academic progress and be eligible to receive financial aid. The student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students. A veteran may not be certified for benefits up to 150 percent of his/her program. A veteran may only be certified for those courses necessary for completion of the designated program of studies. In order to avoid confusion, we approve for Veterans Benefits, the Probation, Dismissal and Attendance 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 percent of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the College must be included

in the calculation. This 150 percent maximum credit hours rule is applicable to students who change majors or who pursue a double major.

### Reinstatement Policy

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

### Appeal Process

A student may request reinstatement to the financial aid program by submitting a written appeal to the Associate Dean of Learning and Student Development. The letter should cite the extenuating circumstance to be considered in the re-evaluation.

**MxCC No SAP Appeal Process:** Upon the student becoming No SAP (not meeting Satisfactory Academic Progress according to Financial Aid regulations), the Office of Financial Aid Services will communicate the No SAP status to the student allowing the student to appeal the decision.

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

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

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

The Associate Dean of Learning and Student Development will review all written appeals and determine if the student is eligible for financial aid upon reviewing the appeal. The turn around time is at the discretion of the Office of Financial Aid Services.

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

## Withdrawal from Classes

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

## Withdrawal from College

In compliance with [the Higher Education Act of 1992] 34 CFR 668.22 (b) and (c) of the United States Department of Education Title IV regulations, the Board of 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 percent point in the semester, are subject to a pro-rated calculation to determine the amount of earned and unearned Title IV aid they are eligible to receive. Any unearned portion of Title IV aid must be returned to the Title IV program(s). This is the responsibility of the student. If the student owes a refund to any federal aid program, the student is not eligible to receive Title IV funds, and possibly other forms of financial aid, until this is resolved. The Title IV programs include Pell and SEOG grants and Perkins Loans.

### The formula is as follows:

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

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

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

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

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

## Other

The Dean of 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
- Military transfer

Exceptions, which are not normally considered, include:

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

## Student Responsibility

- Pay special attention to your FAFSA application. Complete it accurately and submit it on time to the proper office. Errors can prevent or delay the receipt of financial aid.
- Provide all required documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read and understand all forms that you are asked to sign, and retain a file copy.
- Accept responsibility for signed promissory note and all other agreements that you sign.
- If you have a loan, you are responsible for repayment. Notify the lender/institution of changes in your name, address or school status.
- If you withdraw from classes, follow the proper institutional procedures, notify Financial Aid Services and repay any refunds due to federal financial aid programs.
- Perform, in a satisfactory manner, the work that is agreed upon when accepting a college work-study job.
- Know and comply with the deadlines for application or re-application for aid.
- If financial aid funds are not applied due to an incomplete



application, or if financial aid funds do not pay the student's entire costs for attending MxCC, the financial responsibility for debts owed to the institution is the student's responsibility.

## Financial Aid Refund Checks

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

## Scholarships

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

Scholarship applications are posted on the foundation's website ([www.mxccfoundation.org](http://www.mxccfoundation.org)); available at the Foundation Office and at the Office of the Associate Dean of Learning and Student Development; and distributed at prominent locations throughout campus, normally at the beginning of each spring semester. The application form lists criteria and required materials that must accompany a completed application. A strict deadline for receipt of applications is noted on the application form.

Please see the Foundation Scholarship Application for specific details and a complete list of available scholarships.

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

### Resources:

[www.fastweb.com](http://www.fastweb.com)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

[www.collegeboard.com](http://www.collegeboard.com)

[www.wiredscholar.com](http://www.wiredscholar.com)

(scholarship search)

## American Opportunity Tax Credit

- The American Opportunity Tax Credit is a partially refundable federal income tax credit established as part of the American Recovery and Reinvestment Act of 2009.
- The provisions for this credit are specific to tax years 2009 and 2010 and may be claimed for the first 4 years of post-secondary education. It is an expansion of the Hope Scholarship credit. It allows taxpayers to claim 100 percent of qualified tuition, fees and course materials that they have paid during the taxable year, not to exceed \$2,000, plus 25 percent of the next \$2,000 in qualified tuition, fees and course materials. The total credit cannot exceed \$2500.
- The act also provides a benefit to lower-income families by making the credit up to 40% refundable. A family which does not earn enough to pay income taxes will receive \$1,000. A

family which would otherwise owe federal income taxes, for example, \$2,000 in income tax, should qualify for the full \$2,500--effectively eliminating its \$2,000 tax bill and being eligible to receive \$500 back as part of the refundable credit.

- Married couples filing jointly who have an adjusted gross income of up to \$160,000 (\$80,000 for single parents) can claim the full credit for 2009 and 2010. Above that income level, the credit gradually phases out, with those earning up to \$180,000 (\$90,000 for singles) eligible to claim a partial credit.

## Lifetime Learning Credit

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

## Connecticut Talent Assistance Cooperative (CONNTAC)

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

## ***MxCC Foundation Scholarship Opportunities***

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

Scholarship applications are posted on the Foundation's website ([www.mxccfoundation.org](http://www.mxccfoundation.org)); available at the Foundation Office and at the Office of Financial Aid; and distributed at prominent locations throughout campus, normally at the beginning of each spring semester. The application form lists criteria and required materials that must accompany a completed application. A strict deadline for receipt of applications is noted on the application form.

Please see the Foundation Scholarship Application for specific details and a complete list of available scholarships. Scholarships are funded by generous donations from individuals, businesses, civic organizations, and corporations.

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

### **2011 MxCC Foundation Annual Scholarships**

#### **The Cathryn Addy Scholarship**

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

#### **The Altrusa Club International, Inc. of Middletown Scholarship**

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.

#### **The Robert A. Chapman Annual Scholarship**

Awarded to a returning student who has distinguished himself/ herself through academic excellence, or unusual efforts, or community or college service. Financial need may be a deciding factor. In honor of MxCC's second president.

#### **The Hugh & Judith Cox Scholarship**

Awarded to an entering or returning student who needs financial aid. Preference for one enrolled in Nursing, Radiologic Technology, O.D.D., or a physical or biological science. The amount may be divided between two students.

#### **The Edie Fuld Annual Scholarship**

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

#### **The Gandhi Scholarship**

Awarded to a full-time entering or returning academically outstanding student enrolled at MxCC and of diverse background and experiences. Demonstrated financial need is preferred but not required. Priority may be given to residents of Middletown.

#### **The Paul L. Jones Foundation Scholarships**

Awarded in equal amounts to returning 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 and have completed the forms required by the Jones Foundation.

#### **The Nihla & Bob Lapidus Scholarships**

Awarded to two entering or returning students of any age who are highly motivated to succeed. The scholarships may be used for tuition or other areas related to their education at MxCC.

#### **The Liberty Bank Foundation Scholarships**

Awarded to entering or returning non-traditional students who need financial aid.

#### **The Dr. Jeff and Sonya Madoff Scholarship in honor of Thomas Melbert**

Awarded to a returning 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.

**The Lisa Massita Scholarship**

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

**The Mayor's Scholarship for Middletown at MxCC**

Awarded to an entering or returning full-time student who has graduated from a Middletown high school or resides in Middletown. Preference to a student who has concentration of courses in political science, history, or criminal justice with a career goal related to public service.

**The Melvin – Zaffino Scholarship**

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

**The Middlesex Community College Faculty Scholarship**

This scholarship honors the dedicated MxCC faculty. Awarded to a returning student who demonstrates financial need and academic rigor (3.0 GPA or higher).

**The Middlesex Community College, Inc. Foundation Scholarships**

Awarded to entering or returning students based on noteworthy academic achievement or unusual effort or community or college service. Financial need may be a factor. Scholarships are funded by the Foundation's annual fund raising efforts, e.g., Golf Tournament, 5K Run/Walk, and individual contributions of less than \$500.

**The Middletown Adult Education Award Program Scholarships**

Awarded to Middletown Adult Education students who will enter MxCC to pursue higher education and who need financial assistance. May be returning students who have graduated from MAE.

**The MILE Scholarships**

Awarded to a returning, non-traditional student with a 3.0 GPA who demonstrates financial need and academic achievement.

**The Phi Theta Kappa Scholarship**

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

**The Pratt & Whitney Scholarships**

The Pratt & Whitney/UTC Scholarships may be awarded to new, returning, continuing or graduating students in the MxCC Manufacturing Technology program. Required: a minimum GPA of 2.5 or documentation supporting a student's potential to succeed academically (support letter, test scores, past transcripts, etc.). Students should demonstrate financial need and, most of all, a desire to enter and succeed in the manufacturing field. These scholarship funds may also be awarded to students enrolled in the MxCC Engineering program and who have demonstrated academic success with a minimum 2.5 GPA.

**The Rotary Club of Middletown Scholarship**

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

**The Dean James & Dr. Marjorie Rundle Humanities Scholarship**

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.

**The Jesse J. Salafia Nursing Award**

Awarded to an entering or returning student enrolling or enrolled in the nursing program.

**The James J. Shapiro Scholarship**

Awarded to a returning or graduating, non-traditional student with a 3.0 GPA or higher.

**The Susan M. Smart Memorial Scholarship**

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

**The Nellie R. Smith Memorial Scholarship**

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

### **The Bill Thorn Memorial Scholarship**

Awarded to a graduating MxCC student transferring to a four-year institution, (the CT State University System or UCONN), to pursue a bachelor's degree in education. In honor of the life and career of C. William Thorn, a long-time special education teacher and department chair at Trumbull High School.

### **The Maxine L. Thumim Scholarship**

Awarded to an entering, returning, or graduating student who needs financial aid with a preference for one who is working as well as enrolled at MxCC.

### **The Philip Wheaton Annual Scholarship**

Awarded to a returning or graduating, non-traditional student who has a GPA of 3.0 or higher.

### **The Chuck & Rachel Wiltsie Scholarship**

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

## **2011 MxCC Foundation Endowed Scholarships**

*The amount awarded is dependent on the income accrued each year. Only those endowed scholarships with sufficient income (\$500 or more) will be funded. Availability subject to change.*

### **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. This scholarship is awarded to an entering student who needs financial aid to continue his/her formal education.

### **The 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 returning student in business administration with a GPA of 3.0 or higher who needs financial aid to continue his/her formal education.

### **The 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 returning or graduating student with a GPA 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.

### **The 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 returning student who has distinguished himself/ herself through academic excellence, or unusual efforts, or community or college service. Financial need may be a deciding factor.

### **The Deans Endowed Scholarship**

This scholarship was endowed in 2001 by the Foundation to honor deans who have made outstanding, substantial contributions to the College. It is awarded to a returning student based on the equally weighted criteria of academic performance, attainment of a least twenty credits at MxCC, financial need, and service to the College.

### **The 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.

### **The Faculty Endowed Scholarship**

This scholarship was endowed in 2001 by the Foundation to honor faculty who have been exemplary educators. It is awarded to a returning 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.

### **The Founders Endowed Scholarship**

This scholarship was endowed in 2001 by the Foundation to honor those whose foresight and labor led to the creation of MxCC and to recognize all who have helped nurture that original vision of a college. The Founders Committee included Governor Wilbert Snow, chair,



and Edith M. Taylor, secretary. It is awarded to an outstanding returning or graduating student who needs financial aid to continue his/her formal education.

#### **The Edie Fuld Endowed Scholarship**

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

#### **The 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 as a Foundation Board member and his mentoring of 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 degree, and excellent performance at the College.

#### **The Martha DePecol Sanner Endowed Scholarships**

These scholarships were established with \$50,000 of a \$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 returning 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 founding president of the College. It is awarded to a returning or graduating student who needs financial aid to continue his/her formal education.

Awarded to a graduating MxCC student transferring to a four-year institution, (the CT State University System or UCONN), to pursue a bachelor's degree in education. In honor of the life and career of C. William Thorn, a long-time special education teacher and department chair at Trumbull High School.

## System-wide Transfer Appeals Committee

### Purpose

The purpose of the Transfer Appeals Committee is to:

Provide a review means for a student, transferring from one community college to another within the Connecticut system of community colleges, who believes the receiving college has not allowed adequate credit for a course or courses

Provide an established procedure which shall ensure the fulfillment of Board of Trustees policy regarding transfer of credit

### Membership

The Transfer Appeals Committee will consist of a chairperson (the Academic Officer of the Community College system) and two members (deans selected from a pool of academic deans and deans of students).

Neither dean serving for a particular review shall be from either of the colleges involved in the appeal. The pool shall consist of four academic deans selected annually by the Council of Academic Deans and four deans of students selected annually by the Council of Deans of Students. No dean shall serve more than three consecutive years. After the initial selection of deans, the executive officer will hold a drawing to determine that initially four deans shall hold a two-year service period in order to assure accumulation of some experience by a portion of the available deans.

### Procedure

1. When a community college student transferring from one of the twelve community colleges to another concludes, after exhausting other means of review, that he or she is not being allowed sufficient credit for a course or courses he or she wishes transferred, the student may use this procedure as a final review and decision.

2. Before invoking this procedure the student shall have:

- a. appealed the decision of the evaluator of transfer credit at the receiving college to the appropriate dean at the college, and if dissatisfied with the decision then
- b. made an appeal of the decision of the dean to the president of the receiving college.

3. If the student receives an unsatisfactory decision at the college level, he or she may then appeal the decision of the president to the Academic Officer for the Community Colleges who shall convene the Transfer Appeals Committee for purposes of considering the appeal.

4. The Transfer Appeals Committee shall make a recommendation to the executive officer who shall render a final decision.

5. When a tie vote occurs by the two deans, the chair of the Transfer Appeals Committee shall break the tie by casting a vote.

6. A report shall be made to the Academic Policies Committee of the Board in the case of such appeals reviewed and acted upon by the Transfer Appeals Committee and the executive officer.

## Experiential Learning Credits

In this area, the College awards credit for learning or competency acquired through non-collegiate experience when that competency is equivalent to courses which the College offers. This is consonant with board policy on non-traditional learning. The student may apply for credit under one or more of the following procedures, given in the preferred order of selection:

- Credit by examination
- Credit for programs by non-collegiate organizations
- credits for life experience in lieu of:
  - field work requirements, or
  - cooperative work experience requirements

### Credit by Exam

#### College Level Examination Program (CLEP)

This testing program, administered by the College Entrance Examination Board, is designed to measure college level learning acquired outside the college classroom. Two types of CLEP examinations are offered:

- 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 MxCC not included in CLEP or PEP. The student must first apply to the dean and the division chairperson. If approved and a faculty member agrees to administer the exam, the instructor will prepare an examination that is presented to the department for approval. Upon such approval, the faculty member will administer the exam.

Credit will be granted with the grade of "Pass" only and will be treated in the same manner as transfer credit.

An Extension Fund Academic Evaluation Fee of \$15.00, as approved by the Board of 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 MxCC.

No credit shall be awarded via portfolio review outside of the subject areas encompassed by the approved curricula of the institution. No more than 50 percent of the credits required for a degree can be satisfied with credits awarded for prior experiential learning. For additional information contact the Dean of Learning and Student Development Office at 860-343-5866.

Criminal justice students employed in criminal justice occupations may, with permission of the coordinator of the Criminal Justice program, enroll in CJS\*298 -Special Topics in Criminal Justice-Portfolio Development. This three credit course provides students with the opportunity to receive college level credit for life/work experience.

## Credit for Programs or Courses Offered by Non-Collegiate Organizations

### 1. Military Service School Courses and Military Occupational Specialties

MxCC gives credit for military training, experiences, and

military occupational specialty (MOS) qualifications. The College follows the credit recommendations in the "Guide to the Evaluation of Educational Experiences in the Armed Services" developed by the Office on Education Credit of the American Council on Education.

### 2. Credit Recommended by The National Guide to Credit Recommendations of Non-collegiate Courses

MxCC grants credit for courses listed in "The National Guide to Credit Recommendations for Non-collegiate Courses" published by the American Council of Education. The ACE guide reports credit recommendations for approximately 1,000 courses offered by 80 organizations nationally, including business and industry, labor unions, government agencies, and professional and voluntary associations. The recommendations are based on evaluations conducted as part of ACE's Program on Non-collegiate-Sponsored Instruction by teams of faculty experts.

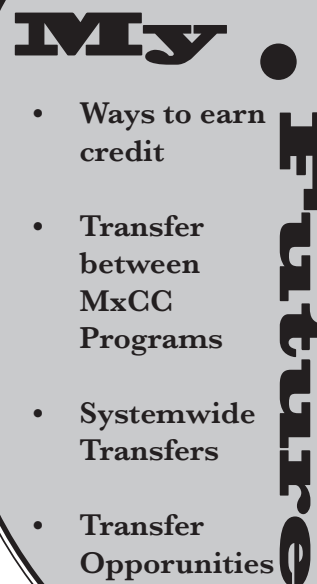
### 3. Credit Recommended by A Guide to Educational Programs in Non-collegiate Organizations

MxCC grants credit for courses listed in "A Guide to Educational Programs in Non-collegiate Organizations" published by the University of the State of New York Office on Non-collegiate Sponsored Instruction. (The Program on Non-collegiate Sponsored Instruction is conducted in New York State and other northeastern states by the State University of New York. The purpose of the program is to review formal educational programs and courses sponsored by non-collegiate organizations and to make appropriate credit recommendations. The 1977 edition of the Guide reports on 761 courses conducted by 67 organizations.)

## Transfer Programs for Middlesex Students

With proper planning, MxCC students are able to transfer credits to most public and private colleges and universities both in and out of Connecticut. Because requirements of four-year institutions vary, students planning to transfer should confer with their academic advisor or a counselor from the Career Development and Counseling Center early in their academic career to ensure proper course selection.

Students planning to transfer will find regional college catalogs and national college search resources in the Career Development and Counseling Center (CDCC). Students can also take advantage of the Transfer Fair sponsored by the CDCC held each fall, as well as



individual transfer visits from college representatives.

MxCC has transfer articulation agreements with public and private colleges and universities including the University of Connecticut and the Connecticut State University system. These agreements provide students with specific course equivalencies as well as program to program transfer options. Information about course selection and program planning for transfer to these colleges is available in the CDCC, Founders Hall, Room 121, 860-343-5826 and on the CDCC Transfer Planning web site: [http://www.mxcc.commnet.edu/Content/Transfer\\_Planning.asp](http://www.mxcc.commnet.edu/Content/Transfer_Planning.asp)

### **Transfer Opportunities: University of Connecticut**

The University of Connecticut (UConn) offers a variety of transfer opportunities for MxCC students. Students may transfer to the main campus in Storrs or, depending on college major, to the branch campuses located throughout the state. The links and files on the CDCC Transfer Planning web site will help you as you prepare for successful transfer to UConn. [http://www.mxcc.commnet.edu/Content/University\\_of\\_Connecticut.asp](http://www.mxcc.commnet.edu/Content/University_of_Connecticut.asp). The programs below are some of the transfer opportunities for MxCC students interested in transferring to UConn:

#### **Guaranteed Admission Program (GAP)**

This is an agreement between the Connecticut Community College System and the University of Connecticut designed for students who plan to earn a bachelor's degree in either Liberal Arts and Sciences or Agriculture and Natural Resources. To be eligible for the GAP program, students must have earned 16 or fewer credits at MxCC and be enrolled in our Liberal Arts and Science degree program. To find out more about GAP, or to sign up for the program, see Gail Russell in the CDCC, Founders Hall, Room 121, 860-343-5826. Web site: [http://www.mxcc.commnet.edu/Content/University\\_of\\_Connecticut.asp](http://www.mxcc.commnet.edu/Content/University_of_Connecticut.asp)

#### **Business and Technology Transfer Pathway Program**

This program is for students who wish to pursue the Business and Technology (BSBT) baccalaureate degree at UConn. Automatic admission to the BSBT major is guaranteed for MxCC students who complete their associate degree in Business while meeting specific grade and course requirements. Students interested in this program should contact MxCC's Business Division or the CDCC early in their academic career. The BSBT degree is offered only at UConn's regional campuses in West Hartford, Stamford, Waterbury and Torrington. Students who wish to obtain a Business Degree from UConn at the Storrs campus should meet with their advisor or a counselor to choose appropriate transfer courses. Web site: [http://www.mxcc.commnet.edu/Content/University\\_of\\_Connecticut.asp](http://www.mxcc.commnet.edu/Content/University_of_Connecticut.asp)

#### **Engineering Science Pathway Program**

This program allows community college students to follow a specific course of study leading to an associate degree, preparing for the ultimate goal of earning a bachelor's degree in Engineering at the University of Connecticut. Contact Hubert Godin, 860-343-5776 for further information.

#### **Transfer Opportunities: Connecticut State University System**

The Connecticut Community College System (CCCS) has established various transfer agreements with the Connecticut State University System (CSUS). Specific information regarding the transfer of courses and programs is available on the CDCC web site [http://www.mxcc.commnet.edu/Content/Transfer\\_Planning.asp](http://www.mxcc.commnet.edu/Content/Transfer_Planning.asp) and is also housed in the CDCC, Founders Hall, Room 121, 860-343-5826. Students who plan to transfer should consult with a counselor in the CDCC or their academic advisor early in their academic career to make the best possible transition to their selected four-year college. The programs below are some of the transfer opportunities for MxCC students interested in transferring to the CSU system:

#### **Dual Admission/Transfer Compact Agreement**

The Transfer Compact agreement between the CCCS and the CSU system is available to MxCC students who have completed (received grades from) fewer than 15 college credits and who plan to transfer to a CSU after they have completed an associate degree. Students are guaranteed admission to their designated CSU institution upon completion of the associate degree with a 2.0 grade point average. In addition, MxCC students are advised by both schools throughout their associate-degree program. Students interested in enrolling in the Transfer Compact must meet with a counselor in the CDCC. For more information visit <http://www.ct.edu/students/dual/>

#### **Degree Completion and Guaranteed Admission**

CCC students who receive an associate degree with a grade point average of 2.0 or higher are guaranteed admission to the CSU system. Students will be admitted as juniors, but must still satisfy the University's General Education requirements. The Dual Admission/Transfer Compact (above) is a special program for students who have earned 15 or fewer college credits. The compact has some specific benefits, including advising by CSU staff. The Transfer Compact does not change this admissions agreement with the CSU system.

#### **Transfer before Degree Completion**

Students with a 2.0 or higher grade point average who do not intend to earn a degree from MxCC may still transfer to a CSU institution as long as they meet specific transfer requirements. Visit the MxCC Transfer Admission web page ([http://www.mxcc.commnet.edu/Content/Transfer\\_Planning.asp](http://www.mxcc.commnet.edu/Content/Transfer_Planning.asp)) and click on your intended transfer institution for details.

#### **Technology Studies Pathway Program**

The Technological Studies Pathways program allows students to complete an associate of science degree in Technology Studies at Middlesex, and continue on to complete a four year degree in the School of Engineering and Technology at Central Connecticut State University. For more information, contact Hubert Godin, 860-343-5776.





# My Courses

- Degree Programs
- Certificate Programs
- Course Descriptions

## Degree Programs

### MxCC Academic Divisions

Humanities  
Social & Behavioral Sciences  
Science, Allied Health and Engineering  
Mathematics  
Business

### Chairs

Prof. Joan Donati  
Prof. Larry F. Jetmore  
Assoc. Prof. Mark Busa  
Prof. Donna Leonowich  
Prof. Donna Leonowich

### Room

520  
508  
217  
313  
313

### Phone

343-5805  
343-5849  
343-5779  
343-5762  
343-5762

### MxCC Degree Programs

Accounting  
Biotechnology  
    \_\_\_Forensic Science Track  
Broadcast-Cinema  
Business Administration  
Communication  
Criminal Justice  
Early Childhood Education  
Engineering Science  
Environmental Science  
Fine Arts  
    \_\_\_Graphic Design Track  
General Studies  
Human Services  
Information Systems  
Liberal Arts  
    \_\_\_Humanities Track  
    \_\_\_Science Track  
Management Information Systems  
Marketing  
Multimedia  
\*Ophthalmic Design and Dispensing  
Radiologic Technology  
Technology Studies

### Contact

Prof. Nancy Kelly  
Asst. Prof. Marci J. Swede  
  
Prof. Richard Lenoce  
Prof. Donna Leonowich  
Prof. John Shafer  
Prof. Larry F. Jetmore  
Asst. Prof. Ijogo Nwachuku  
Asst. Prof. Hubert Godin  
Instructor, Christine Witkowski  
Asst. Prof. Judith DeGraffenreid  
Asst. Prof. Judith DeGraffenreid  
Prof. John Shafer  
Prof. Judith Felton  
Prof. Donna Hylton  
  
Prof. John Shafer  
Prof. John Shafer  
Prof. Donna Hylton  
Prof. Donna Leonowich  
Asst. Prof. Rick Eriksen  
Prof. Raymond Dennis  
Assoc. Prof. Judy Wallace  
Asst. Prof. Hubert Godin

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# 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.

### Accounting by Degree Requirements

General Education Requirements	Credits
+ENG*101 position	3
+English or Communications Elective	3
Mathematics Electives ++	6(8)
Fine Arts Elective	3
+ECN*102 Principles of Microeconomics	3
+ECN*101 Principles of Macroeconomics	3
Science Elective	3(4)
	<b>24(27)</b>

#### Accounting Program Requirements

+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting	4
+ACC*271 Intermediate Accounting I	3
+ACC*272 Intermediate Accounting II	3
	<b>14</b>

#### Other Business Requirements

+BMG*202 Principles of Management	3
+BMK*201 Principles of Marketing	3
+BBG*231 Business Law I or	3
+BBG*234 Legal Environment of Business	
+BMG*204 Managerial Communications	3
Computer Course Elective (CSC*101, CSA*135, CSA*240, or CST*201)	3
+BFN*201 Principles of Finance or	3
CSA*135 Spreadsheet Applications	
	<b>18</b>

Open Electives	6
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**Total credits: 62(65)**

### Accounting by Semester

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

First semester	Credits	Credits
+ENG*101 position	3	
Mathematics Electives ++	3(4)	
+ACC*115 Financial Accounting	4	
Computer Course Elective (CSC*101, CSA*135, CSA*240, or CST*201)	3	
+BMG*202 Principles of Management	3	
	<b>16(17)</b>	

#### Second Semester

+English or Communications Elective	3
+ACC*118 Managerial Accounting	4
Mathematics Electives ++	3(4)
+BMK*201 Principles of Marketing	3
Fine Arts Elective	3
	<b>16(17)</b>

#### Third semester

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

#### Fourth Semester

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

+ These courses have a prerequisite.

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

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

# Biotechnology 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.

## Biotechnology by Degree Requirements

### Core Curriculum:

ENG*101	position	3
MAT*168	Elementary Statistics and Probability I	4
MAT*186	re-calculus	4
CSC*101	Introduction to Computers	3
Humanities	elective El	3
ENG*202	Technical Writing or	
COM*173	Public Speaking	
Fine Arts	elective El	3
Social Science	Selective El	3
Open	elective E	3
CHE*121	General Chemistry I	4
CHE*122	General Chemistry II	4
CHE*112	Principles of Organic & Biochemistry	4
CHE*250	Chemical Instrumentation	4
BIO*121	General Biology I	4
BIO*263	molecular genetics	4
		<b>50</b>

### Biotechnology Track:

BIO*235	microbiology	4
BIO*296	biotechnology internship	3
CSA*140	database applications	3
PHL*111	ethics	3
		<b>13</b>
	<b>Total credits</b>	<b>63</b>

### Forensic Science Track:

PHY*110	introductory physics P	4
CJS*101	Intro to Criminal Justice	3
CJS*225	forensic	3
CJS*255	Ethical Issues in Criminal Justice Leadership	3
		<b>13</b>
	<b>Total Credits:</b>	<b>63</b>

## Biotechnology by Semester

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

### First semester

	credits	Cr
*ENG*101L	position	3
*CHE*121L	General Chemistry I	4
*BIO*121	General Biology I	4
CSC*101	Intro to Computers (or higher)	3
Fine Arts	elective El	3
		<b>17</b>

### Second Semester

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

### Third Semester

*BIO*263	molecular genetics	4
CSC*140	database applications	3
*CHE*250L	Topics in Chemical Instrumentation	4
*MAT*186	re-Calculus	4
		<b>15</b>

### Fourth Semester

*CHE*112	Principles of Organic & Biochemistry	4
PHL*111	ethics	3
BIO*296	biotechnology internship	3
Open	elective El	3
Social Science	Selective E	3
		<b>16</b>

**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-Cinema

## Associate in Science Degree

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

## Broadcast-Cinema by Degree

### Requirements

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
ART*121 Two-Dimensional Design, ART*141 Photography I or Art*256 Digital Photography + COM*101 Intro. To Mass Communication (to be taken first semester)	3   <u>3</u> 21(22)

### Program Requirements

COM*104 Careers in Media or COM*130 Intro to Broadcast Communications	3
+ COM*111 Scriptwriting	3
COM*142 Television Production (to be taken during first year)	4
COM*203 Media Aesthetics (recommended to be taken concurrently with COM142)	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*287 Advanced Media Production	3
+ COM*295 Internship I	<u>3</u> 22

### Four (4) Courses From The Following (12 Credits):

DGA*101 Intro to Digital Arts or DGA*110 Computer Graphics	3
DGA*182 Digital Video	3
+COM*130 Introduction to Broadcast Communications	3
COM*131 Audio Production	3
COM*153 Film Production	3
COM*154 Film Study & Appreciation or COM*255 Topics in Film	3
COM*179/THR*113 Performance for Film and Television	3
+COM*226 Journalism	3
+ COM*231 Radio Production	3
+ COM*264 Advanced Editing Workshop	3
+ COM*296 Internship II	3
+ COM*293 Corporate Media Practicum	3
+ COM*294 Media Arts Workshop	3
Any Digital Arts course	<u>3</u> 12

**Open Electives ++ 6**

**Total credits: 61(62)**

+ This course has a prerequisite.

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

+++ Placement testing required.

## Broadcast - Cinema by Semester

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

First Semester (Fall)	15 Credits
ENG*101 Composition+++	3
+COM*101 Mass Communications	3
COM*104 Careers in Media or +COM*130 Intro. to Broadcast Comm.	3
ART*121 Two-Dimensional Design, Art*141 Photography I or Art*256 Digital Photograph	3
Mathematics Elective (Math 104 or Higher)+++	3

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

Third Semester (Fall)	15 (16) Credits
+COM*228 Broadcast Journalism	3
Program Elective (COM*153 Film Production for students interested in film)	3
Program Elective	3
Humanities Elective	3
Science Elective	3(4)

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

**Total Credits: 61, 62**

### List of Program Electives

+COM*130 Intro. to Broadcast Communications	3
COM*131 Audio Production	3
COM*153 Film Production	3
COM*154 Film Study & Appreciation	3
COM*179/THR*113 Performance for Film and Television	3
+COM*226 Journalism	3
+ COM*231 Radio Production	3
COM*255 Topics in Film	3
+ COM*264 Advanced Editing Workshop	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop (Honors)	3
+ COM*296 Internship II	3
DGA101 Introduction to Digital Arts or DGA*110 Computer Graphics	3
DGA*182 Digital Video	3
Any Digital Arts Course	



# Business Administration

## Associate in Science Degree

This program is designed to prepare students for exciting and dynamic career opportunities in the 21<sup>st</sup> 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	3
<b>27 (28, 29, or 30)</b>	

### Program Requirements:

+BMG*202 Principles of Management	3
+BMK*201 Principles of Marketing	3
+BBG*231 Business Law or	
+BBG*234 Legal Environment of Business	3
+ACC*115 Financial Accounting	4
+ACC*118 Managerial Accounting or	
+BFN*201 Principles of Finance	3(4)
BBG*113 Business Application Software or	
CST*201 Introduction to Management Information	
Systems	3
+BMG*204 Managerial Communications	3
<b>22(23)</b>	
Business Elective	3
Open Elective	3
Directed Business Electives (Choose 2)	6
BES*118 Small Business Managements	
BMG*210 Principles of Organizational Behavior	
+BFN*201 Principles of Finance	
+BBG*234 Legal Environment of Business	
+BBG*220 Human Resource Management	
+BBG*295 Cooperative Work Experience I	

**Total Credits: 61 (62, 63, 64, or 65)**

+ This course has a prerequisite.

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

## Business Administration by Semester

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

First Semester	Credits
+ENG*101 composition	3
CSC*101 Introduction to Computers or	
CST*201 Introduction to Management Information Systems	
Mathematics Electives ++	3(4)
+BMG*202 Principles of Management	3
+BBG*231 Business Law 1 or	
+BBG*234 Legal Environment of Business	3
<b>15(16)</b>	

Second Semester	Credits
+BMG*204 Managerial Communications	3
+Psychology or Sociology Elective	3
Mathematics Electives ++	3(4)
+BMK*201 Principles of Marketing	3
Directed Business Elective	3
<b>15(16)</b>	

Third Semester	Credits
+COM*173 Public Speaking	3
+ACC*115 Financial Accounting	4
+ECN*102 Principles of Microeconomics	3
Fine Arts Elective	3
Science Elective	3(4)
<b>16(17)</b>	

Fourth Semester	Credits
+ACC*118 Managerial Accounting or	
+BFN*201 Principles of Finance	3(4)
+ECN*101 Principles of Macroeconomics	3
Directed Business Elective	3
Business Elective	3
Open Elective	3
<b>15(16)</b>	

**Total Credits: 61, 62, 63, 64, or 65**

# Communication

## Associate in Arts Degree

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

## Communication by Degree

### Requirements

Communication Skills Requirements	Credits
+ENG*101 position	3
+ COM*173 Public Speaking	3
Advanced Writing Electives (choose two courses from below):	6
COM*111 Scriptwriting	
COM*226 Journalism I	
ENG*102 Literature and Composition	
+ENG*200 Advanced Composition	
+ENG*202 Technical Writing	
ENG*281 Creative Writing	
	<b>12</b>

### Media Communication Requirement

COM*101 Intro. to Mass Communication	3
COM*203 Media Aesthetics or	
COM*154 Film Study and Appreciation	3
ART*141 Photography or COM*142 TV Production or	
DGA*101 Introduction to Digital Arts or	
DGA*110 Computer Graphics	3
Communications or Digital Arts Elective	<u>6</u>
	<b>15</b>

### General Education/Liberal Arts Requirements

Mathematics Elective (MAT*137 or higher)	3(4)
Science Elective	3(4)
Social Science Elective El	3
History Elective El	3
Literature Elective El	3
Philosophy Elective El	3
Fine Arts Elective (Art, Music or Theatre)	<u>3</u>
	<b>21, 2, 3 2</b>

Open Electives +++ 12

**Total credits: 60 (61, 62)**

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

*A 200-level literature is usually required for a bachelor's degree which has an introduction to literature prerequisite. ENG\*102 (included in the Advanced Writing options above) will fulfill the prerequisite.*

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

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

## Communication by Semester

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

### First Semester

ENG*101 position	3
COM*101 Introduction to Mass Communications	3
Fine Arts Elective (Art, Music, or Theatre)	3
Social Science Elective El	3
Open Elective El	<u>3</u>
	<b>15</b>

### Second Semester

Mathematics Elective (MAT*137 or higher) +	3(4)
COM*173 Public Speaking	3
COM*203 Media Aesthetics or	
COM*154 Film Study & Appreciation	3
ART*141 Photography or	
COM*142 TV Production or	
DGA*101 Intro to Digital Arts or	
DGA*110 Computer Graphics	3
Open Elective El	<u>3</u>
	<b>15 (16)</b>

### Third Semester

Writing Elective (COM*111 Scriptwriting or	
COM*226 Journalism I or	
ENG*102 Literature & Composition or	
ENG*200 Adv. Composition† or	
ENG*202 Technical Writing or	
ENG*281 Creative Writing)W	3
Communication or Digital Arts Elective	3
Literature Elective El ‡	3
History Elective El	3
Open Elective El	<u>3</u>
	<b>15</b>

### Fourth Semester

Writing Elective (COM*111 Scriptwriting or	
COM*226 Journalism I or	
ENG*102 Literature & Composition or	
ENG*200 Adv. Composition† or	
ENG*202 Technical Writing or	
ENG*281 Creative Writing)W	3
Communication or Digital Arts Elective	3
Science Elective	3(4)
Philosophy Elective El	3
Open Elective El	<u>3</u>
	<b>15 (16)</b>

**Total Credits: 60 – 62**

# Criminal Justice

## Associate in Science Degree

Students interested in careers in law enforcement, corrections, security, and the court system should consider this program. The Associate in Science degree will allow a student to pursue a career immediately upon completion or transfer to a four-year institution.

This degree program provides preparation for career opportunities in criminal justice and for the continuation of education at a four-year college or university. The curriculum examines police science, law, judicial studies, and corrections.

## Criminal Justice by Degree Requirements

General Education Requirements	Credits
++ rt ective El	3
+ENG*101 position	3
ENG*110 Intro. to Literature or + COM*173 Public Speaking	3
History ective El	3
Mathematics Elective (MAT*104 or higher)++++	3-4
PSY*111 General Psychology I	3
Science Elective (Biology, Chemistry, Environ. Science, Physical Science, Physics)	3-4
POL*111 mericaA vernment	3
+SOC*101 Principles of Sociology	3
SOC*240 iminology	3
<b>30, 31, 32</b>	

### 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 iminaCraw L I	3
+++ CJS*290 Practicum in Criminal Justice or	
+++ CJS*252 Professional Development Leadership	3
<b>15</b>	

### Directed Electives ++ up to 15 Credits

CJS*250 Police Organization & Management	3
CJS*151 Criminal Justice Supervision & dministration	3
CJS*220 iminaCinvestigation	3
+++ CJS*225 Forensic Science	3
CJS*255 Ethical Issues in Criminal Justice	3
CJS*298 pecial Spics T	3
<b>15</b>	

**Total credits: 60, 61 or 62**

## Criminal Justice by Semester

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

### First Semester

CJS\*101 Introduction to Criminal Justice  
+ENG\*101 Composition +++++  
+SOC\*101 Principles of Sociology  
History Elective  
M athematics Elective (MAT\*104 or higher) + +++

### Second Semester

CJS\*213 Evidence and Criminal Procedure  
SOC\*240 Criminology  
POL\*111 American Government  
CJS\*211 Criminal Law  
ENG\*110 Introduction to Literature or  
+COM\*173 Public Speaking

### Third Semester

CJS\*294 Contemporary Issues in Criminal Justice  
++CJS\*220 Criminal Investigation (Directed Elective)  
PSY\*101 General Psychology I  
+++CJS\*225 Forensic Science (Directed Elective)  
Science Elective (Biology, Chemistry, Environmental  
Science, Physical Science, Physics)

### Fourth Semester

++CJS\*151 Criminal Justice Supervision & Administration  
(Directed ective)El  
++CJS\*250 Police Organization & Management (Directed  
Elective)  
++CJS\*255 Ethical Issues in Criminal Justice Leadership  
(Directed Elective)  
++Art Elective  
+++CJS\*290 Practicum in Criminal Justice or  
CJS\*252 Professional Development Leadership

*Note: In addition to the Directed Electives listed above students may request approval from the Coordinator of the Criminal Justice Program (dependent on academic and/or career goals) to select a Directed Elective from among the following courses:*

+ HSE\*202 Intro to Counseling/Interviewing, CSC\*101 Introduction to Computers, SPA\*101 Elementary Spanish I,

+ PSY\*245 Abnormal Psychology, SOC\*117 Minorities in the US, SOC\*225 Death and Dying

+ This course has a prerequisite.

++ Criminal Justice Program Coordinator must approve Directed Electives.

+++ This course has the prerequisite of CJS\*101.

++++ Placement testing required.

# Early Childhood Education

## Associate in Science Degree

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

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

## Early Childhood Education by Degree Requirements

### General Education Requirements

(7 courses/21 (22) (23) credit hours)

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

### Major course requirements

(10 courses/33 credit hours)

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 \*131 - Children's Literature

**Totals: 19 courses/60 (61) (62) credits**

## Early Childhood Education by Semester

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

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

### Second Semester

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

### Third Semester

*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 – Oral Communication (Recommended)	
Foreign Language	

### Fourth Semester

*ECE*295 Student Teaching	6
*ECE*215 The Exceptional Learner	3
*ECE*231 Early Literacy Development	3
Fine Arts Elective	3



# 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.

### First Semester

ENG*101	Composition I	3
HIS*101	Western Civilization I or HIS*102 Western Civilization II	3
	Social Science Elective E	3
CHE*121	General Chemistry I	4
MAT*254	Calculus I	4
		<b>17</b>

### Second Semester

ENG*110	Introduction to Literature	3
ART*101	Art History I, ART*102 Art History II or ART*103 Art History III	3
CHE*122	General Chemistry I	4
MAT*256	Calculus I	4
		<b>14</b>

### Third Semester

PHL*111	Philosophy	3
PHY*221	Classical Physics I	4
MAT*268	Calculus: Multivariable	4
EGR*211	Applied Mechanics I	3
	Elective	3
		<b>17</b>

### Fourth Semester

PHY*222	Classical Physics II	4
MAT*285	Differential Equations	3
EGR*212	Applied Mechanics II	3
CSC*214	Computer Programming	3
	Elective	3
		<b>16</b>

**Total Credits: 64**

*Social 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*

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

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

# Environmental Science

## Associate in Science Degree

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

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

## Environmental Science by Degree Requirements

Core Curriculum	Credits
+ENG*101 position	3
CSC*101 Introduction to Computers or higher)	3
BIO*121 General Biology I (with lab) or	
+BIO*122 General Biology II	4
+CHE*121 General Chemistry I	4
+CHE*122 General Chemistry II	4
+CHE*250 instrumental analysisA	4
+MAT*137 intermediate algebra A	3
+MAT*168 Elementary Statistics & Probability I	4
+Humanities Elective (Choose one of the following)	3
ENG*202, or + COM*173	
Social Science Elective El	3
Open ElectivesEl	6
	<u>3</u>
	<b>41</b>
<b>Required Courses</b>	
+BIO*270 ologyEc	4
+CHE*221 Organic Chemistry I	4
ENV*100 Introduction to Environmental Science	3
+EVS*200 industrial toxicology	3
EVS*109 OSHA 40 Hour Training and Emergency	3
Response Procedure	
+ENV*292 Environmental Internship	3
<b>Total credits:</b>	<b>61</b>

## Environmental Science by Semester

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

First Semester	Credits
ENG*101L position	3
+CHE*121 General Chemistry I	4
EVS*100 Introduction to Environmental Science	3
+MAT*137 intermediate algebra A	3
CSC*101 Introduction to Computers (or higher)	<u>3</u>
	<b>16</b>
<b>Second Semester</b>	
BIO*122 General Biology II	4
+CHE*122 General Chemistry II	4
+MAT*168 Elementary Statistics and Probability I	4
+Humanities Elective (Choose one of the following)	<u>3</u>
ENG* 202, or COM 173	
	<b>15</b>
<b>Third Semester</b>	
BIO*270 ologyEc	4
+CHE*250 instrumental analysisA	4
+CHE*221 Organic Chemistry	4
ENV*109 OSHA 40 Hour Training and Emergency	<u>3</u>
Response procedure	
	<b>15</b>
<b>Fourth Semester</b>	
ENV*292 Environmental Internship	3
EVS*200 oxicology	3
Fine arts elective El	3
Social Science Elective El	3
Elective	<u>3</u>
	<b>15</b>
<b>Total Credits:</b>	<b>61</b>

+ These courses have prerequisites.

\* 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.

# Fine Arts

## Fine Arts and Graphic Design Tracks

### Associate in Arts Degree

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

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

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

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

### Fine Arts/Fine Arts Track

General Education Requirements	Credits
+ 1 ENG position	3
English Elective chosen from the following:	3
+ENG*200 Advanced Composition, +ENG*110 Intro to Literature	
+ENG*102 Literature Composition, +ENG*202 Technical Writing	
Mathematics Elective (MAT*104 or higher)	3
Science Elective	3(4)
Social Science Elective	3
ART*121 Two-Dimensional Design	3
† Art History Elective	3
	<b>21(22)</b>
<b>Core Curriculum</b>	
ART*111 Drawing I	3
+ART*112 Drawing II (2nd or 4th semester)	3
+ART*122 Three-Dimensional Design (2nd semester)	3
ART*109 Color Theory (Fall Semester)	3
ART*116 Perspective Drawing (1st or 3rd semester)	
or ART*215 Illustration (2nd or 4th semester)	
or ART*141 Photography I (All semesters)	3
	<b>15</b>
<b>Fine Arts Track</b>	
+ART*155 Watercolor I	3
+ART*131 Sculpture I	3
+ART*253 Oil Painting I	3
+ART*254 Oil Painting II	3
+Art History Elective	3
++ Fine Arts Electives	6
+++ Open Elective	3
	<b>24</b>
<b>Total credits:</b>	<b>60(61)</b>

### Fine Arts/Graphic Design Track

General Education Requirements	Credits
+ 1 ENG position	3
English Elective chosen from the following:	3
+ ENG*200 Advanced Composition,	
+ ENG*110 Intro to Literature	
+ ENG*102 Literature Composition,	
+ ENG*202 Technical Writing	
Mathematics Elective (MAT*104 or higher)	3
Science Elective	3(4)
Social Science Elective	3
ART*121 Two-Dimensional Design	3
† Art History Elective	3
	<b>21(22)</b>
<b>Core Curriculum</b>	
ART*111 Drawing I	3
+ART*112 Drawing II (2nd or 4th semester)	3
+ART*122 Three-Dimensional Design (2nd or 4th semester)	3
ART*109 Color Theory (1st Semester)	3
ART*116 Perspective Drawing (1st or 3rd semester)	
or GRA*220 Illustration (2nd or 4th semester)	
or ART*141 Photography I (All semesters)	3
	<b>15</b>
<b>Graphic Design Track</b>	
DGA*110 Computer Graphic	3
+DGA*231 Digital Page Design	3
+GRA*150 Intro. to Graphic Design (3rd semester)	3
+GRA*251 Advanced Graphic Design (4th semester)	3
+GRA*296 Graphic Design Internship	3
++ Graphic Design Electives	6
+++ Open Elective	3
	<b>24</b>
<b>Total credits:</b>	<b>60(61)</b>

? 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\*141, 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-cinema, communications, computers, writing, literature, business management or marketing, music. Students intending to transfer should take liberal arts courses required for their bachelor's degree.

# General Studies

## The General Studies Curriculum

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

Requirements	Credits
Communication skills S - ENG* 101 Composition (placement test required) - ENG* I 02 Literature & Composition - Choose one of the following: BMG 204 Managerial Communications or COM*226 Journalism or COM* 173 Public Speaking or ENG*200 Advanced Composition or ENG*202 Technical Writing or ENG* 281 Creative Writing.	9
Computer skills S One course from Computer Applications, Information Systems, or Digital Arts. Students with proficient computer skills may opt to take a computer placement test to waive the requirement, substituting an open elective.	3
Mathematics placement test required MA T* 104 or higher. Students planning on transferring to a four-year institution should check with an advisor; specific math courses may be required.	3(4)
Fine arts A One course from those listed under Art, Digital Arts, Music, or Theater.	3
Humanities One course from those listed under Art, Communication (selected courses), Digital Arts, English, Languages, Music, Philosophy, or Theater.	3(4)
Social science S Two courses from those listed under Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	6
Science One science course, with or without a lab, from those listed under Biology, Chemistry, Environmental Science, Health, or Physical Science.	3(4)
Liberal arts electives Two additional courses selected from Humanities, Mathematics, Science, or Social Science categories (see above).	6
Open electives Any credit courses offered by the college to meet a student's interests and goals (courses must be numbered 100 and above).	24
<b>Total credits:</b>	<b>60 (63)</b>

*NOTE: The following requirements DO NOT ask a student to take additional courses. However, these types of courses must be included in a student's course selections. See L & D course listings in the catalog:*

(2) "L" - Library Skills courses (6 credits minimum). Note: ENG 101 & 102 meet this requirement.

(1) "D" - Diversity course (3 credits minimum)

(2) 200-Level Courses (6 credits minimum)

† Eligible Communication courses include: COM 111, 116, 154, 155, 156, 173, 179, 203, 226, 255.



# Human Services

## Associate in Science Degree

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

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

General Education Requirements		Credits	First Semester		Credits
ENG*101 composition*		3	ENG*101 composition		3
English or Communications Elective		3	Science Elective		3-4
MAT*104 mathematics		3	PSY*111 General Psychology I		3
Science Elective^		3-4	SOC*101, Principles of Sociology		
PSY*111 General Psychology I		3	or SOC*103, Social Problems		3
+SOC*101, Principles of Sociology or			HSE*101 Introduction to Human Services		3
SOC*103, Social Problems^		3			
Fine arts or Active El		3	<b>Second Semester</b>		
Elective		3	English or Communications Elective		3
<b>Human Services Program Requirements</b>			MAT*104 mathematics		3
HSE*101 Introduction to Human Services		3	HSE*202 Introduction to Counseling/Interviewing		3
HSE*202 Introduction to Counseling/Interviewing		3	PSY*201 Life Span Development		
HSE*288 Developmental Practicum* and			or PSY*204 Child/Adolescent Development		3
HSE*289 psychiatric practicum*		6	Sociology Directed Elective		3
PSY*201 Life Span Development or			<b>Third Semester</b>		
PSY*204 Child/Adolescent Development*		3	Fine arts or Active El		3
PSY*245 Abnormal Psychology*		3	Elective		6
Sociology Directed Elective**^		3	HSE*288 Developmental Practicum		
SOC*120 Group Dynamics		3	or HSE*289 Psychiatric Practicum		3
Elective		3	HSE*, SSC*, RLS*, or DAR* elective		3
HSE*, SSC*, RLS*, or DAR* Directed Elective**		9	<b>Fourth Semester</b>		
<b>Total Credits: 60-61</b>			HSE*288 Developmental Practicum		
			or HSE 289 Psychiatric Practicum		3
			PSY*245 Abnormal Psychology		3
			SOC*120 Group Dynamics		3
			HSE*, SSC*, RLS*, or DAR* Directed Elective		6
			<b>Total Credits: 60-61</b>		

### 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

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

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

Program Requirements	Credits	Cumulative Credits
CSC*105 Programming Logic,	3	
CST*120 Introduction to Operating Systems,	3	
+CSC*295 Coop Ed/Work Experience,	3	
+CSC*231 Database Design I	3	
+CST*228 Voice and Data Interworking Or		
+CSC*220 Object Orientation Programming Using JAVA	3	
CSC*205 Visual Basic I Or		
+CST*231 Data Comm. & Networks	3	
	<b>18</b>	
<b>Business Requirements</b>		
BMG*202 Principles of Management	3	
+BMG*204 Management Communications	3	
	<b>6</b>	
<b>General Education Requirements</b>		
+ENG*101 Composition++	3	
COM*101 Intro to Mass Communication or		
+COM*103 Public Speaking	3	
+MAT*137 Intermediate Algebra++	3	
Mathematics Elective EH++	8	
Sociology or Psychology Elective E	3	
Science	3(4)	
Fine Arts Elective EI	3	
ECN*102 Principles of Microeconomics	3	
	<b>29 (30)</b>	
<b>Multimedia Elective (Choose one),</b>	3	
+DGA*241 Internet Web Design I		
+DGA*120 Digital Imaging I		
+DGA*223 Digital Illustration		
+DGA*242 Internet Web Design II		
<b>Open Electives</b>	6	

**Total Credits: 62 (63)**

### Notes:

+ This course has a prerequisite

++ Placement testing is required

++ MAT\*168, MAT\*173, MAT\*186 or higher.

+++ +MAT\*168 (Elementary Statistics and Probability I), +MAT\*173 (College Algebra with Technology), +MAT\*186 (Precalculus), or higher.

# Liberal Arts and Science

## Associate in Arts Degree

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

Core Curriculum		Credits
+ ENG*101 Composition		3
+ ENG*200 Advanced Composition or + COM*173 Public Speaking or + ENG*202 Technical Writing <sup>1</sup>		3
Social Science Electives <sup>2</sup>		6
Art or Music Elective <sup>2</sup>		3
Computer Elective <sup>2</sup>		3
Liberal Arts Elective <sup>2</sup>		3
Open Elective <sup>2</sup>		3
Additional Requirements <sup>3</sup>		
<b>Total credits: 60-61</b>		

Liberal Arts Requirements	Credits	Science Option <sup>4</sup>	Credits
History Elective <sup>2</sup>	3	(These courses would replace the Liberal Arts Requirements)	
Foreign Language <sup>4</sup> (same language)	8	Science Electives	19-20 (must include at least 16 credits of lab sciences- 4 courses)
Mathematics Elective <sup>2</sup> (MAT*137 or higher)	3	+MAT*186 Precalculus <sup>5</sup>	4
Science Electives	7-8	+MAT*254 Calculus I <sup>6</sup>	4
+ENG*102 Literature and Composition or ENG*110 Introduction to Literature	3	+MAT*256 Calculus II <sup>6</sup>	4
+Advanced English Literature (any 200 level course)	3	Humanities Electives <sup>2</sup> (not Art or Music)	6
Philosophy Elective <sup>2</sup>	3		
Liberal Arts Elective <sup>2</sup>	3		
Open Elective <sup>2</sup>	3		
		<b>Total credits: 61-62</b>	

<sup>1</sup>ENG\*202 is allowable only in the Science Option.

<sup>2</sup>Computer electives may be chosen from Information Systems, Computer Application, or Digital Arts.

<sup>3</sup>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

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

<sup>5</sup>Students who place higher than MAT\*186 on the Math placement exam may substitute a Liberal Arts elective.

<sup>6</sup>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.

### General Education Requirements

+ ENG*101 Composition	3
+++Communications Elective El	3
Mathematics Electives (MAT*137 or higher)	6(8)
+SOC*101 Principles of Sociology or +PSY*111 General Psychology I	3
Science Elective	3(4)
Fine Arts Elective El	3
+ ECN*101 Macroeconomics or + ECN*102 Microeconomics	3
<b>24 (25)</b>	

### Business Requirements

+ BBG* 231 Business Law or +BBG*234 Legal Environment of Business	3
+ BMG*202 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 or CSC*295 Cooperative Work Experience	3
+ ACC* 115 Financial Accounting	4
+ BFN*201 Principles of Finance or + ACC*118 Managerial Accounting	3(4)
<b>25(26)</b>	

### Information Systems Requirements

CSC*105 Programming Logic L	3
+CSC*205 Visual Basic B	3
+CSC*220 Object Oriented Programming Using JAVA	3
+CST*201 Introduction to Management Information Systems	3
<b>12</b>	

**Total credits: 61(63)**

+ This course has a prerequisite.

++Suggested Business and Technology Electives: BMK 123 Principles of Customer Service, DGA\* 241 Web Design, CSA 140 Database Applications (Access) BMG\*210 Principles of Organizational Behavior  
+++COM\*101 (Intro to Mass Communications), +COM\*173 (Public Speaking) or COM\*275 (Argument & Debate)

### First Semester

+ENG*101 Composition++	3
+BMG*202 Principles of Management	3
CSC*105 Programming Logic L	3
+SOC*101 Principles of Sociology or +PSY*111 General Psychology I	3
Mathematics Elective (MAT*137 or higher)++	3(4)
<b>16</b>	

### Second Semester

+BMK* 201 Principles of Marketing	3
+CSC* 220 Object Oriented Programming Using JAVA	3
+BMG 204 Managerial Communications	3
Mathematics Elective++++	4
Directed Business or Technology Elective**	3
<b>16</b>	

### Third Semester

+ACC*115 Financial Accounting	4
+ECN*101 Macroeconomics or +ECN*102 Microeconomics	3
COM*101 Introduction to Mass Communications or +COM*173 Public Speaking	3
+BBG*231 Business Law or +BBG*234 Legal Environment of Business	3
CST*201 Introduction to Management Information Systems	3
<b>16</b>	

### Fourth Semester

+BFN* 201 Principles of Finance or +ACC* 118 Managerial Accounting	3(4)
+BBG* 295 or CSC*295 Cooperative Work Experience	3
CSC* 205 Visual Basic BV	3
Science Elective	3(4)
Fine Arts or Music Elective	3
<b>5, 6, 17 1 1</b>	

**Total Credits: 62,63, 64,65**

+ This course has a prerequisite.

++ Placement testing is required.

+++ (+ MAT\*168 (Elementary Statistics and Probability I), +MAT\*173 (College Algebra with Technology), +MAT\*186 (Precalculus), or higher.

\*\*Suggested Directed Business and Technology Electives: +BMK\*123 Principles of Customer Service, +DGA\*241 Web Design, CSA\*140 Database Applications (Access), + BMG\*210 Principles of Organizational Behavior



# 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>
<b>21 (22,23)</b>	

### Program Requirements

+BMG*202 Principles of Management	3
+BMK*201 Principles of Marketing	3
+BBG*231 Business Law I or +BBG*234 Legal Environment of Business	3
ACC*100 Basic Accounting or +ACC*115 Financial Accounting	3 (4)
BBG*115 Business Software Applications or CST*201 Introduction to Management Information Systems	3
+BMG*204 Managerial Communications	<u>3</u>
<b>18 (19)</b>	

Directed Business Elective (choose 1)	3
BES*118 Small Business Management	
BBG*234 Legal Environment of Business	
+BBG*295 Cooperative Work Experience I	

### Open Electives 6

Marketing Electives <sup>2</sup> (Choose 4 courses from the following)	<b>12 (13)</b>
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 by Semester

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

### First Semester

	Credits
<b>+ENG*101 Composition</b>	<b>3</b>
BBG 115 Business Software Applications or CST 201 Introduction to MIS	3
Mathematics Electives ++	3(4)
+BMK*201 Principles of Marketing	3
Marketing Elective	<u>3</u>
<b>15(16)</b>	

### Second Semester

+BMG*204 Managerial Communications	3
+Psychology or Sociology Elective	3
+BMG*202 Principles of Management	3
Marketing Elective	3
+BBG*231 Business Law I or +BBG*234 Legal Environment of Business	<u>3</u>
<b>15</b>	

### Third Semester

+ COM*173 Public Speaking	3
ACC*100 Basic Accounting or + ACC*115 Financial Accounting	3(4)
Science Elective	3(4)
Marketing Elective	3
Marketing Technology Elective	<u>3</u>
<b>15(16)</b>	

### Fourth Semester

Fine Arts Elective	3
+ECN*102 Principles of Microeconomics or +ECN*101 Principles of Macroeconomics	3
Marketing Technology Elective	3
Directed Business Elective	3
Marketing Elective	<u>3</u>
<b>15(16)</b>	

**Total Credits: 60 (61, 62)**

+ This course has a prerequisite.

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

Electives should be chosen after consultation with a Marketing faculty advisor.

# Multimedia (Digital Arts)

## Associate in Science Degree

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

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

## Multimedia by Degree Requirements

Foundation Courses	Credits
(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 putCom aphicGr	3
+DGA*120 Digital Imaging I	<u>3</u>
	<b>15</b>

### General Education Requirements

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

### Additional Program Requirements

Multimedia software applications	3
Choose 1: +DGA*223 Digital Illustration, +DGA*260 Animation, +DGA*231 Digital Page Design I, +DGA*182 Digital Video Technology	
+DGA*250 Interactive Multimedia Production	3
+COM*287 Advanced Media Production	3
+COM*295 Internship I	3
+GRA*150 Intro. to Graphic Design	<u>3</u>
	<b>15</b>

### 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

### Web Design and Related Course

+DGA*241 Internet Web Design I	3
+DGA*242 Web Design II	3
+CSC*220 Object Orientation Programming using Java	<u>3</u>
	<b>12</b>

<b>Open Elective</b>	<b>3</b>
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**Total credits: 60(61)**

## Multimedia by Semester

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

### First Semester (Fall)

ENG*101 composition	3
ART*121 Two Dimensional Design	3
DGA*101 Introduction To Digital Arts	3
DGA*110 putCom aphicGr	3
MAT*137 Math Elective (MAT*104)	<u>3</u>
	<b>15</b>

### Second Semester (Spring)

DGA*120 Digital Imaging I	3
DGA*250 Interactive Multimedia Production	3
Program Elective (DGA*/COM*/ART*)	3
Humanities Elective El	3
Social Science Elective El	<u>3</u>
	<b>15</b>

### 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>
	<b>15(16)</b>

### Fourth Semester (Spring)

COM*287 Advanced Media Production	3
COM*295 Internship I	3
Program Elective (DGA*/COM*/ART*)	3
Liberal Arts Elective El	3
Open Elective El	<u>3</u>
	<b>15</b>

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

+ This course has a prerequisite.

++ Placement testing is required.

# Ophthalmic Design & Dispensing

## 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.

First Semester	Credits
ODD*101 Introduction to Ophthalmic Dispensing	4
BIO*118 Anatomy and Physiology of the Eye	4
MAT*137 Intermediate Algebra+++	3
+ENG*101 Composition	3
	14
<b>Second Semester</b>	
+ODD*102 Ophthalmic Dispensing I ++	4
+ODD*110 Ophthalmic Materials I ++	4
+ODD*120 Contact Lenses I ++	3
+COM*173 Public Speaking	3
BMG*202 Principles of Management	3
	17
<b>Summer</b>	
+ODD*109 Optical Business Management++	3
ODD*130 Low Vision++	1
ODD*299 Opticianry Practicum++	2
	6
<b>Third Semester</b>	
+ODD*103L Ophthalmic Dispensing II++	3
+ODD*111 Ophthalmic Materials II++	4
+ODD*121 Contact Lenses II++	4
Social Science Elective I	3
	14
<b>Fourth Semester</b>	
+ODD*104 Ophthalmic Dispensing III++	3
+ODD*112 Ophthalmic Materials III++	4
+ODD*122 Contact Lenses III++	4
PSY*111 General Psychology I	3
Humanities or Science Elective	3
	17
<b>Total Credits:</b>	<b>68</b>

+ This course has a prerequisite.

++ Some courses in this program will be offered during daytime hours only, and some during the fall or spring semester only.

+++ Placement testing required.

# Radiologic Technology

## Associate in Science Degree

The Radiologic Technology Program prepares students for entry level employment as radiologic technologists in hospitals and medical offices. It is 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](http://www.radiologyschool.com) or [www.xrayschool.com](http://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.

### FIRST YEAR (June 1–May 31)

#### Summer

+ENG*101 Composition	3
RAD*106 Orientation to Radiography I	1
RAD*107 Radiographic Procedures I	1
	<b>5</b>

#### First Semester

+BIO*211 Human Anatomy & Physiology I	4
MAT*137 Intermediate Algebra+++	3
Social Science Selective EI	3
RAD*108 Orientation to Radiography II	1
RAD*195 Radiographic Procedures II	2
RAD*109 Patient P e Car I	1
	<b>14</b>

#### 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 P e I Car I	1
	<b>14</b>

#### SECOND YEAR

##### Summer

RAD*207 Radiographic Procedures IV	3
RAD*208 Radiologic Exposure I	3
RAD*293 Clinical Education I ++	1
	<b>7</b>

##### 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	1
	<b>13</b>

##### 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	3
	<b>12</b>

##### Third Summer

RAD*296 Applied Radiography	3
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**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.



# Technology Studies: Manufacturing Machine Technology Option

## Associate in Science Degree

To consider a career in manufacturing two myths must be dispelled. Myth number one: Manufacturing jobs are dirty, noisy, and repetitious. Most of these jobs have gone overseas and what remains are high tech jobs that require computer literacy, strong analytical and critical thinking skills, and the ability to work as a member of a team. Myth number two: There is no future in manufacturing. Manufacturing jobs make up more than 10% of all jobs in the state of Connecticut. Through attrition and the need for a highly skilled workforce, manufacturers are facing a shortage of skilled workers. This could be an opportunity to explore a career doing interesting work at a higher than average rate of pay with full fringe benefits. Students completing this program can find careers as CNC (Computer Numerical Control) operators, inspectors and Tool & Die apprentices. Students completing a degree at a four-year institution can find careers in sales or management.

## Technology Studies by Degree Requirements

General Education Requirements	Credits
ENG*101 English Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing W	3
Philosophy Elective El	3
Fine Arts Elective El	3
History or Economics Elective	3
Geography or Political Science or History Elective	3
Economics	3
Psychology or Sociology Elective	3
<b>Science and Math Core</b>	
CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
PHY*110 Introductory Physics or PHY*121 General Physics I	4
+MFG*105 Manufacturing Math II	3
Trigonometry or MAT*186 Pre-calculus	3(4)
<b>Technology/ Management Core</b>	
CAD*110 Introduction to CAD or 3-D CAD	3
+QUA*114 Principles of Quality Control	3
MFG*171 Introduction to Lean Manufacturing	9
<b>Machine Technology Option</b>	
MFG*102 Manufacturing Processes	3
++MFG*103 Manufacturing Processes Lab	1
+MFG*125 Blueprint Reading II	3
MFG*156 Manufacturing Machinery CNC I	2
+MFG*202 Precision Machining	3
+MFG*256 Manufacturing Machinery CNC II	3
<b>Total Credits:</b>	<b>65 (66)</b>

## Technology Studies by Semester

### First Semester

ENG*101 English Composition	3
Philosophy Elective El	3
+MFG*105 Manufacturing Math II	3
CAD*110 Introduction to CAD or 3-D CAD	3
+MFG*102 Manufacturing Processes	3
++MFG*103 Manufacturing Processes Lab	1
<b>Total</b>	<b>16</b>

### Second Semester

Geography or Political Science or History Elective	3
Psychology or Sociology Elective	3
Economics	3
COM*173 Public Speaking	3
MFG*171 Introduction to Lean Manufacturing	3
MFG*156 Manufacturing Machinery CNC I	2
<b>Total</b>	<b>17</b>

### Third Semester

CHE*111 Concepts of Chemistry or CHE*121 General Chemistry I	4
ENG*202 Technical Writing W	3
History or Economics Elective	3
+MFG*202 Precision Machining	3
+QUA*114 Principles of Quality Control	3
<b>Total</b>	<b>16</b>

### Fourth Semester

PHY*110 Introductory Physics or PHY*121 General Physics I	4
Trigonometry or MAT*186 Pre-calculus	3(4)
Fine Arts Elective El	3
+MFG*125 Blueprint Reading II	3
+MFG*256 Manufacturing Machinery CNC II	3
<b>Total</b>	<b>16 (17)</b>

**Total Credits: 65 (66)**

+Prerequisite required

++MFG\*102 and MFG\*103 must be taken concurrently

# 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, wild-life 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 Elective		3
Mathematics Elective		3
Natural/Physical Science S	BIO* 235 Microbiology	4
Social Science	Social Science Elective	3
Liberal Arts A	BIO* 238 Parasitology	3
		<b>25</b>

**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* 211	Medical Terminology	3
MED* 212	Medical Procedures	3
		<b>14</b>

**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	2
		<b>29</b>

**Total: 68***Advisors:**Sheryl Keeley, MA, CVT, [skeeley@nwcc.commnet.edu](mailto:skeeley@nwcc.commnet.edu), 860-738-6483**Assoc. Prof. Mark Busa, [mbusa@mxcc.commnet.edu](mailto:mbusa@mxcc.commnet.edu), 860-343-5779*

## Certificate Programs

<b>Certificate</b>	<b>Contact</b>	<b>Room</b>	<b>Phone</b>	<b>Page</b>
Accounting Assistant	Professor Nancy Kelly	313	343-5761	77
Accounting Technician	Professor Nancy Kelly	313	343-5761	77
Advertising & Sales Promotion	Prof. Donna Leonowich	313	343-5762	77
Broadcast Communications	Prof. Richard Lenoce	515	343-5796	78
Business Skills	Asst. Prof. Patricia Raymond	313	343-5772	78
Communications Networking	Prof. Donna Hylton	313	343-5774	79
Customer Service Management	Prof. Donna Leonowich	313	343-5762	79
Early Childhood Education	Asst. Prof. Ijey Nwachucku	508	343-5814	79
Child Dev. Asso (CDA) Credential	Asst. Prof. Ijey Nwachuku	508	343-5814	80
Entrepreneurship	Prof. Donna Leonowich	313	343-5762	80
Hazardous Materials Operational	Assoc. Prof. Mark Busa	217	343-5779	81
Haz. Waste Site Worker	Assoc. Prof. Mark Busa	217	343-5779	81
Health Career Pathways	Assoc. Prof. Judy Wallace	209	343-5780	81
Help Desk Technician	Prof. Donna Hylton	313	343-5774	82
Juvenile Justice	Prof. Gregory Horne	508	343-5815	82
	Prof. Judith Felton	508	343-5816	
Multimedia	Asst. Prof. Richard Eriksen	407	343-5795	83
Multimedia Web Design & Development	Asst. Prof. Richard Eriksen	407	343-5795	83
Software Developer	Prof. Donna Hylton	313	343-5774	84
Substance Abuse Education	Prof. Judith Felton	508	343-5816	84
Manufacturing Machine Technology				85
Therapeutic Recreation	Prof. Judith Felton	508	343-5816	85
<b>Other</b>				
Dietetic Technician	Assoc. Prof. Judy Wallace	209	343-5780	86
English as a Second Language	Prof. May Coryell	520	343-5803	86
Pre-Allied Health/Transfer	Assoc. Prof. Judy Wallace	209	343-5780	87

### Connecticut Community College Systemwide Programs

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## 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
Computer Course Elective	3
CSA*135 Spreadsheet Applications	3
<b>Total credits:</b>	<b>29</b>

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

## 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 in Marketing.

Required 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	3
<b>Total credits:</b>	<b>30</b>

+ *This course has a prerequisite.*

## 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 or +BBG*234 Legal Environment of Business	3
Computer Course Elective	3
CSA*135 Spreadsheet Applications	3
+BBG*295 Cooperative Work Experience I	3
<b>Total credits:</b>	<b>22</b>

+ *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
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 Performance for Film and Television	3
COM*203 Media Aesthetics	3
+ COM*228 Broadcast Journalism Workshop	3
+ COM*231 Radio Production	3
+ COM*264 Advanced Editing Workshop	3
+ COM*287 Advanced Media Production	3
+ COM*293 Corporate Media Production Practicum	3
+ COM*294 Media Arts Workshop- Honors	3
+ COM*295 Internship I	3
+ COM*296 Internship II	3
DGA*110 Computer Graphics	3
DGA*182 Digital Video	3
MUS *117 Electronic Music	3

**Total credits: 30**

*Since there are various types of jobs within the industry, courses selected should be on the basis of employment goals. Advisors will assist students in selection of courses best suited for vocational goals.*

- + Math and English are only required courses
- + This course has a prerequisite.
- ++ Placement testing is required.

## Business Skills Certificate

This certificate program is designed to give students not majoring in business sufficient basic business skills to be able to function adequately at a rudimentary level in a workplace environment immediately upon completion. This certificate is comprised of courses designed to provide students with a basic understanding of business in society, basic technology skills, communication skills (both oral and written), and math skills. The certificate is tailored to meet individual student needs and interests by incorporating business elective courses. Students are encouraged to develop their individual areas of interest or maximize employment opportunities by choosing a specific elective option. Students deciding to continue on for an Associate in Science degree will find that all of the courses taken in this certificate program can be put towards the completion of the Associate of Science in Business Administration, Accounting, or General Studies at Middlesex Community College.

+ENG*101 Composition	3
+COM*173 Public Speaking or BMG*204	3
BMG*204 Managerial Communications	
CSC*101 Introduction to Computers	
or CST*201 Introduction to	
Management Information Systems	3
+BMG*202 Principles of Management	3
BFN*110 Personal Finance	3
+ACC*115 Financial Accounting	4
+ECN*102 Micro Economics or	3
+ECN*101 Macro Economics	
Business Elective	3

**Total Credits: 28(29)**

- +This course has a prerequisite
- ++Placement testing required

## 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.

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

**Total credits: 12**

+This course has a prerequisite.

## 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, skills and attitudes necessary to enter the field or to complement experience already acquired on the job. Successfully completed courses will apply to an Associate in Science degree in Marketing.

	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 or	
CST*201 Management Information Systems	3
+BMK*123 Principles of Customer Service	3
BMK*106 Principles of Selling	3
Select two of the following:	6
+ BMK*216 Internet Marketing	
BMK*103 Principles of Retailing	
+ BMK*230 Advertising and Promotion	
BMG *210 Principle of Org. Behavior	3

**Total credits: 33**

+This course has a prerequisite.

## 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*101 – Intro. to Early Childhood Education	3
+ENG*101 – College Writing	3
One of the following courses	3
PSY*111 – 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	Credits
PSY*204 Child and Adolescent Psychology (ECE 182)	3
ECE*106 Music and Movement for Children	3
ECE*295 Student Teaching	6
Directed Electives (select one from the list below)	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 Program Plan: Child Development Associate (CDA) Credential

#### Semester I

ECE\*101 Introduction 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 Develop. Credential Prep. Course (CDA-I) 3

ECE\*210 – Observation and Participation (CDA-II) 3

**Total credits: 12**

*Each of the CDA classes runs for 6 weeks if offered for cohort of students through Connecticut-Charts-A-Course agency or other child care Program contract courses.*

## Entrepreneurship 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.

Required 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
CSC*101 Introduction to Computers or CST*201 Introduction to Management Information Systems	3

**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.

Required Courses	Semester Offered	Credits
ENV*162 Environmental Sampling	Fall	3
ENV*109 OSHA 40 Hour Training and Emergency Response Procedure	Spring	3
<b>Total credits:</b>		<b>6</b>

## 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.

Required Courses	Credits
ENV*162 Environmental Sampling	3
+ENV*212 Site Assessment	3
++ENV*109 OSHA 40 Hour Training and Emergency Response Procedure	3
<b>Total Credits: 9</b>	

+ This course has a prerequisite.

++ This course meets the requirements detailed in 29 CFR 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. 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.

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
<b>Total Credits: 28</b>	

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\*063 and MAT\*095.

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

+This course has a prerequisite.

++Placement testing is required.

## 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	Credits
ENG*101L College Writing	3
PSY*111L/D General Psychology	3
Also recommended: completion of six credits in the Behavioral and Social Sciences	6
<b>Certificate Coursework</b>	
+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 and Adolescents (Fall)	3
+ HSE*289 Psychiatric Practicum (internship) (Fall or Spring)	3
SOC*120 Group Dynamics (Spring or Summer)	3

**Total Credits: 24**

+ This course has a prerequisite

## Manufacturing Machine Technology Certificate

Pending Board of Trustees Approval

Manufacturing jobs are no longer dirty, noisy, or repetitious and they make up more than 10% of all jobs in the state of Connecticut. Through attrition and the need for a highly skilled workforce, manufacturers are facing a shortage of skilled workers. This could be an opportunity to explore a career doing interesting work at a higher than average rate of pay with full fringe benefits. Students completing this program can find careers as CNC (Computer Numerical Control) operators, inspectors and Tool & Die apprentices. Students wishing to advance their careers may do coursework on a full-time basis and complete the program within one year or on a part-time basis. We are currently offering a part-time night and weekend program. This program is designed to appeal to students that don't have the time to enroll and complete coursework as full-time college students. The goals are to encourage single parents and those that feel they are underemployed to pursue careers in manufacturing and to provide the opportunity for completion of the program within two years.

Courses	Credits
CAD*110 Introduction to AutoCAD	3
+MFG*102 Manufacturing Processes	3
+MFG*103 Manufacturing Processes Lab	1
+MFG*105 Manufacturing Math II	3
MFG*124 Blueprint Reading I	2
+MFG*125 Blueprint Reading II	3
MFG*156 Manufacturing Machinery CNC I	2
MFG*171 Introduction to Lean	3
+MFG*202 Precision Machining	3
+MFG*256 Manufacturing Machinery CNC II	3
+QUA*114 Principles of Quality Control	3
<b>Total credits:</b>	<b>29</b>

## 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
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Required Courses	Credits
DGA*110 Computer Graphics	3
DGA*101 Introduction to Digital Arts	3
+DGA*120 Digital Imaging I	3
+Multimedia Software Applications (see specific offerings below)	3
+DGA*250 Interactive Multimedia Production	3
+COM*287 Advanced Media Production	3
	<b>18</b>

### Program Electives – choose 12 credits from among the following:

COM*131 Audio Production	3
COM*142 Television Production	4
+COM*264 Advanced Editing Workshop	3
+GRA*246 Digital Pre-Press	3
+GRA*251 Advanced Graphic Design	3

### Multimedia Software Applications

+ DGA*223 Digital Illustration	3
+ DGA*260 Animation	3
+ DGA*231 Digital Page Design I	3
+ DGA*182 Digital Video Technology	3

### Web Design and Related Courses

+ DGA*241 Internet Web Design I	3
+ DGA*242 Web Design II	3
+ CSC*220 Object Orientation Programming using Java	3
	<b>12</b>

**Total credits: 30**

+ This course has a prerequisite requirement.

Any additional Art/Broadcast-Cinema/Information Systems/Multimedia course may fulfill a Program Elective with permission of a multimedia faculty member. Please contact a multimedia faculty member for more information.

## Multimedia Web Design & Development 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.

### Required Courses Credits

Fall Semester	
ART*121 Two-dimensional Design	3
DGA*101 Introduction to Digital Arts	3
DGA*110 Computer Graphics	3
+DGA*241 Internet Web Design I	3
Spring Semester	
+ DGA*120 Digital Imaging	3
+DGA*182 Digital Video Technology	3
Digital Arts Elective	3
+DGA*242 Web Design II	3
+ DGA*250 Interactive Multimedia Production	3

**Total credits: 27**

+ This course has a prerequisite requirement.

## 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).

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

**Total credits: 18**

+ This course has a prerequisite.

## Substance Abuse Education

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

<b>Certificate Prerequisites:</b>	<b>Credits</b>
ENG*101 Composition	3
PSY*111 General Psychology I	3

### Certificate Coursework:

DAR*101 Public Health Issues of Abuse & Addiction (Fall)	3
DAR*114 Introduction to Family Systems (Fall or Spring)	3
DAR*158 Biology of Addiction (Spring)	3
HSE*202 Introduction to Counseling/Interviewing (Spring)	3
HSE*289 Psychiatric Practicum (Fall or Spring)	3
PSY*245 Abnormal Psychology (Spring or Summer)	3
SOC*120 Group Dynamics (Spring or Summer)	3

**Total Credits: 21**

## 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:

<b>Courses</b>	<b>Credits</b>
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 or	3
PSY*208 Psychology of Adult Development and Aging	
SOC*120 Group Dynamics	3
SOC*225 Death and Dying	3
HSE*288 Practicum	3

**Total Credits: 24**

### First Semester

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

## 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
<b>Total credits:</b>	<b>28</b>

+ This course has a prerequisite.

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

## 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.

Required 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 or ESL*157 Oral Communications V	3

**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

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
	<b>32</b>

(BIO\*235 may not be required for programs other than nursing)

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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

### Associate Degree 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	3

#### Specialized Courses

Subtotal 40 credits	
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	3

Option- Subtotal 12 credits

Directed Elective 6

**Total credits: 64**

## College of Technology: Technology Studies Engineering Technology Option

General Education	Credits
ENG*101 Composition	3
COM*173 Public Speaking	3
ENG*202 Technical Writing	3
Philosophy	3
Fine Arts	3
History or Economics	3
Geography or Political Science or History	3
Economics	3
Psychology or Sociology	3
	<b>27</b>

#### Specialized Courses

CHE*121 General Chemistry I	4
PHY*121 General Physics I	4
CHE*122 General Chemistry II or	
PHY*122 General Physics II	4
MAT*168 Elementary Statistics and Probability I	4
MAT*254 Calculus I	4
MAT*256 Calculus II	4
CAD*110 Introduction to CAD or	
CAD*219 Drafting	3
MAT*186 Pre-Calculus	4
	<b>31</b>

#### Option

EGR*211 Statics	3
EGR*212 Dynamics	3
Directed Elective	3
	<b>9</b>

**Total credits: 67**

# College of Technology: Technology 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 Core	Credits
ENG* 101 Composition	3
COM* 173 Public Speaking	3
ENG* 202 Technical Writing	3
Philosophy Elective	3
Fine Arts Elective	3
History or Economics Elective	3
Geography Elective or Political Science Elective or History Elective	3
Economics Elective	3
Psychology Elective or Sociology Elective	3
	<b>27</b>

### Science and Math Core

CHE* 111 General Concepts of Chemistry or CHE*121 General Chemistry	4
PHY* 110 Introductory Physics or PHY*121 General Physics I	4
MAT* 168 Elementary Statistics and Probability I	4
MAT* 186 Pre-Calculus or Trigonometry	3(4)
	<b>15(16)</b>

### Technology/ Management Core

CAD*110 or CAD* 219	3
Directed Elective	3
Directed Elective	3
	<b>9</b>

### Courses in Option

Technical Electives	15
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**Total credits: 66 (67)**

# College of Technology: Technology Studies

## Sequence By Semester

## Credits

### First Semester

ENG*101 Composition	3
History Elective or Economics Elective	3
Technical Elective	3
CHE* 111 Concepts of Chemistry or CHE* 121 General Chemistry I	4
CAD*110 or CAD*219	3
	<b>16</b>

### Second Semester

COM* 173 Public Speaking	3
PHY* 110 Introductory to Physics or PHY* 121 General Physics I	4
MAT* 186 Pre-Calculus or Trigonometry	3(4)
Geography Elective or Political Science Elective or History Elective	3
Technical Elective	3
	<b>16 (17)</b>

### Third Semester

ENG*202 Technical Writing	3
Fine Arts Elective	3
MAT* 168 Elementary Statistics and Probability I	4
Technical Elective	3
Directed Elective	3
	<b>16</b>

### Fourth Semester

Philosophy Elective	3
Psychology Elective or Sociology Elective	3
Economics Elective	3
Technical Elective	3
Technical Elective	3
Directed Elective	3
	<b>18</b>

**Total Credits: 66 (67)**

# Technology Studies: Engineering Technology Option

## Four-Semester Sequence Option

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

### Sequence by Semester Credits

#### First Semester

ENG*101 Composition	3
History Elective or Economics Elective	3
MAT* 186 Pre-Calculus	4
CHE* 121 General Chemistry I	4
CAD*110 or CAD*219	<u>3</u>
	<b>17</b>

#### Second Semester

COM* 173 Public Speaking	3
PHY* 121 General Physics I	4
MAT*254 Calculus I	4
Geography Elective or Political Science Elective or History Elective	3
Directed Elective	<u>3</u>
	<b>17</b>

#### Third Semester

ENG*202 Technical Writing	3
Fine Arts Elective	3
MAT* 168 Elementary Statistics and Probability I	4
MAT*256 Calculus II	4
PHY*122 General Physics or CHE*121 General Chemistry II	<u>4</u>
	<b>18</b>

#### Fourth Semester

Philosophy Elective	3
Psychology Elective or Sociology Elective	3
Economics Elective	3
Directed Elective	3(4)
EGR*211 Statics	<u>3</u>
	<b>15 (16)</b>

#### Course(s) in Option

EGR*212 Dynamics	3
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**Total Credits: 66 (67)**

# 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 and 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.

## Wastewater Certificate

Offered at various Community Colleges system-wide

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.

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

**Total credits: 29**

## Electrical Certificate

Offered at various Community Colleges system-wide

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.

Required 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

**Total credits: 29**

+ *This course has a prerequisite.*

## Advanced Wastewater Certificate

Offered at various Community Colleges system-wide

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.

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**



## Course Description Index

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

<b>Accounting, ACC*</b>	93	<b>Environmental Science, EVS*</b>	112
<b>Anthropology, ANT*</b>	93	<b>Freshman Seminar, FS</b>	112
<b>Art, ART*</b>	93	<b>Geography, GEO*</b>	112
<b>Art-Graphic Design, GRA*</b>	95	<b>Geology, GLG*</b>	112
<b>Assessment for Prior Learning, ST</b>	95	<b>Health, HLT*</b>	112
<b>Biology, BIO*</b>	95	<b>History, HIS*</b>	112
<b>Broadcast-Cinema</b>		<b>Human Services, DAR*, DFS*,</b>	
(See Communications)	97	<b>HSE*, RLS*</b>	113
<b>Business Administration/Marketing,</b>		<b>Languages</b>	
<b>BBG*, BES*, BFN*,</b>		<b>French, FRE*</b>	114
<b>BMG*, BMK*,</b>	97	<b>Italian, ITA*</b>	114
<b>Chemistry, CHE*</b>	99	<b>Spanish, SPA*</b>	115
<b>Communications, COM*</b>	99	<b>Mathematics, MAT*</b>	115
<b>Computers-Applications, CSA*</b>	102	<b>Multimedia-See Digital Arts</b>	117
<b>Computer Science, CSC*</b>	102	<b>Music, MUS*</b>	117
<b>Computers-Technology, CST*</b>	103	<b>Ophthalmic Design &amp; Dispensing,</b>	
<b>Criminal Justice, CJS*</b>	103	<b>ODD*</b>	117
<b>Digital Arts (Multimedia),</b>		<b>Philosophy, PHL*</b>	118
<b>DGA*</b>	104	<b>Physical Science, AST*, EAS*,</b>	
<b>Drug &amp; Alcohol Rehab., DAR*</b>	105	<b>GLG*, OCE*, PSC*</b>	119
<b>Early Childhood Education, ECE*</b>	105	<b>Physics, PHY*</b>	119
<b>Earth Science, EAS*</b>	106	<b>Political Science, POL*</b>	120
<b>Economics, ECN*</b>	107	<b>Psychology, PSY*</b>	120
<b>Engineering Science, Technology Studies,</b>		<b>Radiologic Technology, RAD*</b>	121
<b>&amp; Manufacturing EGR*,</b>		<b>Reading-See English</b>	123
<b>CAD*, MFG*</b>	107	<b>Recreation, RLS*</b>	123
<b>English-Literature Courses,</b>		<b>Science</b>	123
<b>ENG*</b>	109	<b>Sociology, SOC*</b>	123
<b>Reading Courses, ENG*</b>	110	<b>Special Topics, FS, HON, ST</b>	124
<b>Writing Courses, ENG*</b>	110	<b>Theatre, THR*</b>	125
<b>English As A Second Language, ESL*</b>	110		
<b>Environmental Engineering Technology, ENV*</b>	111		

## 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. *Prerequisite:* Minimum placement in ENG\*073.

### 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. Transferability may be limited to 3 credits. *Prerequisite:* ACC\*115.

### 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. *Prerequisite:* ACC\*271 (Formerly ACCT 206). This is an "L" course.

## Anthropology

### ANT\*101 3 credits

#### Introduction to Anthropology

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. *Prerequisite:* Placement in ENG\*101. 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. *Prerequisite:* Placement in ENG\*101. 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. This is a "D" course.

### 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. *Prerequisite:* Placement in ENG\*101 or permission of instructor. This is a "D" course.

### 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. This is a "D" course.

**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\*109      3 credits****Color Theory**

This course is an examination of the action and interaction of color and a study of the visual and psychological factors related to color perception. Students are responsible for purchasing supplies.

**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\*215      3 credits****Illustration**

Creative exploration of the processes of illustration including design, visualization and sequential imaging, lighting effects, and advanced rendering techniques. Problems presented to develop conceptual, compositional, and technical skills. Students who have taken GRA\*220 will not earn credit for ART\*215. *Prerequisite:* ART\*121 or ART\*111 or permission of instructor.

**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.

**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.

**ART\*131      3 credits****Sculpture I**

An introduction to the language of sculpture in its many facets. Projects will include modeling in clay, mold making, cement casting, direct carving, and found object composition. Personal expression through both representation and abstraction is encouraged. Students will need to purchase materials and 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\*215 3 credits****Illustration**

Creative exploration of the processes of illustration including design, visualization and sequential imaging, lighting effects, and advanced rendering techniques. Problems presented to develop conceptual, compositional, and technical skills.

Students who have taken GRA\*220 will not earn credit for ART\*215. *Prerequisite:* ART\*121 or ART\*111 or permission of instructor.

**ART\*250 3 credits****Digital Photography**

An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing, manipulation and output options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools, and expressive possibilities of digital photography. Students must own a 3 megapixel (or greater) digital camera with manual, aperture priority and/or shutter priority exposure modes. There will be some additional expenses. Basic computer and photographic experience preferred.

**ART\*253 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\*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, printers, 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\*105 4 credits****Introduction to Biology**

A course for non-science majors. Topics covered include cell biology, diversity, biotechnology, basic chemistry, cellular respiration and photosynthesis, ecology, genetics, behavior, and evolution. Labs may involve dissection of plant and animal specimens, microscope work, and elementary biochemistry experiments. This course is recommended for students who do not need a full year of laboratory biology. Lecture: 3 hours per week. Laboratory: 3 hours per week. *Prerequisites:* Placement in MAT\*095 and placement in ENG\*101.

**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. Reading exempt and grade of "C" or better in MAT\*075 or placement into MAT\*095 or higher.



**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.

**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 and a grade of "C" or better in MAT\*095 or higher or placement in MAT\*137 or higher.

**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 and a grade of "C" or better in MAT\*095 or higher or placement in MAT\*137 or higher.

**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:* Placement in ENG\*101 and a grade of "C" or better in MAT\*095 or higher or placement in MAT\*137 or higher.

**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:* ENG\*101 with a grade of "C" or better; BIO\*121 and CHE\*111 taken within the past five years with a grade of "C" or better or permission of the instructor. BIO\*211 with a grade of "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\*212 is an "L" course.

**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.

**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. *Prerequisite:* BIO\*121 (Formerly BIO 102) or BIO\*122 (Formerly BIO 105) or permission of instructor. This is a "L" course

**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. *Prerequisite:* BIO\*121 (Formerly BIO 102), BIO\*122 (Formerly BIO 105) or permission. This is a "L" course

**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 ecosystem, 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. Placement in ENG\*101.

**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 direction, and storage of pharmaceuticals. Terminology relating to drugs and the assistant direction of drugs is emphasized. *Prerequisite:* MED\*125 or BOT\*180.

## Broadcast Cinema (See Communications)

### 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). *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**BBG\*115      3 credits****Business Software Applications**

This hands-on course is designed for Business Administration/Marketing majors to utilize the microcomputer as a tool. With the MS Office Suite, students will learn to use each software package to contribute value to business. Focus is on preparing professional documents with Word, building flexible spreadsheets on Excel, using Access to analyze data to produce valid results and PowerPoint to effectively present and communicate. Social networking sites and their impact upon business will be explored. Individual and group projects will require students to utilize the MS Suite to prepare business documents, produce in-house publications and create business presentations using themes, tables and graphs. This course is open to Business Administration/Marketing majors. It is not open to students who have completed CSC\*101. *Prerequisite:* Placement in ENG\*063 and ENG\*073.

**BBG\*125      3 credits****The Future and Business Organizations**

This course provides an introduction to business organization in our changing economic system and the global market. It includes an extensive look at the external environmental factors and their impact upon business/industry. Environmental scanning, from an organization perspective, is used to forecast, adjust and adapt to future trends. Students will analyze business organizations in the present and develop future-oriented thinking skills. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**BBG\*135      3 credits****Exploring Business and Technology Careers**

This course is designed to expose students to various career pathways in the fields of business and computer technology. Students will learn about the world of business and will be given information about how to be successful in various business occupational areas. The student will have the opportunity to explore the workplace firsthand. Students will learn how to develop a personal career strategy and will develop a complete career portfolio. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**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. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**BFN\*110 3 credits****Personal Finance**

This course introduces the student to the concepts, tools, and applications of personal finance and investment. It reviews the institutions, instruments and techniques of personal financial planning concentrating on risk management, establishing budgets, tax management, investments, retirement and estate planning. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.; Placement in MAT\*095.

**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\*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.

*Prerequisite:* Placement in ENG\*101 or permission of instructor. This is a "D" course.

**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). This is an "L" course.

**BMG\*210 3 credits****Principles of Organizational Behavior**

This course examines concepts and theories that help managers understand, motivate, and supervise employees. Emphasis is placed upon interaction of individuals and groups relative to management's actions and the organization's needs. Contemporary case studies are presented to develop an effective management skill set. No credit awarded to students who have previously taken BMG\*105, Supervision and Organizational Behavior. *Prerequisite:* BMG\* 202 or permission of instructor.

**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 non-store methods of retailing will be explored. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**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. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**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. *Prerequisite:* Minimum placement in ENG\*063 and ENG\*073.

**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:* Minimum placement in ENG\*101; 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.

**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:* ENG\*101 and placement in MAT\*137.

**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 ; MAT\*137 with a grade of "C" or better; ENG\*101.

**CHE\*211-212 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:* Placement into ENG\*101.

**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\*116 3 credits****Publications Workshop**

This hands-on course is designed to train students to produce The Flying Horse, the student newspaper. Students will practice all aspects of production, including writing, editing, managing, layout and design, photography, proofreading, and pre-press work (including digital imaging). Students will learn to judge appropriate news content, check facts, and investigate legal and ethical concerns. The course will also allow students to specialize in one or two supporting areas of newspaper production, including editing, layout and management. Advertising (sales and design) may also be part of this course. *Prerequisite: ENG\*101 and a functional understanding of computers and Internet applications.*

**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**

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. *Prerequisite: Placement into ENG\*101; Broadcast majors should take this course concurrently with COM\*203 Media Aesthetics.*

**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\*154 3 credits****Film Study and Appreciation**

An introduction to the art, history, and influence of film. Students will learn about significant genres and styles of film, influential films and directors, film language and technique. Selected films will be viewed and analyzed weekly. *Prerequisite: placement in ENG\*101.*

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

**COM\*179/THR\*113 3 credits**  
**Performance for Film and Television**

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.*

**COM\*203 3 credits****Media Aesthetics**

An examination of the techniques used by media communicators to share meaning, influence and entertain mass audiences with sounds and images. *Prerequisite: Placement into ENG\*101; Broadcast majors should take this course concurrently with COM\*142.*



**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. This is an "L" course.*

**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: ENG\*101 and COM\*142 .*

**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**

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. *Prerequisite: ENG\*101. 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\*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-Cinema, Communications Arts, Multimedia or a related discipline. Students will learn by working with media professionals for training and guidance and by working together as a team to complete a film, video or interactive media presentation. Enrollment is by application only.

*Prerequisites are courses and/or experience in the student's field of study and presentation of an accomplished portfolio and possible interview.*

**COM\*295 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. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

### **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. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

### **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. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

## 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. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

### **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: Minimum placement in ENG\*063 and ENG\*073.*

### **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: CSA\*140 Database Applications*

### **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. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

**CST\*201      3 credits****Introduction to Management Information Systems**

This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organizational and technical foundations of information systems, theory of information systems design, fundamental database principles, network systems, e-commerce and supply chain systems, information network security management, and meeting global challenges. Microsoft Excel, Access, PowerPoint and Project are used to demonstrate selected topical concepts. *Prerequisite: Minimum placement in ENG\*063 and ENG\*073.*

**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\*120 Operating Systems*

**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.

**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 Technology**

(Formerly MM 155, Desktop Video)  
 This course examines digital video technology with emphasis on the video production workflow including digital video theory, content acquisition, asset management, post production and distribution. Students will learn the tools necessary to integrate video footage with computer graphics, animation, visual effects and interactivity. Preparing and compressing video for a variety of applications and platforms including SD/HD broadcast television, DVD, Internet and network streaming will also be covered.  
*Prerequisite: One of the following: COM\*142, DGA\*101, or DGA\*110.*

**DGA\*223            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\*101 3 credits****Introduction to Early Childhood Education**

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**

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**

An investigation of the role of music and movement in early childhood development. Emphasis will be on the elements of songs, circle games, rhythmic activities and instruments.

**ECE\*131      3 credits**  
**Children's Literature**

This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. It covers selection and critical study of books for children, including folklore, poetry, fiction and nonfiction. Issues related to children's literature and literature extension activities will also be explored. *Prerequisites:* ECE\*101 and ENG\*101.

**ECE\*141      3 credits**  
**Infant/Toddler Growth and 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**

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**  
 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**

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 and Participation Seminar**

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**

The study of the exceptional or special needs child. Emphasis is on the history, laws, concepts, practices and terminology used by professionals in the field. Educators are assisted in understanding the needs of students with exceptionalities and helped to identify the characteristics, issues, and instructional considerations for students with disabilities. This course consists of 25 hours of field observation and participation in a special education preschool setting. *Prerequisite:* ECE\*101 (Formerly ECE 101). This is a "D" course.

**ECE\*231      3 credits**  
**Early Language and 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**

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**

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**

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. Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.



## Economics

### ECN\*100 3 credits

#### Introduction to Economics

Practical microeconomics and macroeconomics in one semester. Excellent foundation for all business and related careers. Essential tools for individual and business decision making. Fundamentals of how buyers and sellers interact, and prices. Basic economic interrelationships among families, businesses, and government. Understanding inflation, unemployment, taxes, and government policies to improve our economy. Relate current news to our discussions. Not open to students who have completed ECN\*101 or ECN\*102.

*Prerequisite:* Minimum placement into ENG\*073.

### ECN\*101 3 credits

#### Principles of 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. *Prerequisite:* MAT\*095 and placement in ENG\*101. *Recommended:* MAT\*137

### ECN\*102 3 credits

#### Principles of 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. *Prerequisite:* MAT\*095 and placement in ENG\*101. *Recommended:* MAT\*137. This is a "D" course.

### ECN\*220 3 Credits

#### International Economics

A study of the principles and applications of international trade and finance, comparative advantage, exchange rates, monetary standards, and international economic institutions. Investigation of national policies and balance of payments issues vis-à-vis open-market economics and globalization. The positions in the global economy of China, the United States, and other countries, and regional economic arrangements are examined.

*Prerequisites:* ECN\*101 and ECN\*102; one of these two courses may be taken concurrently.

*Recommended:* MAT\*137 and ENG\*101.

## Engineering Science, Technology Studies, and

### Manufacturing

#### 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.

#### 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\*110 3 credits

#### Introduction to CAD

An introduction to the techniques of generating graphic images with computers using AutoCAD. Topics include: overview of CAD technology, computer technology, hardware descriptions and requirements, file manipulation and management, two-dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, detail and assembly drawing including tolerance studies. *Prerequisites:* Reading exempt, and minimum placement in ENG\*063 and grade of "C" or better in MAT\*095 or placement in MAT\*137 or higher.

### 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).

**MFG\*051      3 credits****Manufacturing Math 1**

First course in manufacturing mathematics. A study of arithmetic and algebraic operations applied to manufacturing circumstances. Fractions, decimals, tolerances, percentages, signed numbers, powers and roots, the metric system, as well as ratios and proportions are studied in depth.

**MFG\*071      1 credit****Introduction to Blueprint Reading**

Introductory course in blueprint reading. Topics include the definition of a blueprint, classification of engineering drawings, title blocks, types of working drawings, and the Theory of Projection of drawings.

**MFG\*080      3 credits****Manufacturing Graphics, Introduction to CAD/CAM**

An overview of CAD and CAM and their use in generating code to manufacture a part with a CNC machine. Topics to include Cartesian coordinates, 2D geometric construction, computer terminology, CAM fundamentals, tool path description, and machining the part.

**MFG\*091      3 credits****Seminar Safety in World of Work**

An introductory course dealing with motivation, safety in the workplace, goal setting, cultural diversity, stress management, managing time, manufacturing related seminars, plant visits, and other related subjects.

**MFG\*092      2 credits****Manufacturing Computers and Computer Systems**

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

**MFG\*093      2 credits****Manufacturing Materials**

An introductory course in the study of materials. Topics include selection and identification of steels, selection and identification of nonferrous metals, hardening, case hardening, tempering, annealing, normalizing, stress relieving, and the use of the Rockwell and Brinell hardness testers.

**MFG\*102      3 credits****Manufacturing Processes**

This course studies manufacturing: making goods and wares by industrial processes. The course will provide theoretical experience in the scientific, engineering, and economic principles on which the various manufacturing processes are based. *Prerequisite: Reading exempt and or permission of instructor. Co-requisite: MFG\*103.*

**MFG\*103      1 credit****Manufacturing Processes Lab**

This course provides laboratory emphasis on common metal cutting tools and lathe operations as well as on associated precision measuring tools and instruments. The labs will involve set-ups and procedures for milling machines, lathes, grinders, drill presses, and some measuring instruments. *Prerequisite: Reading exempt or permission of instructor. Co-requisite: MFG\*102.*

**MFG\*105      3 credits****Manufacturing Math II**

A study of arithmetic and trigonometric operations applied to manufacturing circumstances. The following geometric entities are studied in detail: the circle, regular and irregular polygons, the right triangle and oblique triangles. The application of angular arithmetic including the study of angle decimal conversion, the Pythagorean theorem, sine, cosine, and tangent functions, and the Law of Sines and Law of Cosines. *Prerequisite: Reading exempt and MAT\*095, or MFG\*051, or placement test, or permission of instructor.*

**MFG\*124      2 credits****Blueprint Reading I**

First course in blueprint reading. The study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered. *Prerequisite: Reading exempt, or MFG\*071, or permission of instructor.*

**MFG\*125      3 credits****Blueprint Reading II**

Second course in blueprint reading. A further study of simple and complex drawings for machining or assembly purposes. Topics include the application and meaning of geometric characteristics and controls, the metric system, weldment, forging and casting drawings and procedures, communication with freehand sketches, blueprint terms and abbreviations. *Prerequisite: Reading exempt and MFG\*124 or permission of the instructor.*

**MFG\*156      2 credits****Manufacturing Machinery CNC I**

First course in CNC machinery and programming. Topics include: Cartesian coordinates, safe use of CNC equipment, set up and operation of 2-axis CNC lathe and 3-axis CNC machining center, CNC programming and execution of these programs. *Prerequisite: Reading exempt or permission of instructor.*

**MFG\*171      3 credits****Introduction to Lean**

The purpose of this course is to provide the student with the fundamental knowledge of current continuous process improvement methodologies in use today within competitive manufacturing environments. This introductory course will expose the student to the basic concepts of Lean Manufacturing theory and the various tools and techniques involved with a lean implementation. This course will be presented following the lean-six sigma process methodology of DMAIC (Define, Measure, Analyze, Improve, Control) to ensure that at the completion of the course, the student will be competent to participate effectively as a team member in lean implementation projects. *Prerequisite: Reading exempt.*

**MFG\*202 3 credits****Precision Machining**

Students use common methods of machining to shape parts to specifications with the emphasis on traditional tool room machinery (lathes, milling machines, drilling machines, and grinders). Related topics also include shop safety, hand tools, measurement, layout work and cutting fluids. Students will apply classroom lessons to the fabrication of parts in the machine lab. Two hours lecture/three hours lab. *Prerequisite: Reading exempt and MFG\*102.*

**MFG\*256 3 credits****Manufacturing Machinery CNC II**

This second course in Computer Numerical Controlled programming is a continuation of CNC I and provides a further study of CNC programming for the Lathe and Vertical Machining Center. Topics include setup and tooling, programming simple parts, canned drilling cycles, circular interpolation, special milling cycles, cutter compensation, looping and macros, and special features. Students will be introduced to MasterCAM software and use it to create part programs. *Prerequisite: Reading exempt, MFG\*156, and CAD\*110 or MFG\*124 or permission of instructor.*

**QUA\*114 3 credits****Principles of Quality Control**

This first course in statistical quality control provides an overview of the tools and techniques required in contemporary quality systems. Topics covered include determination of process capabilities, estimation of process standard deviation from sample data, use of control charts, calculation of probability of simple events. Students will develop SPC and TQM Manufacturing Plans. *Prerequisite: Reading exempt and completion MFG\*105 (may be taken concurrently) or permission of the instructor.*

## 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. *Prerequisite: ENG\*101 (C or better).*

**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). This is an “L” course.*

**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. *Prerequisites: ENG\*101 (Formerly ENG 101) and either ENG\*102 (Formerly ENG 102) or ENG\*110 (Formerly ENG 120). This is an “L” course. This is a “D” course.*

**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). This is an “L” course.*

**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). This is an “L” course.*

**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. *Prerequisites: ENG\*101 (Formerly ENG 101) and either ENG\*102 (Formerly ENG 102) or ENG\*110 (Formerly ENG 120). This is an “L” course. This is a “D” course.*

**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). This is an “L” course.*

**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). This is an “L” course.*

**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). This is an “L” course.*

**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). This is an “L” course.*

**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). This is an “L” course.*



**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). This is an "L" course.

**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). This is an "L" course.

## 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 with grade of "C" or higher.

## 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 higher in either ENG\*013 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. *Prerequisites:* Placement into ENG\*101 is based on reading and writing scores or grades in developmental classes. A student who does not meet placement or SAT score requirements will have to take the appropriate reading and/or writing course(s) before being eligible for ENG\*101. *Reading Skills Requirement:* Reading exempt based on Accuplacer English Comprehension scores, SAT scores, or grade of C or better in ENG\*073 or ESL\*173. *Writing Skills Requirement:* Writing placement based on Accuplacer Sentence Skills scores, SAT scores, or C or better in ENG\*063. 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. *Prerequisite:* grade of "C" or better in ENG\*101 (Formerly ENG 101L). This is an "L" course.

**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. *Prerequisite:* B- or better in ENG\*101 (Formerly ENG 101). This is an "L" course.

**ENG\*202 3 credits****Technical Writing**

(Formerly ENG 212) Practice and analysis of formats used in scientific and industrial writing. *Prerequisite:* ENG\*101 (Formerly ENG 101). This is an "L" course.

**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.

**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 advice.

**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. Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.

**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.

**Health****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. Placement in ENG\*101.

**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.

**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 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 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 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.

**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 requirement. 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 multi-cultural 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**

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**

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. *Recommended: Placement in ENG\*101.*

**FRE\*102 3 credits****Elementary French II**

Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. *Prerequisite: FRE\*101.*

**FRE\*105 1 credit****Elementary Conversational French I**

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.

**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 course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE\*102. *Prerequisite: FRE\*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 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. *Prerequisite: FRE\*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 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.*

**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 course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in FRE\*202. *Prerequisite: FRE\*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.*



**ITA\*102 3 credits****Elementary Italian II**

Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. *Prerequisite: ITA\*101.*

**ITA\*105 1 credit****Elementary Conversational Italian I**

Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit ITA\*101 course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in ITA\*101.

**ITA\*106 1 credit****Elementary Conversational Italian II**

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  
*Prerequisite: ITA\*105.*

**SPA\*101 3 credits****Elementary Spanish I**

Fundamentals of grammar with emphasis on the development of speaking, listening, and writing skills. Students must concurrently enroll in SPA\*105  
*Recommended: Placement in ENG\*101*

**SPA\*102 3 credits****Elementary Spanish II**

Continued development of speaking, listening, and writing skills as well as fundamentals of grammar. Students must concurrently enroll in SPA\*106. *Prerequisite: SPA\*101*

**SPA\*105 1 credit****Elementary Conversational Spanish I**

Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit SPA\*101 course. Students must concurrently enroll in SPA\*101.

**SPA\*106 1 credit****Elementary Conversational Spanish II**

Development of conversational proficiency with emphasis on dialogues including a wide range of vocabulary necessary for general conversation. Dialogues and oral practice are correlated with grammar covered in the three-credit SPA\*102 course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA\*102.  
*Prerequisite: SPA\*105.*

**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\*201 3 credits****Intermediate Spanish I**

Further study of grammar with continued emphasis on the development of conversational fluency and writing proficiency. Compositions. Introduction to literature. Students must concurrently enroll in SPA\*205. *Prerequisite: SPA\*102 or placement.*

**SPA\*202 3 credits****Intermediate Spanish II**

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.*

**SPA\*205 1 credit****Intermediate Conversational Spanish I**

Further development of conversational proficiency with emphasis on dialogues and oral practice are correlated with grammar covered in the three credit SPA\*201 course. Students work with a cassette program at home for further intensive practice in speaking and listening. Students must concurrently enroll in SPA\*201. *Prerequisite: SPA\*106.*

**SPA\*206 1 credit****Intermediate Conversational Spanish II**

Continued development of conversational proficiency with emphasis on dialogues and oral practice, correlated with grammar covered in three credit SPA\*202 course. Students work with a 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.*

**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. 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. SPA 217 or permission of instructor.

**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. *Prerequisite: Minimum placement in ENG\*073.*

**MAT\*095 3 credits****Elementary Algebra Foundations**

(Formerly MATH 101, Fundamentals of Algebra I)

MAT\*095 is an introductory course in the basics of algebra. Topics include the real number system and properties; linear equations and inequalities in one variable □ solutions, models and applications; graphing linear equations in two variables □ slope and intercepts and equations of lines; systems of linear equations; integral exponents and laws of exponents; polynomials □ addition, subtraction, multiplication, and basic factoring. Credit does not count toward meeting degree requirements. *Prerequisite:* Reading exempt and “C” or better in MAT\*075 (or Math 98) OR reading exempt and placement in MAT\*095 or higher.

**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:* Placement in ENG\*101 and C or better in MAT\*095 (or Math 101) or higher OR placement in ENG\*101 and placement in MAT\*137 or higher.

**MAT\*137 3 credits****Intermediate Algebra**

(Formerly MATH 121)

MAT\*137 is a continuation of MAT\*095. Topics include factoring; rational functions, expressions and equations; radical functions, expressions and equations; an introduction to complex numbers; and quadratic functions and equations. There will be an emphasis on modeling and applications for all topics. *Prerequisite:* Reading exempt and minimum placement in ENG\*063 and “C” or better in MAT\*095 (or Math 101) OR reading exempt and minimum placement in ENG\*063 and placement in MAT\*137 or higher.

**MAT\*141 3 credits****Number Systems**

(Formerly MATH 120)

This course helps students with an intermediate algebra background to get acquainted with some fundamental ideas in mathematics such as set operations, logic, counting methods, numeration systems, and modular systems. *Prerequisite:* Placement in ENG\*101 and C or better in MAT\*137 or higher OR placement in ENG\*101 and math 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:* Placement in ENG\*101 and C or better in MAT\*137 (Formerly MATH 121) or higher OR placement in ENG\*101 and math 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:* Placement in ENG\*101 and “C” or better in MAT\*137 (Formerly MATH 121) or higher OR placement in ENG\*101 and math 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: Systems of non-linear equations. A graphing calculator is required for this course. *Prerequisite:* Placement in ENG\*101 and “C” or better in MAT\*137 (Formerly MATH 121) or higher OR placement in ENG\*101 and math placement.

**MAT\*186 4 credits****Precalculus**

(Formerly MATH 122)

Precalculus provides the mathematical preparation for the study of calculus. Topics include comparing and contrasting linear, quadratic, polynomial, rational, radical, exponential, and logarithmic function using numeric, algebraic and graphic techniques. Trigonometric functions will be studied extensively also using numeric, algebraic, and graphic techniques as well as right triangle trigonometry, identities, and trigonometric equations; sequences and series; and polar coordinates. There will be an emphasis on modeling and applications for all topics. A graphing calculator is required for this course. *Prerequisite:* Placement in ENG\*101 and “C” or better in MAT\*173 or higher OR placement in ENG\*101 and math placement.

**MAT\*254 4 credits****Calculus I**

(Formerly MATH 201)

A course in differential calculus. Topics include limits, continuity, derivatives, anti-derivatives, and applications. *Prerequisite:* Placement in ENG\*101 and “C” or better in MAT\*186 (Formerly MATH 122) or higher OR placement in ENG\*101 and math 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:* Placement in ENG\*101 and “C” or better in MAT\*254 (Formerly MATH 201) or higher OR placement in ENG\*101 and math 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:* Placement in ENG\*101 and “C” or better in MAT\*256 or higher OR

Placement in ENG\*101 AND math placement (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. *Prerequisite:* ODD\*102 with a grade of “C” or better. This is an “L” course.

**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. This is an "L" course.

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

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

**PHL\*199 3 credits****Special Topics in Philosophy**

An in-depth exploration of a specialized area in philosophy. The content of the 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. *Prerequisite: Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.*

**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. *Prerequisite: Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.*

**EAS\*106 3 credits****Natural Disasters**

This course examines the science behind different types of natural disasters and our ability or inability to control and predict such events. From this course, students will gain an appreciation of natural disasters and will better understand how the effects of disasters can be reduced. *Prerequisite: Placement into ENG\*\*101 and reading exempt.*

**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. *Prerequisite: Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.*

**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. *Prerequisite: Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.*

**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). *Prerequisite: Reading exempt and grade of C or better in MAT\*075 or placement in MAT\*095 or higher.*

**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: Placement in ENG\*101 and a grade of "C" or better in MAT\*095 or higher or math placement.*

**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: Placement in ENG\*101 and a grade of "C" or better in 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:* Placement in ENG\*101 and a grade of "C" or better in 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).

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

**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 selection. Learning involves becoming informed of the General Assembly's lawmaking processes, and developing skills to serve both the state legislator and his/her constituents. The intern will have the opportunity for in-service orientation at the legislature prior to its January start.

**Psychology****PSY\*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 &amp; 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 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. *Prerequisite:* PSY\*111 (Formerly PSYC 101L). This is an "L" course. This is a "D" course.



**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. This is an "L" course.*

**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. *Prerequisite: ENG\*101 (Formerly ENG 101L) and Grade of "C" or better in PSY\*111 (Formerly PSYC 101L). This is an "L" course. This is a "D" course.*

**PSY\*247      3 credits****Industrial & Organizational****Psychology**

(Formerly PSYC 105, Applied Psychology)

Psychological principles are applied to business, industry, education, and politics. Topics include job evaluation, motivation, management relations, individual and group relations. This course is appropriate as the psychology elective for the business and secretarial programs. Its transferability depends upon the policy of the receiving institution.

**PSY\*251      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. This is an "L" course.*

**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, computerized consoles and imaging system. Principles of radiographic film and processing will also be covered. *Prerequisite:* RAD\*110

**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**

A continuation of Radiologic Exposure I, with special emphasis on x-ray production and interactions with matter. This course will include discussions of 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, 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.*

## 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. *Prerequisite: Placement in ENG\*101. This is a "D" course.*

**SOC\*103 3 credits****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. *Prerequisite: Placement in ENG\*101*

**SOC\*114 3 credits****Sociology of 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. *Prerequisite: Placement in ENG\*101.*

**SOC\*117 3 credits****Minorities 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. *Prerequisite: Placement in ENG\*101.*

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

**SOC\*210 3 credits****Sociology of the Family**

An examination of the evolution of contemporary relationships such as dating, cohabitation and marriage. The implications of changes in relationships and their effect on the individual, family and society will be analyzed. *Prerequisite: Placement in ENG\*101. This is a "D" course.*

**SOC\*212 3 credits****Sociology of Women**

A study of a "Woman's Place" from a sociological and multidisciplinary perspective. The origins of women's position in society and the historical transformations that have occurred in the Western World and, particularly, in the United States, will be discussed along with contemporary issues. *Prerequisite: Placement in ENG\*101. This is a "D" course.*

**SOC\*213 3 credits****Human Sexuality**

A study of contemporary human sexuality in Western society from both sociological and multidisciplinary perspectives. History and patterns of sexual behavior are discussed including such topics as contraception, sexual response, gender roles, orientation, sexual coercion, and sexually transmitted diseases. *Prerequisite: Placement in ENG\*101. This is a "D" course.*

**SOC\*225 3 credits****Death and Dying**

A sociological and psychological study of death and dying. Topics include cultural attitudes toward death, self confrontation and value identification, dealing with dying, survivors and grieving, children and death, suicide, euthanasia. *Prerequisite: Placement in ENG\*101 or permission of instructor.*

**SOC\*240 3 credits****Criminology**

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: Placement in ENG\*101.*

**SOC\*241 3 credits****Juvenile Delinquency**

This course examines the meaning of the concept of juvenile delinquency. Considered are the relationships between social attitudes and definitions of youthful law violations, along with studies on various forms of delinquency. Also analyzed are the diverse theoretical interpretations of delinquency including sub cultural theories, bodily related factors, emotional pressures and environmental pressures. *Prerequisite: Placement in ENG\*101. 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. *Prerequisite: Placement in ENG\*101. This is a "D" course.*

**Special Topics****Honors Seminar 250H3 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.

**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\*101 3 credits****Introduction to Theatre**

This course is designed to introduce students to the world of theater as an expressive and collaborative art form. Students will have the opportunity to develop an appreciation and understanding of theater from its origin to the present day. Areas of study will include: theater history, genres and styles, the study of plays, stage terminology, acting, theater production, and theater as a profession. While not designed as an “acting” course, some in-class performance work may be included. Students will view recorded versions of plays during class. Attending at least one live theater performance will be required. *Prerequisite: Placement in ENG\*101.*

**THR\*110 3 credits****Acting I**

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\*113/COM\*179 3 credits**  
**Performance for Film and Television**

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.*

**THR\*121 3 credits****Plays in Production I**

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.*

## NOTES

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## ***Emeriti, Faculty, Staff***

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M. A., University of Rhode Island

**Alma Zyko, Library Associate**

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**Neal Botting, Office Assistant**

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Siobhan Gross, LO, Recording Secretary, Cohen's Fashion  
Optical, Waterford, CT  
Dorothy Reynolds, LO, Connecticut Opticians Association,  
Cromwell, CT  
Peter H. Morrissey, LO, Consulting Ophthalmologists,  
PC, Farmington, CT  
Roger G. Troie, LO, Karol Opticians, Wethersfield, CT  
Coli Vellali, LO, Lenscrafters, Avon, CT  
Brendan Walsh, LO, ABOM, Excel-Lentes LLC - dba  
Rivard Opticians, Hartford, CT  
Katherine Russo, LO, The Eye Doctors of Connecticut,  
Deep River, CT  
Herbert Fletcher, LO, Sales Consultant, Younger Optics,  
Meriden, CT  
Joyce Furman, LO, Optometric Specialty Group,  
West Hartford, CT  
Johanna Sanchez, ABOC, NCLC, Student Representative,  
Class of 2011  
Daniel Casey, Student Representative, Class of 2012  
Sopheak Tang, LO, Bristol Eye Associates, Bristol, CT

## DIRECTIONS TO THE MxCC CAMPUS IN MIDDLETOWN

### ▼ From Hartford and points north

Take I-91 south to Exit 22 for Route 9 South. Take exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic 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 & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

### ▼ From New Haven, New York and points south

Take I-95 North to Exit 69 Route 9 North. Take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic 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 & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

### ▼ From Waterbury and points west

Take I-84 East. Take exit 27 to Route 691/66 East. Route 66 becomes Washington Street in Middletown. Continue all the way through Middletown and take right onto Route 9 South. Take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic 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 & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

*According to the Connecticut DOT road construction on Washington Street (Route 66) between Bernie O'Rourke Drive and Plaza Drive is expected to cause heavy traffic delays weekdays between 6:00 am and 2:30 pm. Work is expected to continue for the next two years, except during the winter. Travelers from New Haven, New York and points south and from Waterbury and points west are encouraged to find alternate routes to Middlesex via 91 Northbound to Route 9 Southbound. For the latest project updates, please check this DOT Route 66 news release.*

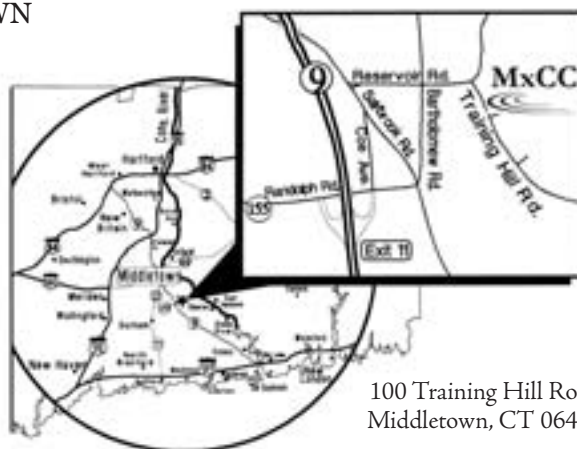
Or, Take I-84 East to Exit 13 S to Route 9 Southbound. Take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic light at the top of the hill & turn left onto Saybrook Road. Go a quarter of a mile & turn right onto Reservoir Road. Travel past the stop sign & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

### ▼ From Boston and points northeast

Take the Massachusetts Turnpike (I-90) West to Exit 9 for I-84 West to Hartford. Take exit 57 over the Charter Oak Bridge and follow the signs to I-91 South. Take I-91 south to exit 22 for Route 9 Southbound. Take Exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic 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 & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

Or, take I-95 South through Providence, then take Exit 69 to Route 9 North (approximately 26 miles to Middletown). Take exit 11 (Rt. 155, Randolph Road). At the end of the ramp, turn right onto Randolph Road. Continue to the traffic 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 & then take the first right onto Training Hill Road. Your first left will lead into the MxCC Campus parking area.

[www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)



100 Training Hill Road  
Middletown, CT 06457

FOR MORE INFORMATION CALL ADMISSIONS:

860 343 5719 FAX: 860 344 3055

## 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

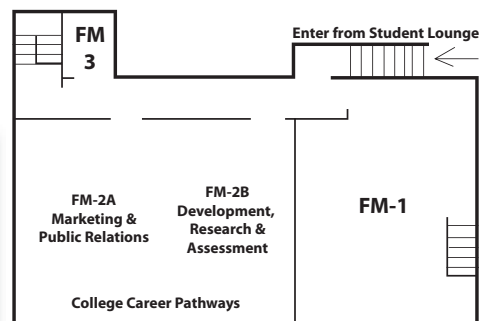
CENTER CALL: 203 238 6202

FAX: 203 238 6203

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:

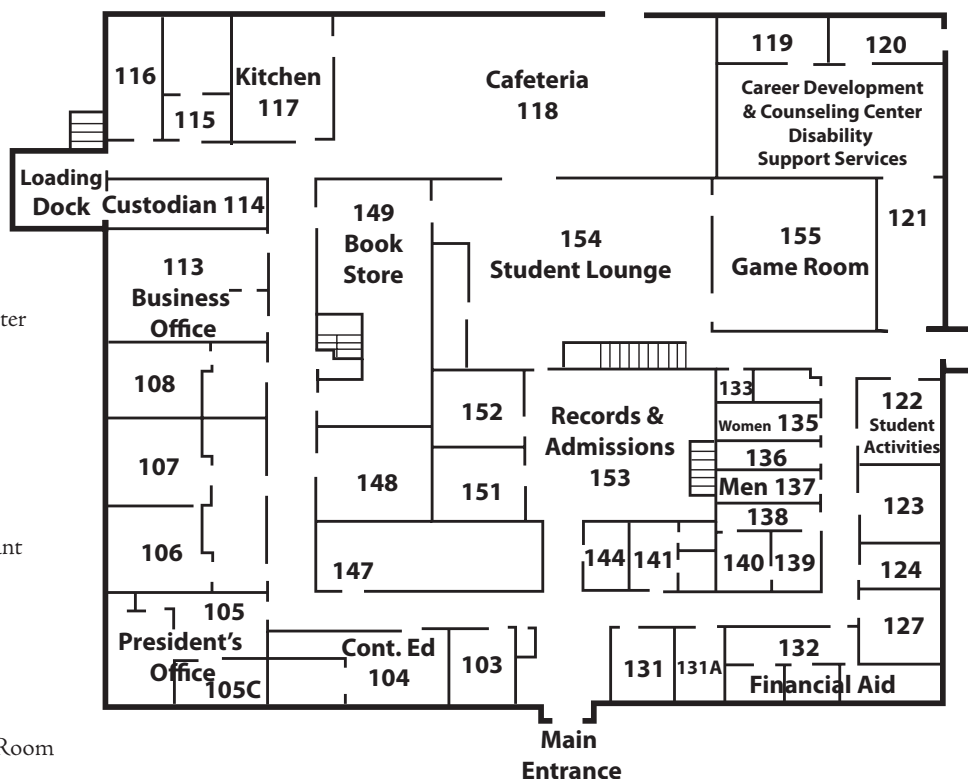
**MIDDLESEX— YOUR KEY TO SUCCESS!**

# FOUNDERS HALL



- FM-1 Records Office Storage
- FM-2A Marketing & Public Relations,
- FM-2B Development, Research & Assessment
- College Career Pathways
- 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 Associate Dean of Learning & Student Development
- 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
- 137 Men's Lav
- 138 Business Office Storage / Stock Room
- 139 Staff - Women's
- 140 Staff - Men's
- 141 Associate 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



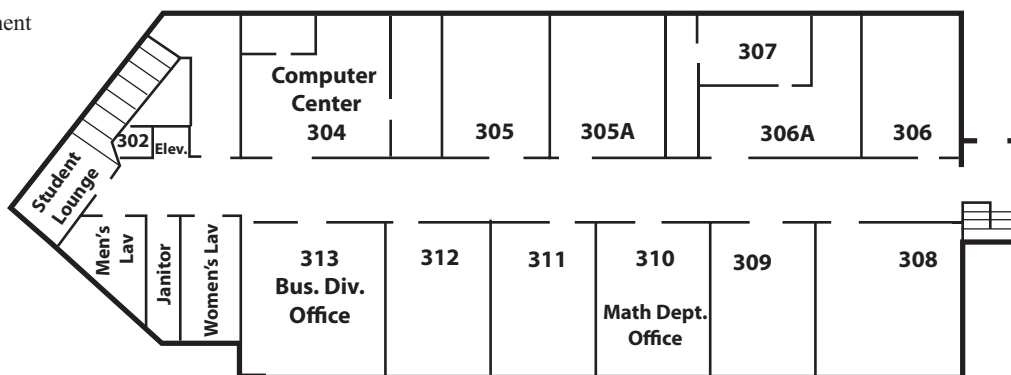




## WHEATON HALL

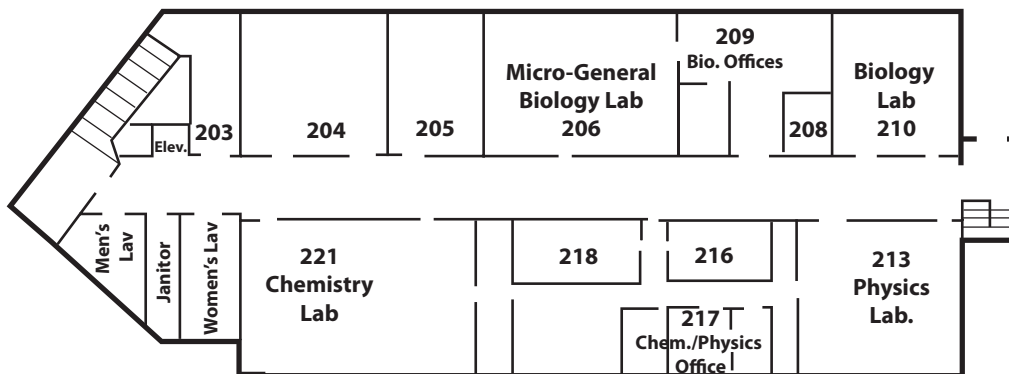
### UPPER FLOOR

- 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.

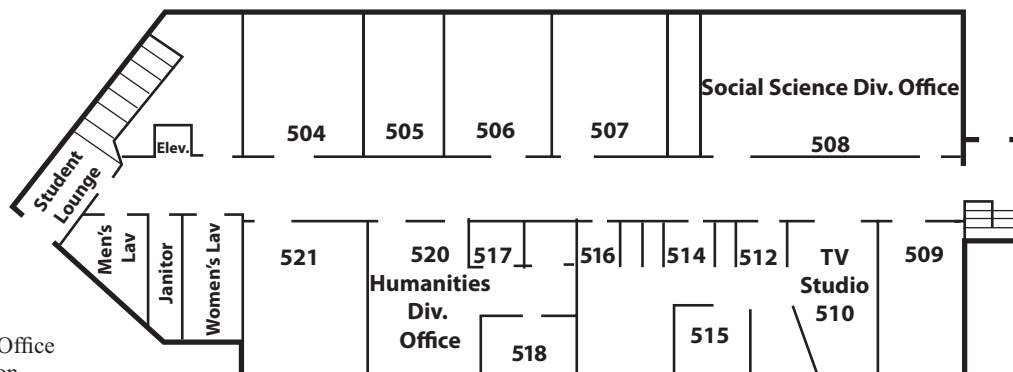


# SNOW HALL



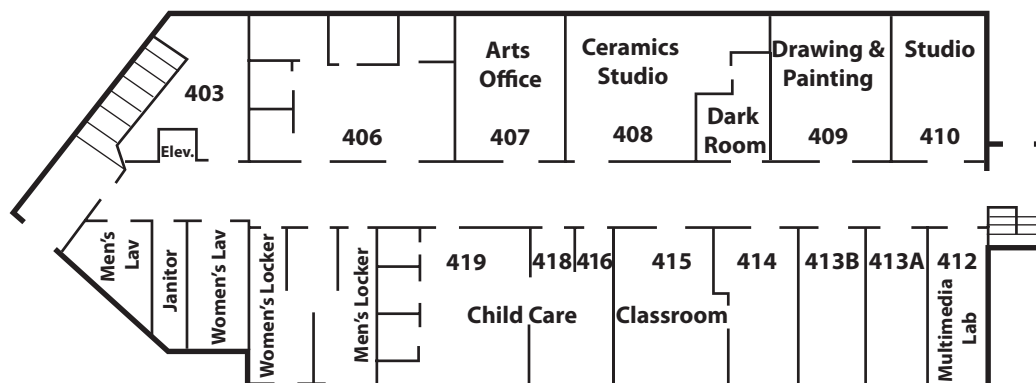
## Upper Floor

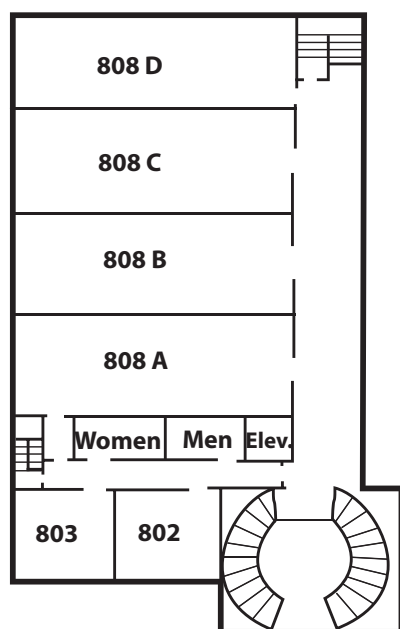
- 502 Storage
- 503 Student Lounge
- 504 Classroom
- 505 Classroom
- 506 Classroom
- 507 Classroom
- 508 Social Science Div. Office
- 509 Classroom
- 510 TV Studio
- 512 TV Studio Control Room
- 514 Broadcast Communications Productions
- 515 Broadcast Communications Office
- 516 WMXC Student Radio Station
- 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

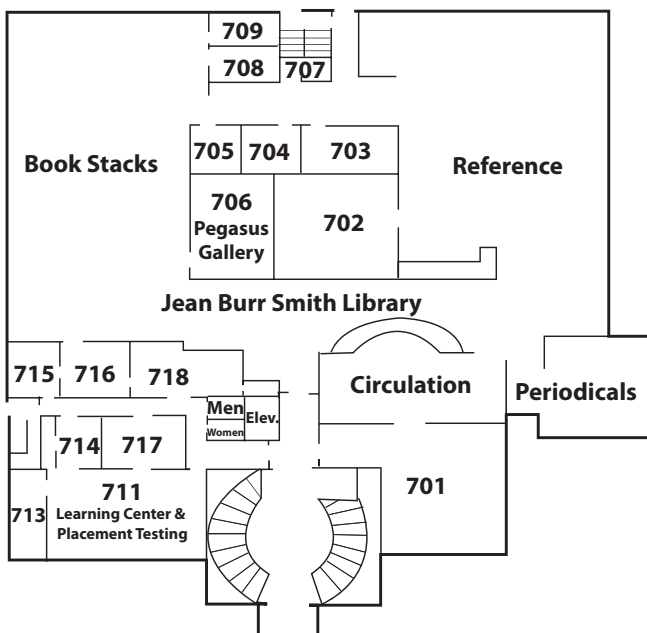
- 403 Mechanical Room
- 406 Classroom
- 407 Art Office
- 408 Sculpture Studio/Dark Room
- 409 Drawing & Painting Studio
- 410 Studio
- 412 Multimedia Lab
- 413 Classroom
- 414 Adjunct Faculty Office
- 415 Classroom
- 416 Child Care
- 418 Director, Child Care Service
- 419 Child Care
- 421 Men's Locker Room
- 426 Hot Water Heater
- 427 Women's Locker Room
- 430 Women's Lav.
- 431 Janitor
- 433 Men's Lav.





## UPPER FLOOR

- 802 Classroom
- 803 Classroom
- 808A Multipurpose Room A
- 808B Multipurpose Room B
- 808C Multipurpose Room C
- 808D Multipurpose Room D

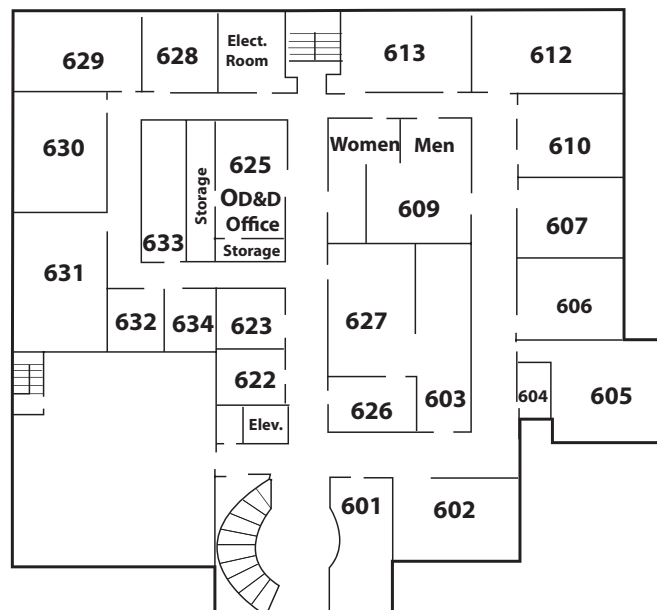
CHAPMAN  
HALL

## GROUND FLOOR

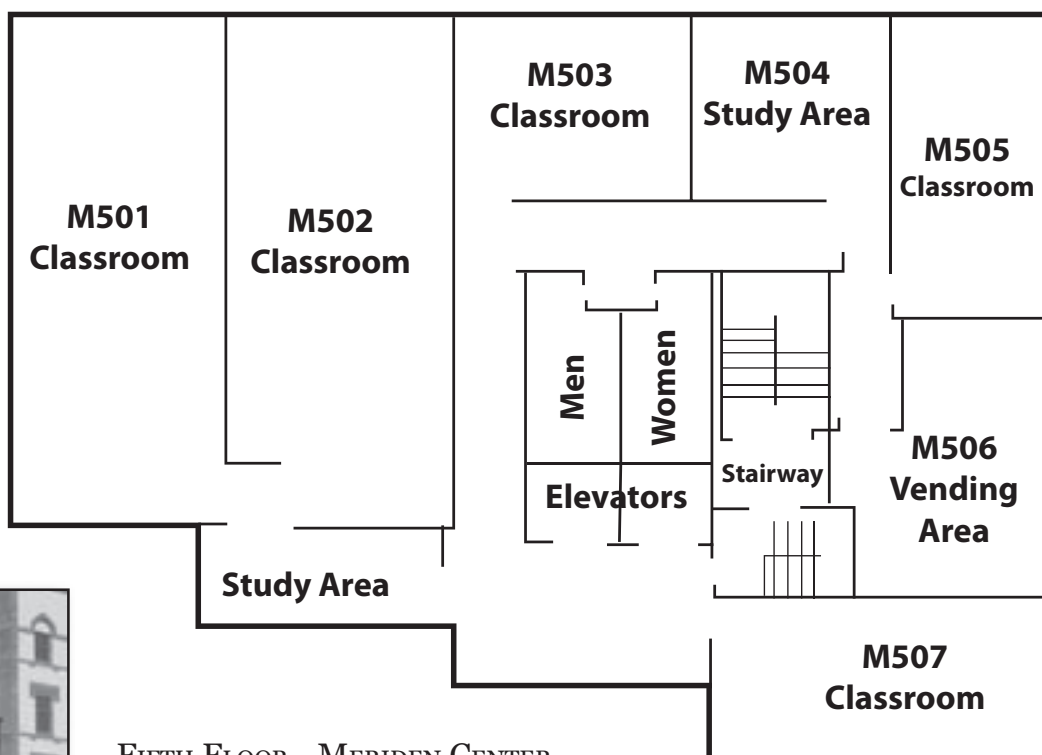
- 701 Circulation / Cataloging
- 702 Microforms Room
- 703 Computing Room
- 704 Typing Room
- 705 Study Room
- 706 Pegasus Gallery
- 707 Art Slide Viewing Room
- 708 TV Viewing Room
- 709 Listening Room
- 711 Learning Center & Placement Testing
- 713 Office
- 714
- 715-716 Veteran's OASIS
- 718 Processing/Staff Workroom

## 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 Flying Horse Newspaper Office (Journalism Club) |
| 622 Utility Room        |   |

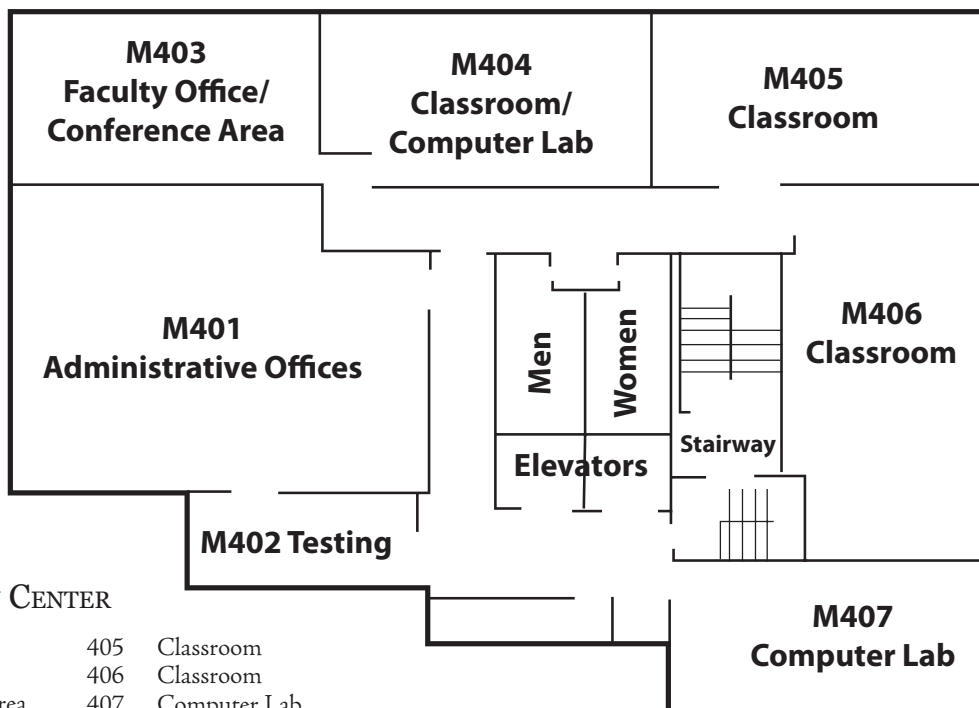


# MERIDEN CENTER



## FIFTH FLOOR - MERIDEN CENTER

501	Classroom	505	Classroom
502	Classroom	506	Vending Area
503	Classroom	507	Classroom
504	Study Area		



## FOURTH FLOOR - MERIDEN CENTER

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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[illegible]



## NOTES

[illegible]



# APPLICATION CHECK

**DEGREE-SEEKING APPLICANTS**  
**(New and Transfer Students)**

- Middletown Campus  
100 Training Hill Rd.  
Middletown, CT 06457
- 
- Meriden Center  
55 West Main St.  
Meriden, CT 06451

Adequate Immunization:

- Measles: 2 doses of measles vaccine administered at least one month apart. The second dose must have been given after January 1, 1980.
- Mumps: 2 doses
- Rubella (German Measles): Two doses of rubella vaccine are required, administered after the student's first birthday.
- Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

- [illegible]

## 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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

100 Training Hill Rd.  
Middletown, CT 06457  
Admissions: (860) 343-5719  
Fax: 860-344-3055  
[www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)



Apply online at  
<http://my.commnet.edu>

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| For Office use only         |  | Date         |  |
| Banner ID @                 |  |              |  |
| Entered by                  |  |              |  |
| Admit Type                  |  | Student Type |  |
| Application Fee paid Yes No |  |              |  |
| Cash                        |  | Check #      |  |
| Credit Card                 |  | Money Order  |  |

## APPLICATION FOR ADMISSION

|   |  |                            |  |   |  |
|---|--|----------------------------|--|---|--|
| APPLICANTS LEGAL NAME (Last)                |  | (First)                    |  | (Middle)  |  |
| FORMER LAST NAME(S)                         |  | SOCIAL SECURITY NUMBER     |  | 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 ever attended this college? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

Have you previously attended a CT Community College? ☐ Yes ☐ No If yes, where? \_\_\_\_\_

For which semester are you applying? ☐ Fall (Sept-Dec) ☐ Spring (Jan-May) ☐ Winter (Dec-Jan) ☐ Summer (Jun-Jul) Year \_\_\_\_\_

### CITIZENSHIP

Are you a United States citizen? ☐ Yes ☐ No If no, are you a Permanent Resident? (Green Card holder) ☐ Yes ☐ No

### ETHNICITY/ RACE

Please provide the following ethnicity and race data. This information is requested on a \_\_\_\_\_, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

What is your race? Select one or more: ☐ White(10) ☐ Black or African American(20) ☐ Asian(45) ☐ Other(90)  
☐ American Indian or Alaskan Native(50) ☐ Native Hawaiian or Other Pacific Islander(80)

### FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a Bachelor's Degree (4-year College Degree) or higher? ☐ Yes ☐ No

### MILITARY STATUS

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

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

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

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

### IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. \_\_\_Yes\_\_\_No

2. Even though I answered "No" to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. \_\_\_Yes\_\_\_No

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

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

|   |   |   |                             |  |
|---|---|---|-----------------------------|--|
| <b>DEGREE STATUS</b>  |   |   |                             |  |
| In which Degree/Certificate program are you planning to enroll? _____   |   |   |                             |  |
| <div style="border: 1px solid black; width: 100px; height: 15px;"></div>  |   | Please write major name and code above.   |                             |  |
| <b>HIGHEST DEGREE LEVEL (check only one)</b>  |   |   |                             |  |
| <input type="checkbox"/> No High School Diploma or GED(01)  | <input type="checkbox"/> High School Diploma or GED(02)           | <input type="checkbox"/> Some College (06)  |                             |  |
| <input type="checkbox"/> Undergraduate Certificate (05)   | <input type="checkbox"/> Associate's Degree (07)                  | <input type="checkbox"/> Bachelor's Degree (08)   |                             |  |
| <input type="checkbox"/> Master's Degree (09)   | <input type="checkbox"/> Other Advanced Degree (10)               | <input type="checkbox"/> Doctoral Degree (11)   |                             |  |
| <input type="checkbox"/> First Professional Degree (JD, MD, DDS, LLB) (12)  | <input type="checkbox"/> Sixth-Year Certificate (13)              |   |                             |  |
| <b>EDUCATIONAL GOALS</b>  |   |   |                             |  |
| <input type="checkbox"/> Certificate (credit) (CT)  | <input type="checkbox"/> Transfer with an Associate's Degree (DN) | <input type="checkbox"/> Transfer without an Associate's Degree (DN)  |                             |  |
| <input type="checkbox"/> Improve English Skills/Proficiency (ES)  | <input type="checkbox"/> Associate's Degree (DG)                  | <input type="checkbox"/> Job Preparation/Retraining Course (JB)   |                             |  |
| <input type="checkbox"/> Fulfill other college's requirement (AC)   | <input type="checkbox"/> Job Promotion (JP)                       | <input type="checkbox"/> Unsure at this time (UN)   |                             |  |
| <input type="checkbox"/> Personal Development Course(s) (PD)  | <input type="checkbox"/> Other Goal (NL) _____                    | <input type="checkbox"/> Developmental (College Prep) Education (DV)  |                             |  |
| <b>ACADEMIC BACKGROUND</b>  |   |   |                             |  |
| Do you have a High School Diploma?  |   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | <input type="checkbox"/> Pending       |
| Graduation Year _____   |   |   |                             |  |
| Name of High School _____   |   | Town _____  | State _____                 | Country _____                          |
| Do you have a General Equivalency Diploma (GED)?  |   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Year _____ Town/State _____            |
| Do you have an Adult High School Diploma?   |   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Graduation Year _____ Town/State _____ |
| Do you have a Home School Diploma?  |   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Graduation Year _____ Town/State _____ |
| Have you participated in the High School Partnership Program through the CT Community Colleges?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |                             |  |
| Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |                             |  |
| <b>PREVIOUS COLLEGE BACKGROUND</b>  |   |   |                             |  |
| College/University Name   | State   | Dates of Attendance   | Graduation Date             | Degree Awarded                         |
| _____   | _____   | _____   | _____                       | _____                                  |
| _____   | _____   | _____   | _____                       | _____                                  |
| _____   | _____   | _____   | _____                       | _____                                  |
| <b>INTERNATIONAL STUDENT INFORMATION</b>  |   |   |                             |  |
| Are you an International Student who needs an I-20 form for an F1 Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |   |                             |  |
| Other Visa Holder (indicate type) _____   |   | Visa Admission Number _____   |                             |  |
| Visa Start Date _____   |   | Visa End Date _____   |                             |  |
| International Address _____   |   |   |                             |  |
| <b>EMPLOYMENT INFORMATION</b>   |   |   |                             |  |
| <input type="checkbox"/> Employed Full Time   | <input type="checkbox"/> Employed Part-time                       | <input type="checkbox"/> Unemployed   |                             |  |
| Name of Employer _____  |   | Address of Employer _____   |                             |  |
| Title/Position _____  |   | Does your Employer have a Tuition Reimbursement Program? <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |  |
| <b>E-MAIL COMMUNICATIONS</b>  |   |   |                             |  |
| I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.  |   |   |                             |  |
| Signature: _____  |   | Date: _____   |                             |  |
| <b>CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS</b>  |   |   |                             |  |
| I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the CT Community College System or to the System's administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described. |   |   |                             |  |
| Signature: _____  |   | Date: _____   |                             |  |
|   |   |   |                             |  |
| Student Signature _____   |   |   | Date _____                  |  |
| Parent/Guardian Signature (if under 18) _____   |   |   | Date _____                  |  |



\* Admission to the Ophthalmic Design and Dispensing and Radiologic Technology degree programs are selective. Please contact the Admissions Office for program specific information.

## ALLIED HEALTH/HUMAN SERVICES

- QUESTION**
- \_\_\_\_\_
- \_\_\_\_\_
- ANSWER**
- \_\_\_\_\_
- \_\_\_\_\_

- [illegible]

## ART

- ☐ Fine Arts (FA12)
- ☐ Graphic Design Track (FA11)

## BUSINESS

- ☐ Accounting (FA03)
- ☐ Business Administration (FA67)
- ☐ Information Systems (FA25)
- ☐ Management Information Systems (FA18)
- ☐ Marketing (FA35)

## COMMUNICATIONS

- ☐ Broadcast Cinema
- ☐ Communication (FA90)
- ☐ Multimedia (FA83)

## CRIMINAL JUSTICE

- ☐ Criminal Justice (FA45)

## EARLY CHILDHOOD

- ☐
- Early Childhood Education (FA46)

## GENERAL STUDIES

- General Studies (FA20)

## LIBERAL ARTS AND SCIENCES

- ☐ Humanities Track (FA31)
- ☐ Science Track (FA31)

## SCIENCE

- ☐ Biotechnology Program/ (FA02)
- ☐ Forensic Science Track (FA04)
- ☐ Environmental Science (FA09)

## COLLEGE OF TECHNOLOGY

- ☐ Engineering Science (FA07)
- ☐ Technology Studies: Manufacturing Machine Technology Option (FF22)

- ☐ Accounting Assistant (FJ38)
- ☐ Accounting Technician (FJ37)
- ☐ Advertising & Sales Promotion (FJ14)
- ☐ Broadcast Communications (FJ34)
- ☐ Business Skills (FJ51)
- ☐ Communications Networking (FJ49)
- ☐ Customer Service Management (FJ03)
- ☐ Child Development Assoc. (CDA) Credential (FJ43)
- ☐ Early Childhood Education (FJ43)
- ☐ Entrepreneurship (FJ18)
- ☐ Hazardous Materials Operational (FJ20)

- ☐ Hazardous Materials Technician (FJ19)
- ☐ Health Career Pathway (FK55)
- ☐ Help Desk Technician (FJ04)
- ☐ Juvenile Justice (FJ41)
- ☐ Manufacturing Machine Technology (FJ52)
- ☐ Multimedia (FJ29)
- ☐ Multimedia Web Design & Development (FJ36)
- ☐ Software Developer (FJ50)
- ☐ Substance Abuse Education (FJ02)
- ☐ Therapeutic Recreation (FJ27)

- ☐ Dietetic Technician- for students planning to transfer to Gateway Community College (FA23)
- ☐ English as a Second Language (ESL) Competency
- ☐ Pre-Allied Health/Transfer Requirements- for students planning to transfer to a college or diploma school of nursing (FA20)
- ☐ Veterinary Technology- for students planning to transfer to Northwestern Connecticut Community College (FA20)

☐ 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.

☐ I do not wish to be a degree student at this time.

☐ High school visit      ☐ Family/Friend  
☐ Radio      ☐ High school counselor  
☐ Newspaper ad      ☐ Other

STATE OF CONNECTICUT  
Board of Trustees of  
Community-Technical Colleges

MIDDLESEX COMMUNITY COLLEGE  
ADMISSIONS OFFICE  
100 Training Hill Rd.  
Middletown, CT 06457  
(860) 343-5719

Visit our Web Site:  
[www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

To help us process your application as quickly and efficiently as possible, please check the following before you send us your application. Have you...

- ☐ recorded your correct Social Security number and birthdate?      ☐ signed the application?      ☐ provided an active email address?

[illegible]



## NOTES

[illegible]

## NOTES

[illegible]