Northwestern
Connecticut Community College

2006-2008 Catalog

Connecticut Community Colleges

Education That Works For a Lifetime

Northwestern Connecticut Community College

Park Place East • Winsted, CT 06098

www.nwcc.commnet.edu

NCCC

COLLEGE DIRECTORY

Important Telephone Numbers

President	860-738-6406
Deans:	
Academic & Student Affairs	860-738-6320
Administration	860-738-6408
Continuing Education	860-738-6423
Academic Skills Center:	
Coordinator	860-738-6351
Tutorial Center	860-738-6351
Admissions Director	860-738-6329
Administrative Business Office:	
Director of Financial & Administrative Services	860-738-6418
Cashiers	860-738-6415 or 860-738-6313
Affirmative Action Officer	860-738-6325
Alumni Association	860-738-6344
Bookstore	860-379-6226
Collegiate Education for Deaf and Hard of Hearing Persons:	
Director	860-738-6381
TDD/TTY	860-738-6382
Child Development Center:	
Director	860-379-9226
Computer Center:	
Director	860-738-6364
Director of Financial Aid Services	860-738-6328
Director of Institutional Research	860-738-6441
Job Search Information	860-738-6306
Learning Resource Center:	
Director	860-738-6482
Marketing/Public Relations:	
Director	860-738-6333
Registrar	860-738-6309
Student Services:	
Director of Student Development	860-738-6315
Career Counselor	860-738-6306
Counselor for the Hearing-Impaired	860-738-6307
Director of Student Activities	860-738-6344
Senate/College Bulletin *(The Jabberwocky)*	860-738-6344

NCCC Website

Students may access an electronic version of this catalog and other College information on the NCCC Website.

NCCC website address	www.nwcc.commnet.edu
NCCC online registration	www.online.commnet.edu

Web Registration PINs

Students online registration PINs should be kept confidential at all times. Students should not share this information with anyone, including NCCC staff.

Resetting PINs
Students can reset their own PIN online by following the tips below:

1. Log onto www.online.commnet.edu
2. Select Login
3. Enter Banner ID as User ID
4. Click Forgot PIN
5. Answer Security Question
6. Click on Submit Answer. This will allow you to enter a new PIN.

Students may also have their PIN reset at the Registrar's office or Computer Center. For security purposes a picture ID is required to reset PINs.

NCCC Federal Title IV code (Financial Aid): 001398

About this catalog...
It is the responsibility of each student to become familiar with the contents of this catalog.
Northwestern Connecticut Community College reserves the right to change the regulations and information printed in this catalog.
Layout: Duc Tinh
Photos: Dave Emond, Kathy Chapman

Northwestern Connecticut Community College
Winsted, Connecticut

PRESIDENT'S MESSAGE

Dear Student,

As you begin or continue your higher education journey, I am pleased to welcome you to Northwestern Connecticut Community College, "the small college that does great things."

We, at NCCC, pride ourselves on excellence in teaching, promoting life-long learning, providing high quality student services, and state-of-the-art technology. Our small, close-knit community encourages intellectual inquiry, critical thinking, career development and appreciation of each individual. We offer a diverse array of credit and non-credit programs ranging from associate degree and certificate programs, to holistic and enrichment classes, as well as cultural activities for the community. Classes are taught and services provided in beautifully renovated, historic buildings along a New England town green.

The next two years will bring exciting changes and additions to Northwestern: Our 32,000 square foot Arts and Science building is scheduled for completion in the spring of 2007. New degree programs and options such as Educational Technology and Animation & Video Arts offer cutting edge career opportunities. Continued enrollment growth is keeping our programs and campus vital. High School Partnership and Transfer Express help guarantee a successful college experience for students from high school on to the baccalaureate level. We continue to expand our offerings in distance learning, specifically online courses.

The faculty and staff join me in welcoming you to what we know will be an exciting and rewarding educational experience in the "Northwest Corner." We look forward to having you learn with us. See you on campus!

Sincerely,

Barbara Douglass, Ph.D.
President

P.S. My office is located in the Regina M. Duffy Administration Building. Please stop by and say hello.

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NORTHWESTERN
CONNECTICUT COMMUNITY COLLEGE

Park Place East
Winsted, Connecticut 06098
www.nwcc.commnet.edu

2006-2007 ACADEMIC CALENDAR

SUMMER SESSION 2006

Summer Sessions will be scheduled from May 30, 2006 through August 4, 2006.

FALL SEMESTER 2006

(August 28, 2006 through December 19, 2006)

Day	Date	Description
Wednesday	August 23	New Student Orientation (Evening)
Thursday	August 24	Adjunct Faculty Information Session
Friday	August 25	New Student Orientation (Day)
Friday	August 25	**Last Day for 100% Tuition Refund** Professional Staff Activities
Monday	August 28	**CLASSES BEGIN**
Monday	September 4	Labor Day – COLLEGE CLOSED
Monday	September 11	**Last Day to Add/Drop Courses and Last Day for Partial Tuition Refund**
Sunday	September 17	Constitution Day
Friday	September 22	Professional Day – **No Classes**
Monday	September 25	Last Day to change to AUDIT status
Friday	November 3	Last Day to Make-up Incompletes
Tuesday	November 7	Student Advisement Day – **No Classes**
Friday	November 10	Last Day for Student Initiated Withdrawal
Wed-Fri	November 22-24	Thanksgiving Recess – **No Classes**
Friday	December 8	Last Day of Classes
Monday	December 11	Final Exams Begin
Friday	December 15	Final Exams End Makeup Examination (weather cancellation) 12/16
Tuesday	December 19	Grades due by 9:00 am

WINTER INTERSESSION 2007

Winter Session will be scheduled from January 2, 2007 through January 19, 2007.

SPRING SEMESTER 2007

(January 22, 2007 through May 31, 2007)

Day	Date	Description
Monday	January 15	Martin Luther King Day – COLLEGE CLOSED
Wednesday	January 17	New Student Orientation (Evening)
Friday	January 19	**Last Day for 100% Tuition Refund**
Monday	January 22	**CLASSES BEGIN**
Friday	February 2	**Last Day to Add/Drop Courses and Last Day for Partial Tuition Refund**
Friday	February 16	Last Date to change to AUDIT
Tuesday	February 13	Lincoln's Holiday Observed – **No Classes**
Monday	February 19	Washington's Holiday Observed – **No Classes**
Mon-Sat	March 19-24	Spring Break – **No Classes**
Friday	March 30	GRADUATION APPLICATIONS DUE
Friday	April 6	Good Friday – **No Classes**
Monday	April 9	Last Day to Make-up Incompletes
Monday	April 16	Last Day for Student Initiated Withdrawal
Friday	May 11	Last Day of Classes
Monday	May 14	Final Exams Begin
Friday	May 18	Final Exams End
Monday	May 21	Grades Due by 12:00 pm
Monday	May 28	Memorial Day – COLLEGE CLOSED
Wednesday	May 30	Awards Convocation
Thursday	May 31	COMMENCEMENT

2007-2008 ACADEMIC CALENDAR

SUMMER SESSION 2007

Summer Sessions will be scheduled from May 27, 2007 through August 8, 2007.

FALL SEMESTER 2007

(September 4, 2007 through December 26, 2007)

Day	Date	Description
Mon-Fri	August 27-31	Professional Staff Activities
Tuesday	August 28	New Student Orientation (Evening)
Thursday	August 30	New Student Orientation (Day) and Adjunct Faculty Information Session
Friday	August 31	**Last Day for 100% Tuition Refund**
Monday	September 3	Labor Day – COLLEGE CLOSED
Tuesday	September 4	**CLASSES BEGIN**
Monday	September 17	**Last Day to Add/Drop Courses and Last Day for Partial Tuition Refund** Constitution Day
Friday	September 21	Professional Day – **No Classes**
Monday	October 1	Last Day to change to AUDIT status
Tuesday	November 6	Student Advisement Day – **No Classes**
Monday	November 12	Last Day to Make-up Incompletes
Monday	November 19	Last Day for Student Initiated Withdrawal
Wed-Fri	November 21-23	Thanksgiving Recess – **No Classes**
Friday	December 14	Last Day of Classes
Monday	December 17	Final Exams Begin
Friday	December 21	Final Exams End Makeup Examination (weather cancellation) 12/22
Wednesday	December 26	Grades due by 9:00 am

WINTER INTERSESSION 2008

Winter Session will be scheduled from January 2, 2008 through January 18, 2008.

SPRING SEMESTER 2008

(January 22, 2008 through May 30, 2008)

Day	Date	Description
Wednesday	January 16	New Student Orientation (Evening)
Friday	January 18	**Last Day for 100% Tuition Refund**
Monday	January 21	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 22	**CLASSES BEGIN**
Monday	February 4	**Last Day to Add/Drop Courses and Last Day for Partial Tuition Refund**
Tuesday	February 12	Lincoln's Holiday Observed – **No Classes**
Monday	February 18	Last Date to change to AUDIT Washington's Holiday Observed – **No Classes**
Mon-Sat	March 17-22	Spring Break – **No Classes**
Monday	March 31	GRADUATION APPLICATIONS DUE
Friday	April 4	Last Day to Make-up Incompletes
Friday	April 11	Last Day for Student Initiated Withdrawal
Friday	May 9	Last Day of Classes
Monday	May 12	Final Exams Begin
Friday	May 16	Final Exams End
Tuesday	May 20	Grades Due by 9:00 am
Monday	May 26	Memorial Day – COLLEGE CLOSED
Wednesday	May 28	Awards Convocation
Thursday	May 29	COMMENCEMENT

THE COLLEGE

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE MISSION STATEMENT

The mission of Northwestern Connecticut Community College is to inspire learning through accessible, high quality education. Northwestern is devoted to enriching lives by meeting individual and community needs in a supportive environment.

GENERAL INFORMATION

Northwestern Connecticut Community College (NCCC), a member of the Connecticut Community College System, is a two-year coeducational institution that was founded privately in 1965 by the Committee on Community College for Northwestern Connecticut, Inc. and opened in September of that year. On November 19, 1965, the College came under the jurisdiction of the State of Connecticut, is now governed by the Board of Trustees of Regional Community-Technical Colleges and is one of twelve community colleges in the system. It is located in Winsted, a bucolic small town, and serves a primarily rural section of the state. Winsted is situated in the northwestern region of Connecticut, twenty–five miles west of Hartford and twenty-seven miles north of Waterbury. Northwestern Connecticut Community College offers programs that lead to the Associate in Science degree, the Associate in Arts degree, plus credit and non-credit Certificates.

In the fall and spring semesters, a full schedule of classes is offered during both the day and evenings. Courses are open to high school graduates, GED graduates, high school students who have the approval of their guidance counselors, students from other colleges, and to any interested adults. Courses may be taken for credit or audit. In addition to courses offered on campus in Winsted, Northwestern Connecticut Community College offers classes at several locations within its service region.

The student body is typically made up of people who come from about half of the 169 towns in Connecticut, the other New England States, and New York. Most of the students are preparing for careers or for transfer to four-year colleges. Many work part-time to pay for their college expenses. The comparatively low cost of attending a community college is one of the reasons mentioned in a survey of students as influencing them to attend NCCC, while the high quality of instruction is cited in a survey of graduates.

Northwestern Connecticut Community College is distinguished among Connecticut Community Colleges in that it offers several unique academic support programs, three of which lead to the Associate Degree. One is the state's only Veterinary Technology Program and the others are American Sign Language and the Deaf Studies Program. There is also an academic support program for deaf and hard of hearing students: the Collegiate Education for Deaf and Hard of Hearing Persons (CEDHH). This non-degree program offers specialized classes, academic support services, and counseling for the hearing-impaired who wish to pursue a post secondary education.

In 2003, NCCC completed the construction of its 24,000 square foot Learning Resource Center (LRC). Located at the corner of Route 44 and Route 8, adjacent to both the historic Town Green and Founders Hall, the LRC serves as a landmark and gateway to both the college and the town. It has a distinctive rotunda, and houses the technologically current library, a language lab, plus a conference center. The design, with a panoramic view of the Still River and optimal use of the natural light welcomes all patrons.

During the next two years, Northwestern Connecticut Community College will build an Arts and Science Center, a three-story 32,000 square foot edifice. This new Center will house Chemistry, Microbiology, Biology, Physics and General Science laboratories on the first floor. The second floor will consist of classrooms, a lecture hall, student lounge and an open atrium that extends through to the third floor. On the third floor, there will be art spaces for drawing, painting, ceramics, graphic arts, offices, and a presentation room.

EDUCATIONAL PHILOSOPHY

Northwestern Connecticut Community College aspires to several educational ideals. Specifically, the College believes that an institution of higher learning must aim to produce educated men and women fully equipped to understand and engage the complexities of the modern world. The meaningful connection between classroom and the rest of the world comes through a devotion to inquiry and a respect for others.

ACCREDITATION STATEMENT

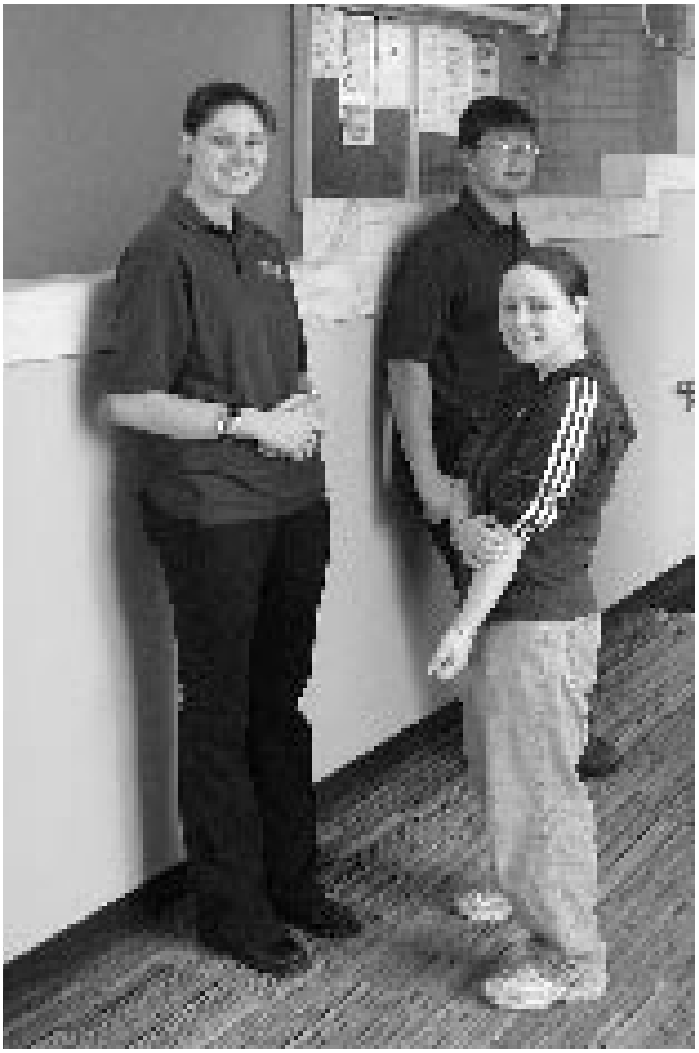
Northwestern Connecticut Community College is accredited by the Connecticut Board of Governors for Higher Education and by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through colleges offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. In addition, specialized accreditations are granted to our Veterinary Technology, Medical Assisting, and Early Childhood Education programs.

Accreditation by the New England Association applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, nor of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

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

New England Association of Schools and Colleges
209 Burlington Road
Bedford, Massachusetts 01730-1433
781-271-0022
www.neasc.org



About this Catalog

This Northwestern ConnecticutCommunity College Catalog is provided as a source of information for prospective students and does not consititute a contract. While every effort has been made to ensure the accuracy of the information provided, the college reserves the right to make changes at any time without prior notice.

ADMISSIONS

ADMISSION REQUIREMENTS

Applicants should apply as early as possible. Students may enter the College at the beginning of the Fall or Spring semesters. A high school student who desires admission to the College should complete an application with the Admissions Office or online at http://www.nwcc.commnet.edu early in the spring of their senior year. Paper application forms may be obtained from the Admissions Office, from high school guidance offices, or on our website.

An applicant for admission to a degree program must present evidence of graduation from an approved secondary school or hold a State High School Equivalency Diploma. Home schooled students must contact the Director of Admissions for admission advisement. No admission test is required; however, placement tests in reading, writing, and mathematics are administered to all incoming first-year students prior to registration. The Director of Admissions may arrange for an interview with the applicant.

High school juniors and seniors who have demonstrated sufficient scholastic ability may enroll in courses offered at the College, provided permission is obtained from the students' high school guidance counselors.

An application for admission to the College must be accompanied by a non-refundable application fee. This fee is not required of applicants 62 years of age or older. If applying on the Internet, the non-refundable application fee must be paid via a credit card at the time of application.

New England Regional Student Program

Connecticut residents enrolled at Northwestern who wish to transfer to out-of-state New England public colleges and universities may be eligible for a significant tuition break through the New England Regional Student Program (RSP).

A student is eligible for the RSP tuition break if he or she is accepted into a degree program which is offered through the RSP by an out-of-state New England public college or university, but is not offered by any Connecticut public institution.

A student is also eligible for the RSP tuition break if he or she is accepted into a degree program offered by an out-of-state New England public college or university that is closer to the student's home than any Connecticut public institution offering that program. (Note: The University of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont do not participate in the "Nearer-to-Legal-Residence Policy.")

Additional information about the Regional Student Program may be obtained from the Dean of Academic and Student Affairs at Northwestern or from the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111; 617-357-9620. E-mail rsp@nebhe.org for complete RSP information and a list of approved majors online.

Community College/High School Partnership Program

The High School to College Partnership Program is a special program designed to enable qualified high school juniors and seniors to take up to two courses (eight credits) of college work each semester at no charge. The students, however, are responsible for buying their own books and providing their own transportation. Students must be recommended by the high school principal (or principal's designee).

A transcript of the student's work will be maintained at Northwestern, and a student may request to have the credits transferred to the institution which he or she attends after high school.

High school systems that have elected to participate in the Partnership Program include Torrington, Canton, Wamogo Regional and Northwestern Regional High Schools, and The Gilbert School, Winchester Alternate High School, Explorations, Oliver Wolcott Technical School, and Torrington Christian Academy. Interested high school students should contact their high school principals or the High School Partnership Program coordinators at their schools.

Tech-Prep Northwest

Tech-Prep is a federally funded program designed to offer high school students the opportunity to explore career interests while they earn college credits. Tech-Prep Northwest is a partnership between Northwestern Connecticut Community College and the many comprehensive and vocational high schools located throughout Northwest Connecticut. High School juniors and seniors with a C+ average or better are eligible to apply and enroll in the Tech-Prep Program. Your high school guidance counselor/school to career counselor can provide you with the enrollment application and answer any questions you may have about Tech-Prep.

During the last two years of high school, students take a required sequence of courses, including concentrations in math, science, communications, and a career area. All of the classes are taught by the high school faculty at the high school during regular school hours. Classroom work is supplemented by workplace experiences such as job shadowing, mentoring and internships. Upon completion of the high school portion of the program, students can either

continue their studies at NCCC to earn an Associate's degree, transfer their Tech-Prep and NCCC credits towards a four-year degree, or find job opportunities in their chosen field. Tech Prep allows students to earn up to 13 college credits while still in high school. A High school advisor will help with course selection from an approved list developed by each high school and NCCC.

Some benefits of Tech-Prep include:

- Earn college credits while in high school
- Save tuition costs for the college credits earned through the Tech-Prep Program
- Develop strong math, science and communications competencies for advanced career training
- Build confidence in your ability to succeed in college
- Apply earned credits towards a two-year Associate degree at NCCC and/or
- Transfer credits to a four-year degree granting institution
- Explore career opportunities by job shadowing an employee in your occupational field of interest at their job site
- Create a portfolio and realize your aptitudes by working as an intern
- Graduate from high school with a realistic career plan for your future
- Individualized guidance and counseling from your high school guidance counselor/school to career counselor and the NCCC Tech-Prep coordinator who will work together to help you meet your goals

International Students

Students who are not residents of the United States, but who are interested in studying at Northwestern Connecticut Community College may do so by applying as international students. International students planning to attend Northwestern on F-1 Student Visas must present the following documents in addition to those listed under Applicants (next page).

- The high school transcripts must be translated into English and must contain a description of the courses studied, grades earned, and the grading system showing the highest and lowest level passing mark; the translation and transcription must be notarized.
- Proof of proficiency in English, either by a minimum score of 470 on the TOEFL (Test of English as a Foreign Language), a score of 150 on the computer TOEFL version, or by a satisfactory score on Northwestern's placement tests for English as a second language level. TOEFL scores must be sent to the Admissions Office at Northwestern.
- Applicants must submit an official notarized financial affidavit indicating requisite resources to cover a full year of study at the College. They must provide the full names and addresses of sponsors in the United States, and complete a supplementary application with the Admissions Office.
- After the receipt of the completed application with fee, transcripts, test results, immunization for MMR, and financial affidavit, the Admissions Office will send to the applicant a letter of acceptance with a completed I-20 Form. The I-20 Form is the document which allows a student to apply for a student visa.
- Pay $100 I-901 Fee and submit evidence of payment to your consular or DHS official.

The deadline for the Fall semester is June 1st; for the Spring semester it is October 1st. The College does not provide housing but maintains a list of local rentals. International Students are required to pay nonresident tuition and fees.

Veterans

Veterans are served by a counselor in the Center for Student Development. The counselor will provide information concerning monthly benefits, tuition waivers, and other educational benefits for eligible veterans. The counselor will also assist veterans in applying for those benefits.

All veterans seeking monthly benefits must be matriculated into a degree or certificate program. Only courses that are directly applicable to their degree programs will count toward eligibility for monthly benefits. Veterans who are transfer students must request that official transcripts be sent from previous schools to the College's Admissions Office for evaluation of prior credit. Veterans must also provide monthly proof of attendance.

The College may award credit for certain courses completed in the service (including MOS proficiency). Veterans may submit course completion documents or other appropriate evidence of military training and/or qualifications to the Admissions Office for evaluation. Credit can also be earned through the College Level Examination Program (CLEP). Information about CLEP exams can be obtained from the Admissions Office.

A veteran who is placed on academic probation may receive G.I. Bill payments for one semester. If the veteran does not improve his or her record and is not removed from the probation list, the veteran's benefits are terminated. Once the veteran has achieved satisfactory academic standing (off probation), he or she may once again receive benefits.

Veterans who are eligible to receive educational benefits (eligibility lasts for a period of ten years from the date of separation from active service) must submit their DD214s.

Veterans are eligible for full tuition waivers for general fund courses (fees including College Services, Student Activity, studio, and lab must still be paid and summer and Exten-

sion Fund courses are not covered) if they meet the requirements listed in the Waiver Section of this Catalog.

Applicants

Students matriculate by:

1. Completing the application form or applying online at http://www.online.commnet.edu
2. Submitting Advanced Placement Test scores, if applicable
3. Submitting a high school transcript or GED
4. Submitting evidence of measles and rubella immunization
5. Paying the non-refundable application fee of $20

After receiving these, the College may schedule an interview.

Physical Therapist Assistant Admission Requirements

Specific admission requirements, including prerequisites to the program, and the selective admission application, may be obtained through the Admissions Office at NCCC. Students in the PTA program must pay for appropriate attire for clinical practicum, books, and transportation, in addition to tuition and fees. Students must complete and verify all required immunizations before the start of the PTA clinical activities. Prior to the senior year students must provide proof of malpractice insurance and certification in Basic CPR by the American Heart Association. Students are expected to join the American Physical Therapy Association. Students must be capable of performing the skills of a PTA.

Additional information and technical standards are available through the PTA program. Please refer to the section on special Transfer Programs. Further information may be obtained from the allied health program coordinator.

Assessment - Entering Students

ASSESSMENT OF SKILLS AND COMPETENCIES OF ENTERING STUDENTS

Consistent with its statutory mandate and mission, the Board of Trustees of Community-Technical Colleges has endorsed and promoted a host of system planning efforts rooted in recognition of

- the need to extend to an increasingly diverse student clientele access to educational opportunity
- the need to provide a wide variety of instructional and student support services to assist students to achieve their objectives
- the need to enhance the quality of community college system programs and services. Accordingly and within this context, the board of trustees approves the following recommendations for implementation of a systemwide program for assessment of the skills and competencies of students who enter a community college:

1. The Accuplacer computerized adaptive test shall be used for purposes of assessment placing of entering Connecticut Community College students.
2. Each college shall use, at a minimum, the reading comprehension, sentence skills and mathematics sections of the test, with the remaining sections to be used at each college's option.
3. Students seeking Ability to Benefit (ATB) in order to qualify for Federal financial assistance shall be tested, at a minimum, in the reading comprehension, sentence skills and arithmetic sections of the Accuplacer test.
4. The Chancellor is authorized to develop an alternative assessment program to pilot the validity of testing instruments such as the ACT and SAT or other national or state tests to be used for student academic assessment at the point of entry to a community college. Colleges designated to participate in an alternative assessment program will be required to follow the standards established for the program and to report the research findings for systemwide use.
5. Students with previous college level English and/or Mathematics credits may be exempt from placement testing.
6. Resources shall be made available to assist colleges in implementation of the testing program and for appropriate research studies.

Transfer - Acceptance of Credit at Community Colleges

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

Placement Assessment

The systemwide Student Assessment Program was approved by the Board of Trustees of Regional Community-Technical Colleges in May 1988. The intent of the program is to:

- provide means of ensuring that the skills of incoming students are uniformly evaluated;
- ensure that students are placed in courses appropriate to their academic preparation;
- make available courses and other academic and student support services which allow students to develop their full potential.

In order to achieve these goals, Northwestern Connecticut Community College administers a placement assessment composed of a writing sample, an objective test in reading and grammar, and a mathematics test. These tests provide valuable information for assigning students to appropriate courses. Unless an exemption is granted, Northwestern requires that each entering student take the placement tests before registering for classes. Students in all programs who place into remedial/developmental courses must enroll in and successfully complete those courses or demonstrate proficiency in the skill area(s) prior to enrolling in college level courses which require basic skills prerequisites. Check the placement testing link on the Internet at http://www.nwcc.commnet.edu/skill/.

Mandatory Placement Policy

All students who have placement tested are required to follow test recommendations immediately during the next semester or retake the placement test during the semester prior to registering for Math and/or English.

Students are not required to take the placement tests if they have passed college level composition and mathematics courses with a grade of "C" or above. Exemptions are also granted to senior citizens and to persons planning to earn fewer than 12 credits at Northwestern (providing they are not enrolling in Math or English courses). (Answers to individual questions and a complete list of exemption criteria are available in the Admissions Office.)

Certain college courses have been identified as requiring basic skills (reading, writing and/or basic mathematics). A complete listing of those courses which have basic skills prerequisites is listed in the "Basic Skills Prerequisites" section.

Measles and Rubella Immunization Requirements

All full-time or matriculated students born after December 31, 1956 (graduates of Connecticut public or private high schools after 1999 are considered exempt), are required by state law to provide proof of immunization against measles and rubella before registration. Adequate immunization means two doses of measles vaccine (the first immunization after December 31, 1968, and the second after December 31, 1979) and one dose of rubella vaccine.

An exemption to the inoculation requirement will be granted in the following instances: for medical reasons, confirmed by a physician; documented evidence of having had the disease; or religious objections to vaccination submitted in writing.

Readmission

Former students of the college who wish to be considered for readmission should obtain and complete a new Application for Admission and return it to the Admissions Office. Former students who have withdrawn from the College for two years or more need to apply for readmission if they wish to:

- Matriculate into a degree or certificate program;
- Apply for financial aid after one year of absence.

Fresh Start Option

Students who have a poor academic record may request readmission under the College's Fresh Start Option. To apply for this option, please contact the Admissions Office and complete an application for admission. (Students who have paid their admission application fee will not be charged again.) To be eligible for this readmission option, the following conditions apply:

- Students must have been away from NCCC for a period of two or more calendar years prior to requesting a Fresh Start Option.
- All previously earned grades will remain on the student's transcript but the original grade point average will not be included in any subsequent computation of a new grade point average.
- Credit will be given for any course in which the student received a grade of "C" (not including "C-") or above, including "P" (Pass).
- The Fresh Start Option can be used only once.
- The Fresh Start Option does not apply to any completed degree or certificate.

- A student must complete a minimum of 15 credits after returning to college under the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors.
- The Fresh Start Option does not apply in determining Financial Aid eligibility.

Transfer Applicants

A student who has attended another institution of higher learning will matriculate by completing the application form and submitting:

1. high school transcript or GED;
2. official transcripts of all post-secondary work at other colleges;
3. evidence of measles and rubella immunization;
4. payment of the non-refundable application fee (see the "Financial Information" section).

After reviewing these the College may arrange for an interview. 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 Organization 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 twenty-five percent of the minimum credit requirements for the degree or certificate through coursework at Northwestern.
4. When a student seeks transfer credit for technical or specialty courses into a program that is also accredited by a national or regional specialized accrediting agency, such credits must be from a comparably accredited program. In the case of a request for transfer credit for technical or specialty courses from a non-specially accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

CLASSIFICATION OF STUDENTS

Full-Time Students

A full-time student is one who is enrolled for 12 or more credit hours during a semester. Most curricular patterns at the College require a student to enroll for 15 to 17 credit hours each semester if the degree is to be completed in two years. A student who wishes to enroll for more than 18 credit hours each semester must first consult the Dean of Academic & Student Affairs.

Part-Time Students

A part-time student is one who is registered for less than 12 credit hours during a semester. A part-time student who wishes to enroll in a certificate or degree program should arrange with the Dean of Academic and Student Affairs, a counselor or an advisor for a modified course sequence which is compatible with his or her plans. No limit is placed on the time required to obtain a Certificate or Associate Degree. College regulations concerning attendance, academics, prerequisites, and conduct apply to all part-time students. Part-time students who wish to withdraw from a course or from the College must obtain the appropriate form from the Registrar.

Change of Status

A student who wishes to change from part-time to full-time status must apply to the Director of Admissions and follow the procedures described for new students.

Special Students

Special students are those who do not intend to seek a degree or certificate. Holders of bachelor or graduate degrees who enroll in courses or programs may be considered special students.

Auditors

Auditors are students who register and pay for college classes but who do not wish to receive college credit or grades.

A student who has registered for credit may change to auditor status by notifying the Registrar prior to the end of the 4th week of the semester (for the Fall and Spring semesters). The deadline for accelerated courses is at the 25% completion date of the course.

Courses which are audited are recorded as "AU" on the permanent record. Audited courses may be repeated for credit. If a student who registers as an auditor fails to attend classes, the permanent record will read "N" (no grade).

Class Designation
Each semester students are grouped according to the total college credits which they have completed satisfactorily.

- First-year student: fewer than 30 hours of college credits.
- Second-year student: 30 hours or more of college credits.

REGISTRATION PROCEDURES

First-Year Students (Connecticut Residents)
As part of the admission process, students take placement tests in reading, writing, and mathematics and then register for courses.

A semester's full-time tuition and fees are paid at the time of registration. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

Transfer Students (Connecticut Residents)
After transfer credits have been evaluated and the student is admitted, he or she may then register for courses.

A semester's tuition and fees are payable at this time. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

All Returning Students
All returning students may register for courses online at www.online.commnet.edu or in person at the Registrar's Office. All returning full time students who register in person must submit at registration an advisement form signed by the student's faculty advisor.

Intercollegiate Registration of Students in the Connecticut System of Higher Education
Matriculated students at another Connecticut Community College, Connecticut State University, or at the University of Connecticut main campus or branch may enroll in any course or courses at Northwestern provided the course or courses are not available at their "home" institution and that there is a vacancy in the course or courses at Northwestern. Full-time students who have paid the maximum tuition and fees are exempt from additional charges. Similar arrangements apply to full-time students of Northwestern who wish to register at other Connecticut public colleges, the State University, and the University of Connecticut. All students interested in such cross-registration should consult the Dean of Academic & Student Affairs at Northwestern.

FINANCIAL INFORMATION

REGISTRATION AND PAYMENT INFORMATION

Full-time and part-time students registering prior to the tuition due date must pay at least the non-refundable deposit of all fees applicable to the courses for which they are registered.

The total tuition applicable to the courses for which the student is registered is payable in one installment and is due by the established tuition due date unless a deferred payment schedule has been approved. Failure to have made all applicable payments by the established tuition due date will result in the withdrawal of the student's registration unless a deferred payment schedule has been approved.

All registrations which occur after the established tuition due date must be accompanied by full payment of all tuition and fees applicable to the courses for which the student registers unless a deferred payment schedule has been approved.

Tuition and fees are subject to change without notice.

TUITION AND FEES

Connecticut Residents Only – for information on out of state and NEBHE charges contact the college's cashiers office 860-738-6415 or 860-738-6313.

Credit	*Tuition*	*Fees*	*Total*
1	$98.00	$58.00	$156.00
2	196.00	61.00	257.00
3	294.00	64.00	358.00
4	392.00	67.00	459.00
5	490.00	78.00	568.00
6	588.00	89.00	677.00
7	686.00	100.00	786.00
8	784.00	111.00	895.00
9	882.00	122.00	1004.00
10	980.00	133.00	1113.00
11	1078.00	144.00	1222.00
12 or more*	1176.00	160.00	1336.00
Annual full time	2352.00	320.00	2672.00

*** Excess credits tuition charge** – Flat amount of $100.00 per semester shall apply when total registered credits exceed 17 for the semester.

Additional Mandatory Usage Fees

Laboratory Course Fee in a designated Laboratory course	$58.00	Per registration
Studio Course Fee in a designated Studio course	$64.00	Per registration
Clinical Program Fee (Fall & Spring only) (Level 1 – Allied Health Programs)	$203.00	Per Semester
Clinical Program Fee (Fall & Spring only) (Level 2 – Allied Health Veterinary Technology)	$145.00	Per Semester

Extension Fund Fees

The College may offer additional credit courses through the extension fund during the academic year as well as the summer. The fees associated with extension fund credit courses are to be paid in full at the time of registration.

Connecticut Residents Only – for information on out of state and NEBHE charges contact the college's cashiers office 860-738-6415 or 860-738-6313.

Credit	*Extension Fee*	*Fees*	*Total*
1	$115.00	$58.00	$173.00
2	230.00	61.00	291.00
3	345.00	64.00	409.00
4	460.00	67.00	527.00
5	575.00	78.00	653.00
6	690.00	89.00	779.00
7	805.00	100.00	905.00
8	920.00	111.00	1,031.00
9	1,035.00	122.00	1,157.00
10	1,150.00	133.00	1,283.00
11	1,265.00	144.00	1,409.00
12	1,380.00	160.00	1,540.00
Etc.			

Additional Mandatory Usage Fees – may also apply. See section above.

Special Fees

Application	$20.00
Late Registration Fee	5.00
Late Payment Fee	15.00
Returned Check Fee	25.00
Graduation Fee	42.00
Academic Evaluation Fee	15.00
Portfolio Assessment Fee	50.00
Transcript Fee	3.00
Installment Plan Fee	25.00
Replacement of Lost ID Card Fee	1.00

All special fees are non-refundable.

REFUNDS

For General Fund Courses

A registered student wishing to drop a course or courses must submit an add/drop form to the Registrar's Office. The effective date of the add/drop is the date the form is received in the Registrar's Office. If the latest date to add/drop falls on a Saturday or Sunday, the following Monday shall be the effective date. If the latest date for acceptance of the add/drop falls on a legal holiday, the next business day shall be the effective date.

1. For notice of drop received prior to the first day of the semester, a refund of 100% of the tuition will be granted. Fees are non-refundable.
2. For notice of drop received on the first day of classes through the fourteenth calendar day of that semester, a refund of 50% of the tuition will be granted. Fees are non-refundable.
3. Students wishing to withdrawal after the fourteenth calendar day of the semester must submit a withdrawal form to the Registrar's Office. No refund will be granted.

For Extension Fund Courses

1. A full refund of the extension fee will be granted only if written notice of drop is received by the Registrar's Office no later than the end of the last business day prior to the start of each semester or summer session. The college service and student activity fees are non-refundable.
2. No refunds will be granted on or after the first day of the semester or summer session.

If a General Fund or an Extension Fund class is cancelled, a full refund of tuition and fees for that class will be granted.

FINANCIAL OBLIGATION

Students who have an unpaid balance due the College will be prohibited from further registration until the financial obligation is resolved.

Waivers

The Chancellor is directed to establish administrative and fiscal policies and procedures by which each community college will be authorized to implement the waivers/remissions of tuition, grants for educational expenses, and student employment authorized by subsection (e) of section 10a-77 of the Connecticut General Statutes, as amended, provided that only those individuals classified as in-state students under sections 10a-26 through 10a-31 of the Connecticut General Statutes and enrolled as full-time or part-time matriculated students in a degree-granting program, or enrolled in a precollege remedial program, who demonstrate substantial financial need shall be eligible for tuition waivers, remissions, grants for educational expenses, and student employment under this policy.

For any Connecticut resident 62 years of age or older, the payment of tuition fees, general fees, and the application fee, but not extension fees, is waived provided there is space available in the course in which the person wishes to enroll. The requirements for eligibility include the presentation of appropriate evidence of age; a driver's license or a similar document is sufficient. Application fee will be waived. Laboratory and Studio fees must still be paid.

Section 10a-77 of the Connecticut General Statutes provides a waiver of tuition for any active member of the Connecticut Army or Air National Guard who is in good standing, as certified by the adjutant general or his or her designee, provided the student is a Connecticut resident enrolled full-time or part-time in a degree program. Any educational reimbursement received from the Guardsman's employer is to be deducted from the amount of the waiver.

Veterans are eligible for a full tuition waiver for general fund courses (fees not included and summer and Extension Fund courses are not covered) if they were:

a. honorably released from the service;
b. in active service (at least 90 days) during periods of conflict, such as the Vietnam era (12/22/61-7/1/75), Korean hostilities (6/27/50 - 1/31/55), World War II (12/7/41-12/31/46), or on active duty while engaged in combat or a combat support role during the peace keeping mission in Lebanon (9/29/82 - 3/30/84), the invasion of Grenada (10/25/83-12/15/83), Operation Earnest Will, involving the escort of Kuwaiti oil tankers flying the United States flag in the Persian Gulf (2/1/87 - 7/23/87), the invasion of Panama (12/20/89-1/31/90) and service during Operation Desert Shield and Operation Desert Storm (8/1/90 -6/30/94), and active duty for service in the demilitarized zone in South Korea after 2/1/55, in Somalia after 12/2/92, and in Bosnia after 12/20/95, and shall include service during such periods with the armed forces of any government associated with the U.S.; Persian Gulf War (8/2/90 – ongoing);
c. domiciled in Connecticut at time of registration.

Dependent Children of Certain Veterans

Pursuant to section 10a-77 of the Connecticut General Statutes, the tuition of veterans and the dependent children

of persons missing in action or former prisoners of war shall be waived, as provided below, at all community colleges effective with the fall semester of 1973:

1. The payment of tuition fees shall be waived for any dependent child of a person who, while serving in the armed forces of the United States after January 1, 1960, (a) was declared to be missing in action, or (b) was declared to have been a prisoner of war, provided that the person missing in action or the former prisoner of war was a resident of Connecticut.
2. The requirements for eligibility under this provision shall include the presentation of appropriate documentation from the U.S. Department of Defense concerning the status of a person as one who had been declared to be missing in action or as a former prisoner of war.

Dependent Children of Certain Police or Firefighters

Tuition is waived for any dependent child of a police officer, as defined in section 7-294a of the Connecticut General Statutes, or a supernumerary or auxiliary police officer, or firefighter, as defined in section 7-323j of the Connecticut General Statutes, or member of a volunteer fire company, killed in the line of duty.

Dependent Child or Surviving Spouse of Specified Terrorist Victim

Tuition is waived for any Connecticut resident who is a dependent child or surviving spouse of a specified terrorist victim, as defined in section 1 of Public Act No. 02-126, who was a resident of Connecticut.

FINANCIAL AID

INTRODUCTION

The Financial Aid Office encourages students in degree and certificate credit programs of study at the College to apply for student financial aid. The only form to be completed is the Free Application for Federal Student Aid (FAFSA). There are no limits on student income, and parent or spouse income, if applicable, which disqualifies an applicant from applying for financial aid. Students who are concerned about their ability to meet NCCC college expenses should apply for financial aid.

NCCC's financial aid award policy is to assist needy applicants with grant awards for tuition, fees, textbooks and supplies. The applicants with the greatest need are offered additional grant aid. Besides grant funds, applicants may apply for student loans and work-study employment to meet remaining college expenses.

The staff of the Financial Aid Office provides both general and specific advisement to students and parents on a day-to-day basis. Prospective students, as well as those currently enrolled, are provided with an array of services intended to assist in being able to have the opportunity to attend and persist in their academic program of study. As an advocate for students, the Financial Aid Office offers individual and group counseling sessions and workshops throughout the year to provide guidance and further students' knowledge of financial aid opportunities and responsibilities associated with receiving financial assistance. In keeping with the philosophy of the Connecticut Community College System, the NCCC Financial Aid Office uses a state-of-the-art computer system to read, evaluate, and process application data expeditiously. The Financial Aid Office promotes the advantages of using the ONLINE self-service student information system for students to have round the clock access to their financial aid status and award information. In addition to maximizing access to Federal, State, and Institutional sources of grants, scholarships, and low cost loans, the Financial Aid Office serves as a clearinghouse of all student employment on the campus as well as with selected not-for-profit agencies which provide jobs off-campus under the provisions of the Federal Work Study Program.

STUDENT ELIGIBILITY

To receive student financial aid, a student must meet the following requirements:

1. be enrolled or accepted for enrollment as a regular student working toward an associates degree or certificate in an eligible program of study at Northwestern. This is commonly referred to as being "matriculated".
2. have demonstrated financial need as a result of completing the Free Application for Federal Student Aid.
3. meet federal and state regulations that set minimum standards for aid recipients as to good academic standing and satisfactory progress toward completion of your program of study.
4. have earned a high school diploma or GED certificate.
5. be a U.S. citizen or eligible non-citizen.
6. certify that she/he will use federal student aid only for educational purposes and that she/he is not in default on prior federal student loans or owe a refund of federal Title IV grant funds.
7. be registered with the Selective Service Administration, if male and 18 years of age or older.
8. have a valid Social Security number. If a Social Security number is needed, find out about applying at www.ssa.gov or by calling 800-772-1213. TTY users may call 800-325-0778.

Additional restrictions are placed on a student who has been convicted under federal or state law of selling or possessing illegal drugs. To determine individual status, one should call 847-688-6888. TTY users should call 847-688-2567. Eligibility is also limited, generally for a Pell Grant only, for an incarcerated student in a federal or state penal institution. Further, a student who has earned a previous baccalaureate degree is ineligible for Federal and State undergraduate student aid programs. A student who is enrolled to fulfill teacher certification requirements may seek assistance from the Federal Stafford Loan programs.

HOW TO APPLY

Applicants must complete the Free Application for Federal Student Aid (FAFSA) for each academic year (e.g. 2006-2007, 2007-2008) of study. Since the Community College Financial Aid System is web-based, applicants are strongly urged to obtain a Personal Identification Number (PIN), and then file the FAFSA with the Federal Processor via the Internet. It is necessary to authorize the release of the application information by entering the College's Federal Title IV code: 001398. The benefits of applying online are that the electronic FAFSA contains self-edits thus reducing some of the chances of error or omission. The data is sent to the College in a matter of a few days rather than 6-8 weeks if a paper application is used. A Spanish language FAFSA is also available.

To first obtain a PIN Number for you and one of your parents (if applicable):
http://www.pin.ed.gov
To complete your FAFSA:
http://www.fafsa.ed.gov

For assistance about the Federal financial aid programs, or for assistance in completing the FAFSA, call 1-800-4-FED-AID (1-800-433-3243).

WHEN TO APPLY

Applications are accepted throughout the school year. The priority application dates below are set to advise applicants about the latest they can apply and receive an award determination before classes begin. Applications received after these dates will be processed provided the FAFSA data is complete and verified. There can be no guarantee of financial aid funds being available other than Federal Pell Grants for a FAFSA filed after these dates. There are additional requirements for students seeking work study employment or Federal Stafford Loans.

- **JULY 1st,** if enrolling in the fall semester. Prior financial aid recipients will receive early award notice if application is made by May 1st.
- **DECEMBER 1st,** for applicants beginning study at NCCC in the following spring semester.

Note that a FAFSA must be filed each year for the subsequent academic school year. After the FAFSA is submitted for the first year, a Renewal FAFSA is required for following academic school years.

PROCESSING THE FINANCIAL AID APPLICATION (FAFSA)

Complete the FAFSA form with care. Allow at least an hour to review instructions, gather data, and complete the form. A FAFSA submitted with incomplete or inaccurate data is usually not successfully processed. This would delay NCCC receiving your application. Incomplete FAFSA data usually increases the probability that the applicant will be required to send to the Financial Aid Office additional verifying tax documents and household information. Applicants should make certain that they and one of their parents (if applicable) have signed the FAFSA, preferably by using the Federal PIN assigned to each person.

Approximately one week after submitting your electronic FAFSA form, the processor will send a Student Aid Report (SAR). Review the form for accuracy. If additional information is requested, respond immediately. Confirm that NCCC's **Title IV Code: 001398** is listed on the FAFSA form. If not listed, NCCC will not receive your FAFSA information.

The FAFSA data is sent electronically to NCCC. When received, the Financial Aid Office will review the FAFSA data and any comments the Federal processor noted when comparing reported information with database matches with the following federal government offices: Department of Education loan default and grant overpayment records, Social Security Administration records, Selective Service Administration records, and Bureau of Citizenship and Immigration Services records.

Applicants should review the status of their applications by accessing their ONLINE self-service student information account at http://www.online.commnet.edu and following the directions for web access for students. It is advisable to be keenly attentive especially to ONLINE menu items of "My Eligibility" and "My Award Information".

VERIFICATION

About 50% of all FAFSA's received by NCCC are selected for a review called "Verification". If selected, a student will receive notice to provide the Financial Aid Office with financial and family information such as copies of federal tax returns and other special letters of eligibility for untaxed sources of income such as Social Security. Processing of the FAFSA stops until all the requested information is provided. If notification is made that an application is selected for verification, it is expected that the requested information will be sent to the Financial Aid Office within 15 days.

HOW FINANCIAL AID AWARDS ARE DETERMINED

The FAFSA form collects income, asset and other information about the student applicant and if required, his or her spouse, or parents. The information is entered into a formula established by the U.S. Congress, commonly referred to as Federal Methodology. The formula calculates an Expected Family Contribution or EFC. The EFC is the amount a student and his or her family (parents, or spouse as applicable if their information was collected) are expected to contribute toward the costs of attendance at NCCC. The calculated EFC may be different than what a family might expect to contribute. However, the calculated EFC is used as a uniform and objective measurement in determining financial aid eligibility. An EFC may change from year to year to reflect changes in the applicant's financial situation.

The Expected Family Contribution (EFC) is used in the following equation to demonstrate financial need:

COST OF ATTENDANCE AT NCCC
- (LESS) EFC
= FINANCIAL NEED

Annually, the Financial Aid Office establishes student Cost of Attendance budgets. Examples of estimated costs are included in the two most common types of budgets listed below:

	Reside With Parents	Off Campus/ Own Residence
Tuition and fees-	$ 2,672*	$ 2,672*
Books and supplies-	$ 1,100	$ 1,100
Living expenses-	$ 5,200	$ 8,950
Room/board		
Transportation		
Personal/Misc.		
Total	$ 8,972	$12,722

NOTE: All cost of attendance amounts reflect full-time enrollment over the nine month academic year (Fall and Spring Semesters). Normally, a student applicant is awarded grant aid to cover tuition, fees, books and supplies expenses, or a lesser amount in keeping with the determined financial need for that applicant.

* Tuition and fees above are for Connecticut state residents. New England and out of state tuition charges are greater. All tuition and fee charges are subject to change without notice. There are additional usage fees for laboratory and studio courses, and clinical program fees. Individual budgets may be adjusted to include allowances for these fees.

HOW FINANCIAL AID WORKS

The Financial Aid Office offers a package of grants, loans and work-study employment to meet but not exceed an applicant's financial need. Applicant financial need or estimates of applicant direct costs (tuition, fees, books and supplies, whichever is less) will be met with grant aid. Grants are called gift aid and do not have to be repaid.

Financial aid decisions or award notification letters are sent to the student via ONLINE, the self-service Student Information System of the Connecticut Community College System. An NCCC student may access his or her financial aid records at: http://www.online.commnet.edu. Complete applications are evaluated and aid packages are constructed, and award notifications are sent on a rolling basis each year. Decisions are governed by the date of application completion. Upon the expiration of funds available, remaining applicants receive notification of Pell Grant eligibility and added counseling to consider various types of self-help in order to meet remaining financial need.

Award notification letters show an academic year award by semester. Awards reflect expected full time semester enrollment. If not full-time, awards are reduced in proportion to the student's enrollment status. For example, a student enrolled for 9-11 credits would receive a prorated amount of 75% for 3/4 time enrollment status; a student enrolled for 6-8 credits would receive a prorated amount of 50% for 1/2 time enrollment status. With the exception of Pell Grants and NCCC Grants, other financial aid programs require at least 1/2 time attendance per semester.

Additional forms must be completed for Federal Stafford Loan and Federal Work Study awards. Loans require a Federal Stafford Loan Request Form and an entrance counseling interview. Loan Request Forms are obtained from the Financial Aid Office. Information about the counseling requirement is provided with the Loan Request Form. Students with work-study awards need to complete various payroll documents (state and federal W-4 withholding forms and an I-9 form which confirms a student's identity and eligibility to work). When completing the I-9 form, students should present a state issued identification card (driver's license), social security card or birth certificate.

Be advised, financial aid grant and work-study awards are conditional upon NCCC's receipt of annual allocations from the U.S. Department of Education and the State of Connecticut. Therefore, specific financial aid awards are subject to change from year to year. Northwestern Connecticut Community College retains the right to make adjustments to individual student awards during the course of an award year. In the event that a higher proportion of students accept aid offered, or a larger number enroll as full-time students, the College may reduce various financial aid program funds to stay within the College's allocations and budgeted student aid funds.

HOW AWARDS ARE PAID

Financial Aid awards are disbursed each semester. Funds are applied to student tuition accounts and pay any charges owed to the College. Any credit balances are paid by check or direct deposit. Checks are mailed to students as they become available. For direct deposit, a student may enroll by completing the required checking account information in the menu for "Financial Services" in ONLINE. Awards may be applied to college charges other than tuition and fees, such as bookstore charges. To do so, aid recipients should obtain a charge authorization available from the Cashier's Office.

Federal Work Study awards are paid to students based upon hours worked on a biweekly pay schedule. The Financial Aid Office conducts preliminary screening interviews of applicants determined to demonstrate financial need eligibility, and then students who are awarded Federal Work Study are referred to campus jobs. Student workers are expected to arrange a work schedule which permits earning their work study award over the 30 week academic year, or 15 week fall or spring semester. Students are expected to monitor their progress in earnings so as not to work beyond the funds allotted in their award.

Stafford and PLUS loans funds are forwarded by lenders to NCCC by electronic fund transfer (EFT). Funds are typically received after the fourth week of each semester, if applicants have fulfilled loan entrance counseling requirement and originated the Master Promissory Note (MPN). Funds are applied to student accounts and credit balances are refunded within 14 days of receipt of the actual funds.

Students enrolled in an approved Consortium Agreement to take a course(s) at another college, that are certified by a NCCC academic advisor to fulfill academic requirements at NCCC, may receive disbursement of aid based upon the combined enrollment status at both institutions.

REFUND AND REPAYMENT OF FINANCIAL AID AWARDS

Awards are based upon enrollment as of the 14th day of the semester. Recipients not enrolled at that time have 100% of their awards rescinded. At this time, a student's actual enrollment status is officially set for the rest of the academic term and any rules of prorated disbursement of aid are applied. After the 14th day of the semester, there is no adjustment to tuition and fee charges and financial aid awards are not reduced.

REPAYMENT OF FEDERAL TITLE IV STUDENT FINANCIAL AID

Recipients of Federal Title IV student financial aid funds (PELL and SEOG Grants and STAFFORD and PLUS Loans) who completely withdraw or are administratively withdrawn from all semester course work, either at one time or incrementally over the semester, will have their award eligibility recalculated according to Federal Student Aid Regulations.

Recipients, based on how long they remain enrolled (attending classes) in semester course work, earn Federal Title IV semester aid awards. A pro-rata award adjustment is made up until a recipient has been enrolled for more than 60% of the semester. Recipients who remain enrolled beyond the 60% point have earned their entire semester's aid award. For example, a recipient who withdraws from college after 3 weeks time in a 15week semester will have earned 3/15th or 20% of their federal financial aid award. If the recipient had a $ 1,000 award, he or she would be eligible to receive $200 ($1,000 x 20%). The balance of the award, or $800, must be refunded or repaid by the College and recipient to the federal funds from which it came. In another example, a recipient who withdraws from the College after 12 weeks time will have earned 12/15th or 80% of his or her federal financial aid award. This recipient would have earned 100% of his or her $1000 award since the enrollment exceeded the 60% point of the semester. The college and the recipient would not have to refund or repay any federal award funds.

Award eligibility is actually calculated using days, not weeks, as was done in the examples above. Also, the College is responsible for returning a portion of the unearned funds equal to the lesser of college charges multiplied by the unearned percentage of student funds, or the entire amount of unearned funds. If the College is not required to repay the entire amount of unearned funds then the recipient must repay the remaining unearned amount. The College will notify recipients in writing who have an obligation to repay Federal Title IV funds.

Unearned Title IV funds should be repaid to the College within 45 days. After 45 days, the College will provide recipients with instructions to develop a repayment plan with the U.S. Department of Education. After 45 days, a student with a balance still owed will lose eligibility for Federal Title IV financial assistance to attend any college.

Be aware that if the College has to return unearned award funds to the U.S. Department of Education, this repayment could result in a student owing the College additionally for unpaid college charges.

ACADEMIC STANDARDS AND DURATION OF ELIGIBILITY FOR FINANCIAL AID

The Connecticut Community Colleges approved a uniform academic progress standard for all students receiving student financial aid at all of the twelve community colleges. This standard is reflected in the policy statement below and is effective for periods of enrollment beginning with the fall 2005 semester. Questions concerning this policy should be addressed to the Director of Financial Aid Services.

Policy

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

A student must complete successfully two-thirds (66.66%) of the credits (earned/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses

(with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

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

Earned Credits	Minimum Inclusive GPA
< 15.99	1.50
> 16.00	2.00

A 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.

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

Reinstatement Policy

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

Appeal Process

A student with just cause may appeal the finding that s/he does not meet the minimum academic progress standards contained in this document. In order for the individual student to initiate an appeal, the student must make an appointment with the Financial Aid Office no later than 10 days from the date of notification of not meeting the academic progress standards for purposes of receiving Federal, State, or institutional financial aid. The purpose of this appointment is to provide the first stage of counseling to the student to ensure understanding of the specific reason(s) for the adverse finding and to provide the Appeal Form. The student may also download the Appeal Form from the ON LINE self-service system. The Financial Aid Office will at that time also facilitate making an appointment for the student to present his/her appeal in person. The burden of proof to fully document any claims of disability, injury, illness, etc. rests with the student and must be provided at the time the appeal is heard. Students may appeal the decision of the Appeals Committee to the President of the College no later than 30 days from their original date of notification.

FEDERAL STUDENT FINANCIAL AID

Federal Pell Grant. Awards range from $400 to $4,100, or as amended by Congress, depending on student eligibility, enrollment status, and Congressional appropriations.

Federal SEOG Grant. Awards range from $100 to $4,000. Award preference is given to PELL GRANT recipients demonstrating high financial need.

Federal Work Study. Awards provide part-time employment opportunities. An FWS award is paid to students as an hourly wage for employment services performed in on-campus jobs or with off-campus not-for-profit agencies functioning in the public interest or providing services to the community.

FEDERAL FAMILY EDUCATIONAL LOANS

Federal Stafford Loan. This is a low interest loan made by participating lenders with an interest rate determined by congress. Applicants with financial need qualify for interest subsidy benefits. Applicants without financial need may qualify for a loan without interest subsidy. Loan repayment begins after the student ceases to be enrolled at least half-time. Loan disbursements can be cancelled or partially reduced by written request of the borrower within 14 days of receipt of funds at the College. Stafford Loans may also have applicable guarantee and origination fees which may be discounted by a guarantee agency or lender.

Federal PLUS/Parent Loan. Parents of NCCC students may borrow to assist with college costs. This loan

is not need based, but is based on credit worthiness. The maximum loan amount is the cost of education less estimated other financial aid awarded. This loan also has an annual interest rate determined by congress. Repayment begins within 60 days of both installments of the loan being fully disbursed to the College, or may be deferred by requesting forbearance from the lender. Loan disbursements can be cancelled or partially reduced upon written request of the borrower within 14 days of receipt of funds at the College.

CONNECTICUT STUDENT FINANCIAL AID

Connecticut Aid for Public College Students (CAPS).

Funds are allocated annually to NCCC by the Connecticut Department of Higher Education. These grants are earmarked for Connecticut residents enrolled in degree programs at NCCC. The Financial Aid Office may make awards to applicants from one or more of the following programs based on one or more of the following criteria:

CAPS Grant - Connecticut resident
Minority CAPS Grant -African American, Asian American or Hispanic American ethnicity
CAPS College Work Study Employment - Employment award (work study)
CAPS Community Service Grant or Employment Award community service performed for fellow students or the local community.

Northwestern Connecticut Community College Grant

(NCCC Grant). Funds are allocated annually to NCCC to provide grant awards to Connecticut residents who demonstrate need. Grants may not exceed fees and estimated textbooks and supplies.

Capital Scholarship

This need-based scholarship is awarded to high school seniors or graduates with SAT scores of 1200 or more or who rank in the top 20% of their high school class. Application deadline is February 15th. Applications are available in high schools or from the Connecticut Department of Higher Education. (http://www.ctdhe.org)

STUDENT RESPONSIBILITIES

1. Aid recipients are responsible for reading and understanding all information provided to them by the Financial Aid Office, including information contained in the College catalog.
2. Aid recipients are responsible for informing the Financial Aid Office of any change in name, address, marital status, family size, receipt of awards from sources outside of NCCC such as scholarships and grants, including employer education reimbursement programs and changes in their academic majors (degree or certificate program).
3. Aid recipients are responsible for informing the Registrar's Office should the aid recipient decide to withdraw from any class.
4. Aid applicants are responsible for providing the Financial Aid Office with true, accurate and complete information and documents promptly when requested.
5. Federal Stafford Loan borrowers must complete an Entrance Counseling Interview before a loan is certified by the Financial Aid Office, and must sign a Master Promissory Note with their lender/servicer before their loan will be disbursed to the College. Federal Stafford Loan borrowers must also complete an Exit Counseling Interview prior to leaving the College.
6. All financial aid applicants and recipients are responsible for accessing their College ONLINE information accounts to review their financial aid status and to respond to notices of requirements for submitting verification data such as signed copies of income tax returns with W-2 statements in a timely fashion. Failure to review information regularly and comply with documentation requirements may result in cancellation, modification, or forfeiture of financial aid awards or eligibility for actual payment of financial aid awards.
7. Pell Grant applicants have until 120 days after their last day of enrollment (but not later than September 1st) in which to submit verification documents provided the Financial Aid Office has received a valid SAR output document. The latest a student may apply for a Pell Grant is June 30th following the previous award period (e.g. June 30, 2007 for the 2006-07 fall/spring semesters).
8. Aid recipients are expected to inform the Financial Aid Office about any change of enrollment plans and subsequent inability to receive the funds offered at NCCC in order to allow other students access to the funds originally offered.
9. Aid recipients are expected to be well informed of the College's satisfactory academic progress policy and procedures.
10. Aid recipients are expected to use the ONLINE self-service student information to monitor their financial aid application status and to receive notification of any financial aid awarded.

11. Applicants are responsible for notifying the Financial Aid Office promptly if their financial circumstances change in order to have their financial need redetermined and any revisions of the award amounts or programs considered.
12. Aid recipients are responsible for reading and understanding the terms and conditions of any financial aid program award including the accompanying instructions and cautionary statements of the official notification of aid offered by the Financial Aid Office. This notification is in the form of a Financial Aid Award Letter that is viewed in ONLINE, or may be sent via postal mail if the recipient does not have an ONLINE account enabled.

SCHOLARSHIPS

SCHOLARSHIPS FOR NEW STUDENTS

The following scholarships are awarded by area high schools. To obtain an application, please contact the guidance counselor or principal at the high school.

Catherine Ann Jespersen Scholarship is awarded to a graduating senior of Northwestern Regional High School District #7 who is accepted for admission to Northwestern. The recipient is selected by the high school principal on the basis of high academic achievement and must have a cumulative "B" average.

Walter M. Jespersen III Scholarship is awarded to a graduating senior of Oliver Wolcott Technical School who is accepted for admission to Northwestern. The recipient is selected by the high school principal on the basis of good moral character, exemplary citizenship and demonstrated scholastic ability. Preference will be given to a candidate with education and interest in an electrical discipline and who has an interest in pursuing higher education.

Benjamin and Irene Serafini Scholarship is awarded to a graduating senior of The Gilbert School who is accepted for admission to Northwestern. The scholarship recipient is selected by the high school principal on the basis of high academic achievement in a challenging academic program.

For an application or more information concerning any of the following scholarships, please contact the office of the Dean of Continuing Education (GW 219) at 860-738-6423 or the Financial Aid Office (56 Park Place) at 860-738-6328.

The following scholarships are awarded by Northwestern Connecticut Community College:

Barkhamsted Lions Brooks-Gowen Memorial Scholarship is awarded annually to a full or part-time student and is based on financial need and high academic achievement. This scholarship is awarded to a graduating senior of Northwestern Regional #7 High School who plans to attend NCCC.

Becton-Dickinson Scholarship is awarded annually to a new or continuing student who resides in the Northwestern section of the state of Connecticut (i.e., Canaan, Torrington, or Winsted) and is enrolled in one of the College of Technology programs (i.e., Technological Studies, Engineering Science or Industrial Diagnostics). This scholarship is awarded based on evidence of financial need and academic achievement (i.e., a cumulative grade point average of 2.50 or better).

Frances M. Collins and Philip M. Drapeau Scholarships are awarded annually to new students at NCCC. Two scholarships will be awarded to students enrolled in the Liberal Arts and Sciences (including General Studies) program. One scholarship will be awarded to a student enrolled in a career program. A minimum cumulative grade point average of 2.50 is required in order to be considered for these awards.

Carl F. Norden Scholarships are awarded semi-annually for two years to two full-time students who are studying computer science, engineering science or technological studies at NCCC. Selection criteria for this scholarship are based on scholastic achievement, participation in school activities, character and demonstrated financial need. Students must maintain a 3.0 grade point average and be enrolled full-time each semester to continue his or her eligibility for this scholarship.

Salisbury Pythian Scholarship is awarded to a graduating senior of The Gilbert School who is accepted as a matriculated student for admission to NCCC and is based on academic achievement and a minimum cumulative grade point average of 2.50.

Valley Thrift Shop Scholarships are awarded annually to graduating seniors from Northwestern Regional High School #7, The Gilbert School, Winchester Alternate High School, Explorations School, or Torrington High School. The Valley Thrift Shop Scholarships are awarded based on financial need and academic achievement.

SCHOLARSHIPS FOR CONTINUING STUDENTS

Barkhamsted Lions Brooks-Gowen Memorial Scholarship is awarded annually to a full or part-time student who is a resident of Barkhamsted and is based on financial need and high academic achievement.

Becton-Dickinson Scholarship is awarded annually to a new or continuing student who resides in the Northwestern section of the state of Connecticut (i.e., Canaan, Torrington, or Winsted) and is enrolled in one of the College of Technology programs (i.e., Technological Studies, Engineering Science or Industrial Diagnostics). This scholarship is awarded based on evidence of financial need and academic achievement (i.e., a cumulative grade point average of 2.50 or better).

Mary and James Duffy Scholarship is awarded to a member of the NCCC classified staff to take courses at Northwestern in pursuit of an associate degree.

Helen Case Foster Scholarship is awarded to a female student in her sophomore year. The award is given at the discretion of the president of the College. This scholarship was established in memory of a past chair of the NCCC Regional Advisory Council.

John G. Groppo Scholarship for the Deaf and Hearing Impaired is awarded annually to a deserving deaf or hard of hearing student or a student enrolled in the Interpreter Preparation Program who is continuing his or her enrollment at Northwestern.

Lions Club Zone 5 Scholarships are awarded annually to students who are enrolled in the CEDHH program at NCCC. Preference is given to CEDHH students who demonstrate outstanding dedication and commitment in pursuing his or her major of study at NCCC during the second or third year.

Dr. Elaine Stewart McKirdy Scholarship is awarded annually to a full or part-time student who is enrolled in the Early Childhood Education program at NCCC. A minimum cumulative grade point average of 2.50 or higher and demonstrated financial need are required in order to be considered for this scholarship.

Mildred M. Murdock Scholarship is awarded to a student enrolled in the fine arts program of the college. Preference is given to non-traditional students with financial need and academic potential.

Phoenix Scholars Scholarship is awarded annually to a full-time student who is majoring in the Business and Management Administration program at NCCC. Selection criteria for this scholarship are based on scholastic achievement, participation in school activities, and demonstrated financial need.

Andrew Joseph Quinlan Scholarship is awarded to a continuing student who has earned a minimum cumulative grade point average of 3.0. This scholarship is awarded based on academic merit.

Professor Gautam K. Shah Memorial Scholarship is awarded to a full-time, continuing student with an academic major in the Business and Management Administration program. Demonstrated financial need and a minimum cumulative grade point average of 2.50 are required for consideration of this award.

George L. Sherwood Scholarship is awarded to a continuing or graduating NCCC student who is a history major, has achieved a grade point average of 3.5 or better, and who is a resident of Northwest Connecticut. This scholarship was established in memory of George L. Sherwood Sr., who was one of the founders of Northwestern Connecticut Community College.

Valley Thrift Shop Scholarships are awarded annually and selection is based on financial need and academic achievement to:

- Continuing students at Northwestern (preference given to local students);
- Collegiate Education for the Deaf and Hard of Hearing program students:
    - a graduating student in the CEDHH program
    - a continuing student in the CEDHH program

Robert C. White Scholarship is awarded annually to a student who is majoring in art, who is completing his/her first year at Northwestern, displays scholastic and artistic promise, and plans to continue as a student at Northwestern.

Winsted Lions Club Scholarships are awarded annually to students who are enrolled in the Collegiate Education for Deaf and Hard of Hearing Persons (CEDHH) program at NCCC. Preference is given to CEDHH students who demonstrate outstanding dedication and commitment in pursuing his or her major of study at NCCC during the second or third year.

The following scholarships are awarded by Northwestern Connecticut Community College and are funded by the Northwestern Community College Foundation (NCCF):

John A. Albani Scholarship is awarded to a student enrolled in courses in the Criminal Justice program. A minimum cumulative grade point average of 2.50 and active participation in the Criminal Justice Student Association are required for consideration of this scholarship. Northwest Community Bank established this scholarship in memory of Mr. John A. Albani, their bank's former Auditor and Security Officer.

Raymond W. Atcheson Scholarship #2 is awarded to a continuing student at NCCC who has a minimum cumulative grade point average of 3.0, preferably a mathematics or science major, a veteran of the armed forces or who is a single parent. This scholarship was established in honor of a retired NCCC executive dean.

Marion William Edwards Scholarship is awarded to a continuing student at NCCC majoring in literature, journalism and/or the humanities.

Northwestern Community College Foundation Scholarship is a semi-annual award to be given each semester to a matriculated student. Preference for this scholarship is given to a student with demonstrated academic accomplishments.

SCHOLARSHIPS FOR GRADUATES

The following scholarships are awarded by Northwestern Connecticut Community College:

Marie L. Hill Scholarship is awarded to a Northwestern graduate whose scholarship, character and attitude merit recognition.

Frank P. Marcil Memorial Scholarship is awarded to a graduating CEDHH student who has demonstrated academic excellence and will be transferring to a four-year institution of higher education.

Emille E. Nalette Memorial Scholarship is awarded to a graduating NCCC student who has demonstrated a willingness to work hard and intends to further his or her studies in a technical field (e.g., computer science or graphic design). The recipient must be a graduate of The Gilbert School, Winchester Alternate High School or The Explorations School and lives or has lived in Winsted. Academic achievement is a positive contributing factor as well. This scholarship was established in memory of Emille E. Nalette.

George L. Sherwood Scholarship is awarded to a continuing or graduating NCCC student who is a history major, has achieved a grade point average of 3.5 or better, and who is a resident of Northwest Connecticut. This scholarship was established in memory of George L. Sherwood Sr., who was one of the founders of Northwestern Connecticut Community College.

George and Irene Washington Scholarship is awarded annually to a graduating student who has maintained a 3.0 cumulative grade point average, has been accepted for admission to a four-year college or university and has demonstrated the personal attributes of character, service, leadership and scholarship as evidenced by active involvement in religious, social or community activities. First priority is given to a graduate of Northwestern Regional #7 High School.

The following scholarships are awarded by Northwestern Connecticut Community College and are funded by the Northwestern Community College Foundation (NCCF):

Raymond W. Atcheson Scholarship #1 is awarded to a graduate with a high cumulative grade point average who is transferring to a four-year college. Preference is given to a mathematics or science major and veteran of the armed forces. This scholarship was established in honor of a retired NCCC executive dean.

Carmine E. Cornelio Scholarship is awarded annually to a graduating student who is transferring to another college or university and is based on high academic achievement and financial need.

Regina M. Duffy Scholarship is awarded annually to a graduating student who has earned the majority of academic credits at NCCC, is transferring to a four-year college and who demonstrates superior academic achievement.

Marion William Edwards Scholarship is awarded to a student who is graduating and transferring to another college or university and will be continuing his or her studies in literature, journalism and/or the humanities.

Mary Ellen Serafini Scholarship is awarded annually to a graduating student who is transferring to a four-year college. Preference is given to a working parent. This scholarship was established in memory of the executive assistant to three Northwestern presidents.

OTHER SCHOLARSHIP INFORMATION

Wesleyan University in Middletown, Connecticut, through the support of Connecticut corporations, administers the **Edwin D. Etherington Community College Scholarship Program**. Northwestern graduates who are highly motivated and well qualified are encouraged to apply to Wesleyan to become Etherington Scholars.

Additional recognition awards are made by departments or members of the College at the College's annual award ceremony at the close of the academic year. These awards are made following a review of the academic records of graduating students or students continuing their enrollment at Northwestern.

A number of scholarships from sources outside of the College are available to the College's students. The Financial Aid Office will communicate information about scholarships through The Jabberwocky, the College's campus newsletter. Interested students may then obtain additional information from the Financial Aid Office.

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GENERAL ACADEMIC INFORMATION

Student Rights and Responsibilities
Students are referred to College policies defining student rights and responsibilities contained in the Student Handbook, which is issued each year and is available from Student Activities. In particular, students should be aware of definitions of academic dishonesty, other forms of proscribed conduct, and the process to appeal an academic or administrative decision.

A faculty member is allowed to issue a grade of "F" for a student found guilty of academic dishonesty after due process consideration under the policies and procedures outlined in the Board of Trustees policy on Student Rights and Responsibilities (which is contained in both the NCCC Student Handbook and the Academic and Behavioral Codes of Conduct). That decision cannot be overridden by a student initiated "W" (withdrawal from the specific class or withdrawal from all classes).

Semester and Unit of Credit
A semester usually consists of fifteen weeks, excluding registration and final examinations. If the semester is shorter, the class periods are proportionally lengthened. One class period, or two or three periods of laboratory or studio work each week, is necessary for one semester hour of college credit.

Course Requirements
During the first week of classes, the instructor distributes to each student a course syllabus and outline or overview, subject to subsequent modification, with information as to objectives, topics and assigned time frames, reading and attendance requirements, and an indication of evaluative and grading mechanisms to be used.

Class Attendance
There is no college-wide attendance policy that applies to all classes. Each instructor develops and distributes to students his or her own attendance policy during the first week of each semester. The instructor notifies a counselor if a student is absent from an entire week's classes in any subject, or if the student's absence is excessive. The student should notify the class instructor and the Dean of Academic & Student Affairs if he or she is going to be absent for an extended period because of personal emergencies.

Veterans are required by the Veterans' Administration to attend classes on a regular basis regardless of the attendance policy of the instructor. Signed attendance reports are sent by the student to the Veterans' Counselor. Poor attendance or lack of attendance by a veteran will result in termination of benefits.

Make-up Work
Immediately upon returning to classes, a student should discuss with the instructor the academic work missed because of absences.

CLASS CANCELLATION INFORMATION

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on radio stations WTIC (AM and FM), WDRC (AM and FM), WKZE, WATR, WRCH, and WZBG as well as on television channels 3, 8, and 30. Students may also call the College directly at 860-738-6464 to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of day, twilight (5:00p.m.), evening (6:30p.m.), and weekend classes. Radio and television stations will broadcast the announcements at about the same time period. Each group of classes will have its own cancellation announcement.

Classes at off-campus sites are cancelled if the College cancels classes or if the off-campus site closes its facilities.

Students are urged to exercise their own judgment if road conditions in their localities are hazardous. If, in an emergency, the Office of the Governor of the State of Connecticut announces closing of all State offices, no classes will be conducted at Northwestern.

GRADING SYSTEM

The College uses the grading system listed below:

Achievement	Grade	Grade Point Value Per Semester Hour
EXCELLENT	A	4.0
	A-	3.7
GOOD	B+	3.3
	B	3.0
	B-	2.7
AVERAGE	C+	2.3
	C	2.0
	C-	1.7
PASSING, but below average	D+	1.3
	D	1.0
	D-	0.7
FAILURE	F	0.0
PASS in a pass/fail course	P	—
INCOMPLETE	I	—
WITHDRAWN	W	—
AUDIT	AU	—
NO GRADE	N	—
MAINTAINING PROGRESS (for developmental courses only)	M	—

A cumulative grade point average of no less than 2.00 is required to earn a degree or certificate. (Grades in courses numbered below 100, Developmental courses, are not included in this computation of graduation GPA.)

A few courses are offered each semester for a Pass/Fail grade. Twelve credit hours of "Pass" courses may be applied toward degree requirements. Students may elect to take a course on a Pass/Fail basis only if the course is designated as offering a Pass/Fail option (which must be stated in the course syllabus and catalog description).

Students who register for HPE* 101 through 300 (Physical Activities) are graded Pass/Fail unless an election is made by the second class meeting to have a letter grade recorded for that course.

An "Incomplete" is a temporary grade assigned by the 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 the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

All incompletes must convert to a letter grade by the end of the 10th week of the following semester. Students with an Incomplete are temporarily ineligible for semester or graduation honors.

A faculty member is allowed to issue a grade of "F" for a student found guilty of academic dishonesty after due process consideration under the policies and procedures outlined in the Board of Trustees policy on Student Rights and Responsibilities (which is contained in both the NCCC Student Handbook and the Academic and Behavioral Codes of Conduct) that cannot be overridden by a student initiated "W" (withdrawal from the specific class or withdrawal from all classes).

Courses which are audited are recorded as "AU"; if a student who registers to audit fails to attend classes, the permanent record will read "N" (No Grade).

Each semester in an average program, a student carries fifteen or sixteen semester hours of academic work. An example in computing grade point averages for a semester follows:

Semester Hours		Grade		Weight Per Semester Hours			Total Grade Points Earned
4	of	A	x	4.0	g.p.a.	=	16.0
3	of	B+	x	3.3	g.p.a.	=	9.9
3	of	B-	x	2.7	g.p.a.	=	8.1
2	of	C	x	2.0	g.p.a.	=	4.0
3	of	D+	x	1.3	g.p.a.	=	3.9
1	of	F	x	0	g.p.a.	=	0

16 semester hours of credit for a total of: 41.9 grade points

To determine the grade point average for the semester's academic work, the number of grade points is divided by the number of semester hours of work:

$$41.9 \div 16 = 2.62$$

The cumulative grade point average indicates the academic record of the student for the total period of time at the College. To compute the cumulative grade point average, the total number of grade points is divided by the total number of semester hours of credit completed. Grades in courses numbered below 100 are not included in computation of GPA (except for Financial Aid eligibility).

A student may repeat any course, regardless of the grade received. In every instance, the highest grade earned will become the final grade for computation of the cumulative GPA. All other grades earned for the same course will appear on the transcript with the annotation of "I" (include) or "E" (exclude). Credit for any completed course is awarded once. Courses may be repeated to update skills,

earn a higher grade or for personal enrichment. A course may be repeated only twice with receipt of a grade of "A-F" (meaning it may be taken three times with the receipt of a grade of "A-F"). After the third receipt of an "A-F" grade in a course, the student would need to request a waiver of the policy. NOTE: Some courses may be repeated for additional credit and as such the policy does not apply to these courses. Also, there are financial aid limitations for repeated courses. Students should check with the Financial Aid Office for information.

Enrollment Verification

Verification of enrollment status for purposes of student loan providers and/or insurance providers can be obtained 24/7 via the student online system at www.online.commnet.edu. Logon with your student identification number and PIN.
Select "Northwestern"
Select "Student Services & Financial Aid"
Select "Student Records"
Select "Request for Enrollment Verification"
Click on the "NSC Self-Service Button"

Withdrawal from Courses

Authorization to withdraw from a course is granted by the Registrar after a student has obtained the signature of his or her instructor and returned a withdrawal form to the Office of the Registrar for processing. Follow up is the responsibility of the student.

A student may withdraw from a course(s) with a grade of "W" up to the end of the 11th week of the semester (for the Fall and Spring semesters). This deadline is published in the College Calendar. The withdrawal date for accelerated (early finish or late start) courses is at the 75% completion date of the course. Withdrawal deadlines for accelerated courses will be published in the College Schedule.

After the withdrawal deadline, an instructor may record a "W" or "F" in accordance with his or her written course outline policy for students who discontinue regular class attendance, or register for the course but do not attend. The "W" or "F" will be recorded by the faculty member at the end of the semester.

Any student who stops attending a class and fails to complete a withdrawal form may receive a failing grade in the course.

If a student who is receiving financial aid withdraws from a course, he or she must notify the Financial Aid Office immediately.

If a veteran withdraws from a course, he or she must notify the Veterans' Counselor immediately, and also follow the withdrawal procedures of the College. When the veteran withdraws, the College must notify the Veterans Administration which may reduce the educational assistance payments to the veteran. Reduction in the veteran's training status becomes effective the first day of the semester unless mitigating circumstances are found.

Grade Reports

Grade reports will be sent upon written request. Semester grades are available online at http://www.online.commnet.edu.

Transcripts

A student must submit a request in writing to the Registrar to have an official transcript of grades mailed directly to educational institutions and prospective employers. Transcript Request Forms are available at the Registrar's Office or online at www.nwcc.commnet.edu. The cost for this service is $3. There is no charge for personal copies. Academic history is available on the WEB at http://www.online.commnet.edu.

Transcripts, grade reports, certifications, or other student information may be withheld for failure to meet financial obligations or to return College property.

ACADEMIC HONESTY AND PLAGIARISM

At NCCC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' (BOT) Proscribed Conduct Policy in Section 5.2.1 of the BOT 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.

COLLEGE-LEVEL EXAMINATION PROGRAM

The College-Level Examination Program (CLEP) is a national system of awarding college credit by online examination. Sponsored by the College Board, CLEP is used by more than 2900 colleges and universities in the United States and is available to admitted and enrolled students of Northwestern Connecticut Community College.

CLEP enables students and adults to demonstrate knowledge based on non-classroom experience and to validate their learning by receiving college credit on the basis of examinations. CLEP also provides information for use in counseling and in placing enrolled college students.

There are two types of examinations:

1. General Examinations are designed to provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts (English composition, mathematics, natural sciences, humanities, and social sciences-history). The tests are equated with specific courses in the current Northwestern catalog. When acceptable scores are achieved in any of the General Examinations, students may receive college credit in those academic areas in which credit has not been earned for more advanced courses.
2. Subject Examinations are designed to measure achievement in more than thirty undergraduate subjects. Students may earn credit by passing subject examinations in specific courses comparable to those in the current Northwestern catalog. To earn credit, the scores achieved must be comparable to the average score of students who obtained grades of "C" (2.0) in similar college courses.

The General Examinations may be repeated after six months, the General Examinations during the same year, and the Subject Examinations may be repeated after one year has elapsed. Grades are not given for General or Subject Examinations; therefore, CLEP credits do not affect the student's grade point average. When students receive an acceptable score on an examination, the equivalent course title, course number, and semester hours of credit are recorded with the notation "CLEP."

Students who wish to transfer CLEP credits to Northwestern should consult the Admissions Office about minimum acceptable CLEP scores and the maximum number of credits that may be used toward a degree.

Examinations are given at NCCC to Northwestern students by special appointment and monthly at a number of testing sites in Connecticut. Please contact the Academic Skills Center at 860-738-6351 for further information on testing times, dates and fees. The College Board's website also offers information about the examinations: http://www.collegeboard.com/student/testing/clep/about.html

CREDIT BY EXAMINATION

In certain cases, the College grants credit for the successful completion of a written examination prepared by the College faculty in subject areas not included in CLEP. The student must first apply to the Dean of Academic & Student Affairs, who forwards the application to the appropriate Division Director for evaluation. This evaluation may include an interview with the student. To apply for Credit by Examination, the student must be a matriculated student and must be registered at the College during the semester the examination is to be administered.

The recommendation of the Division Director is sent to the Dean of Academic & Student Affairs for final approval. The Dean will inform the student of the decision and arrange a time for the examination, if the application has been approved. When an acceptable score is received, the course title, number, and hours are recorded with the notation "credit by examination." No grades are given and the student's grade point average is not affected. Examinations may be taken only once and in subject areas in which the student has not received college credit in more advanced courses.

The charge for credit by examination is $15.00 per examination.

Students who wish to transfer credits received by examination should check the transfer institution's policies concerning their transferability.

COURSE WAIVER AND SUBSTITUTION

Under special circumstances, students may receive waivers of specific course requirements and seek course substitution. Application can be obtained from the office of the Dean of Academic & Student Affairs.

EXPERIENTIAL LEARNING PROGRAM

Northwestern is receptive to the practice in American higher education of awarding credit in recognition of experiential learning acquired through non-college experiences such as employment, volunteer activities, community service, travel, military training, study in employer-sponsored or other non-college accredited programs, private study, and leisure activities.

The awarding of credit(s) to an applicant under this program is recognition by Northwestern that the student has demonstrated competency in a given subject area or course. Credit is awarded for the learning acquired through the experiential setting, not for the experience itself. The student may apply for evaluation or assessment of the learning under any one or all of the following procedures:

1. Credit by Examination
   a. Commercially-produced Examination (e.g., CLEP)
   b. College-produced Examination
2. Credit for Work Experience in lieu of:
   a. Field Work Requirements
   b. Cooperative Work Experience Requirements
3. Portfolio Content Assessment

Students who earn college credit at Northwestern by these methods and who plan to transfer are advised to check the institution's policies concerning the transferability of expe-

riential learning credits well in advance of making formal application for admission to that institution.

Students interested in Experiential Learning should obtain copies of the Northwestern Manual of Procedures for Experiential Learning Credit from the Dean of Academic & Student Affairs.

No tuition is charged for credits awarded for successful performance under any procedure described under the Experiential Learning Program. However, an Academic Evaluation Fee is charged each time a student utilizes College-Produced Examinations, Credit for Work Experience, or Portfolio Content Assessment. No evaluation fee is charged for credits awarded to a student for completion of a training program which has already been evaluated and approved for credit by the College. CLEP fees are payable directly to the College-Level Examination Board.

CREDIT FOR LEARNING ACQUIRED IN EMPLOYMENT

A student who has completed one year of satisfactory full-time employment in a position directly related to the College career program in which he or she is enrolled may apply for three college credits. These credits may be granted in lieu of the required Field Work or Cooperative Work Experience after the student has completed 45 credit hours toward the degree. In addition, the student must be enrolled in a degree program and be registered at the College during the semester when the evaluation credit is processed. The student must apply to the Dean of Academic & Student Affairs, who forwards the application to the appropriate Division Director for process and evaluation. The evaluation includes an examination by a department faculty member. The Dean determines whether or not credit will be granted and informs the student of the decision. See Special Fees.

Students interested in Credit for Work Experience should read page four of the Northwestern Manual of Procedures for Experiential Learning Credit. This document may be obtained from the Dean of Academic & Student Affairs.

PORTFOLIO CONTENT ASSESSMENT

Applications for credit for college-level learning under this procedure must meet these criteria:

1. The applicant must be matriculated at Northwestern.
2. The learning must involve a conceptual as well as practical grasp of the knowledge acquired.
3. The learning must be applicable outside the specific context in which it was acquired.
4. The learning must fall within the domain usually considered higher education degree credit by the Connecticut Regional Community Colleges as opposed to secondary education or continuing education for non-credit purposes.
5. The learning must be verified, demonstrated, or measured.
6. Credit for the learning must not have been awarded previously.
7. There must be a demonstrated relationship among the application for credit for non-traditional learning, related academic disciplines, and the proposed degree program.

Students interested in the Portfolio Content Assessment program should read the Northwestern Manual of Procedures for Experiential Learning Credit. This document may be obtained from the Dean of Academic & Student Affairs.

INDEPENDENT STUDY

Faculty members in various disciplines permit some students who have already successfully completed a number of courses in a given subject area to enroll in an independent study course for credit and a grade. In each independent study course, the student proposes in writing the specific objectives and procedures of the independent study project and the number of credits requested. Before registration, the proposal must be approved in writing by the faculty member with whom the student will work. The proposal and written agreement become part of the student's permanent file.

THE CONNECTICUT GENERAL ASSEMBLY LEGISLATIVE INTERNSHIP PROGRAM

In recognition of the need to provide educational opportunities which are not available to college students in the traditional academic setting, the General Assembly established an internship program to acquaint students with both the formal and informal aspects of the legislative process. Accordingly, the program encourages a high level of personal interaction among legislators and interns who serve as aides to their assigned legislators. A major objective is to prepare interns to perform necessary support services, such as bill analysis and tracking, spot and in-depth research, drafting of news releases and speeches, liaison work, and constituent casework.

Students at Northwestern may participate in the program and may earn six or twelve college credits. See Political Science (POL* 295) in course descriptions.

The selection of students is made by the General Assembly's Committee on Legislative Staff Internships. The committee interviews each candidate and selects approximately ninety interns, both full-time and part-time, to serve for a legislative session. Appointments are announced in December following November interviews.

Interns are assigned to legislative leaders, committee chairpersons, ranking members, and other legislators. A workable and mutually beneficial relationship between the legislator and the intern is a prime goal of the internship program.

For further information please see the Dean of Academic & Student Affairs early in the Fall semester.

ACADEMIC STANDARDS

Satisfactory completion of 50% percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standards for good standing.

Dean's List

Honors for exemplary academic achievement are awarded to Connecticut Community College students at the end of each semester and at graduation. Grades in courses numbered below 100 are not included in computation of GPA for semester honors. 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 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.

A student who has earned a GPA of 4.0 shall be appropriately recognized as graduating with Highest Honors and receive the Board of Trustees' Medallion at Commencement.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year colleges. Northwestern's Alpha Nu Epsilon chapter was established in 1987. Membership into Phi Theta Kappa is by invitation. Students who meet the following requirements are considered for membership: 1) have completed at least 12 college level credits which can be applied to an associate's degree; 2) a GPA of at least 3.45; and 3) be of good moral character and possess recognized qualities of citizenship. Membership in Phi Theta Kappa offers a variety of opportunities for scholarships, intellectual enrichment and personal development through programs based on society's four hallmarks of Scholarship, Leadership, Service and Fellowship.

Academic Probation and Suspension

A student who fails to maintain the following minimum Cumulative Grade Point Average (CGPA) is placed on Academic Probation:

- Zero to eleven credits 1.50 Written Warning
- Twelve to thirty credits 1.70 Academic Probation
- Thirty-one or more credits 2.00 Academic Probation

Students placed on Academic Probation will be required to take a reduced course load (maximum of 9 credits). Students who, after being on Academic Probation for one semester, fail to attain the required CGPA as shown above, will be Suspended (registration prohibited) for one semester. Students may Appeal either Academic Probation or Academic Suspension status by completing a form (available in offices of Student Development, Registrar, Faculty Secretary, and the Academic & Student Affairs Dean) and submitting a letter of request (which the form directs what to include and where to deliver both) which are forwarded to the Academic Policy Committee for a decision. Deadlines for submission are January 10 (for Spring semester), June 15 (for Summer session and for Fall semester – early consideration), and August 15 (for Fall semester).

Students whose Appeals are granted will retain the same Academic Probation or Academic Suspension Academic Standing – they will not revert back to regular or previous status. Academic Probation approved Appeals will be able to register for a specified number of credits (more than 9) as determined on a case-by-case basis by the Academic Policy Committee in hearing their appeal. Academic Suspension approved Appeals will be able to register for a specified number of credits (as opposed to being prohibited from registering for any credits) as determined on a case-by-case basis by the Academic Policy Committee in hearing their Appeal.

Reinstatement of Students

A student who has been suspended from the College for Academic reasons will automatically be reinstated as a student on Academic Probation the following semester.

Withdrawal from College

A student who wishes to withdraw from the College should:

1. Obtain the necessary withdrawal forms from the Registrar's Office;
2. Discuss with a counselor the reasons for withdrawal and obtain the signature of a counselor on the withdrawal form;
3. Clear all library obligations with the Director of Library Services;
4. Inform the Financial Aid Office, if a Financial Aid recipient;
5. Clear all obligations with the Business Office;
6. Return the completed withdrawal form to the Registrar.

GRADUATION INFORMATION

Commencement

As part of the total educational program at the College, students are encouraged to attend scheduled commencement and convocations during the academic year.

Application For Graduation

A Graduation Application Form, along with a completed curriculum sheet signed by the student's advisor must be submitted along with the non-refundable graduation fee to the Cashier's Office by the posted deadline. This fee is due regardless of whether or not the student attends the commencement ceremony. If the student fails to graduate, this fee will not be returned. The fee must be paid each time the student applies for graduation.

Degree Requirements

1. Transfer credit may be granted for courses which are comparable to those offered at the College.
2. Matriculation* to the College must be completed.
3. Completion of degree requirements is as follows:

Associate in Arts Degree:

- A minimum of 60 semester hours of credit in an approved program which must include 15 semester hours earned at Northwestern Connecticut Community College.
- A cumulative grade point average of no less than 2.00.
- Completion of a one year sequence of a foreign language (American Sign Language is recognized as a foreign language at NCCC). The language requirement will be waived for any student who has completed 3 years of a single foreign language in high school with a grade of C or better. If the language requirement is waived six credits in liberal arts courses will be substituted.
- Completions of two laboratory science courses (8 credits)

Associate in Science degree:

- A minimum of 60 semester hours of credit in an approved program which must include 15 semester hours granted at the College.
- A cumulative grade point average of no less than 2.00.

Multiple Degrees:

- A student who already holds an academic degree may earn a second degree in a different curriculum at a community college. Such a student shall be treated similarly to a transfer student with respect to the minimum number of credits he or she must take for the second degree. This will require that a student meet all program requirements and earn at least 25% percent of the minimum requirements for the new curriculum at the college through which the second degree is to be conferred.
- A student may earn two degrees simultaneously at a community college by fulfilling all requirements stated above.
- Requests for additional degrees beyond the second require prior approval from the Dean of Academic & Student Affairs. Students who receive approval must then complete all program requirements, including earning at least 25% of the minimum requirements for the new curriculum at the college through which the degree is to be conferred.
- Completion of the requirements of an additional program option does not constitute a different degree.

4. Completion of a graduation application and payment of a non-refundable graduation fee will be charged for each degree earned.
5. Fulfillment of all financial obligations.

*(Matriculation: enrolled in a program of study)

Certificate Requirements

1. Transfer credit may be granted for courses which are comparable to those offered at the College.
2. Matriculation* to the College must be completed.
3. Completion of certificate requirements includes the required number of semester hours of credit in the approved program which must include 12 semester hours earned at the College.
4. A cumulative grade point average of no less than 2.00.
5. Completion of a graduation application and payment of non-refundable graduation fee.

* (Matriculation: enrolled in a program of study)

Catalog Graduated Under

If a student is continuously enrolled they may graduate under the current catalog or the catalog under which they entered, providing it is not older than 10 years. If a student is continuously enrolled for more than 10 years, then they may graduate under the current catalog or the catalog 10 years prior to their graduation. If a student has re-entered, they may graduate under the re-entry catalog, provided it is not more than 10 years old, or the current catalog.

Graduation Honors

Graduation Honors, designated in Latin or English:

3.9 to 4.0 grade point average – Highest Honors
3.7 to 3.89 grade point average – High Honors
3.4 to 3.69 grade point average – Honors

Please note: An incomplete grade for any class during the semester will make the student ineligible for honors at graduation. Grades in courses numbered below 100 are not included in computation of GPA for graduation honors.

Selection Criteria for Valedictorian and Salutatorian

The following criteria are established for the selection of class valedictorian and salutatorian:

1. highest and second highest overall GPA;
2. at least 31 credits must be earned at NCCC;
3. have no prior earned degree higher than an associate degree;
4. associate degree candidate.

In the event of a tie, the student with the fewest number of repeats and withdrawals will become class valedictorian. If both students have the same number of repeats and withdrawals, there will be co-valedictorians with no salutatorian.

PRIVACY AND ACCESS TO STUDENTS' RECORDS

1. Procedure for Inspection and Review of Records

a. Any student may inspect and review his or her records.
b. Upon producing acceptable identification, the records will be made available in the presence of the proper official. If the official is not available, the records will be made accessible to the student within a reasonable time not to exceed 45 days.

2. Records-Responsible Official and Location

a. Application form, letters of recommendation, high school transcripts, previous college transcripts (other than Northwestern): (1) before registration: Director of Admissions –56 Park Place East (2) after registration: Registrar- 46 Park Place East
b. Official transcript of grades: Registrar – 46 Park Place East
c. Student records and documents: Registrar – 46 Park Place East
d. Financial Aid reports: Financial Aid Officer – 56 Park Place East
e. Veterans' records: Veterans' Counselor – 56 Park Place East
f. Financial records of tuition and fees: Business Office – 46 Park Place East
g. Insurance records: Director of Student Activities - GW110, Business Office – 46 Park Place East
h. Local addresses of current students: Director of Student Activities - GW110 or Registrar – 46 Park Place East
i. Developmental Studies: Basic Skills records -Academic Skills Center - FH207
j. CEDHH Program records: Faculty Office – FH 208
k. Medical Assisting: student health and field work records - Faculty Office - FH218

3. Procedure for Amendment of Records

a. If, after inspection, a student wishes to question an item in the record, the student should address the question to the responsible official. If an immediate or possible adjustment is not apparent, the student should present to the responsible official a written request for a hearing.
b. The responsible official shall arrange for the hearing before an appropriate body within a reasonable length of time, depending on the availability of professional staff to serve on the hearing board.
c. If the hearing board finds in favor of the student, appropriate steps will be initiated to bring about a change or correction in the record.
d. If the hearing board does not find in favor of the student, the student may write a statement commenting upon the information in the records and setting forth reasons for disagreeing with the information as presented.
e. The student's statement shall be maintained as long as the contested information remains in the file.
f. A student may file a written complaint regarding an alleged violation of the Family Educational Rights and Privacy Act with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

4. Disclosure of Directory Information

The College may disclose the following directory information without prior permission of the student provided the student has not previously refused the release of such information:

a. Student name, address, dates of attendance, full vs. part-time 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.
b. The College may restrict the release of directory information. Such information shall not be released to commercial organizations or sold to any other agency.
c. Whenever possible, a request for directory information will be made in writing and a response given in writing from the appropriate college official (usually the Registrar, Dean, or President).

5. **Disclosure of Educational Information**
   The College will not disclose personally identifiable information without prior written consent of the student, with the exception of the previously listed directory information.
   a. Prior consent is not required if disclosure is to other College officials, federal and state educational authorities, officials concerned with financial aid applications, officials of the Veterans' Administration, in a health or safety emergency, or in response to a judicial order. An attempt will be made to contact the student before complying with a judicial order.
   b. Except for disclosure to College personnel or disclosure at the request of the student, a record shall be maintained by the College of the identity of persons requesting disclosure of educational information and reasons for disclosure.
   c. No transcripts will be released by the College without the written request of the student. The College will process all official transcripts at a charge to the student.
   d. No information about the educational record of a student will be given over the telephone, except that which is directory information.

STUDENT SERVICES

New Student Orientation
New students attend an orientation program before classes begin. Orientation is designed to ease the transition into college by providing students an opportunity to become familiar with the NCCC college community. Students will be introduced to the campus facilities, academic responsibilities and the professional staff. The program includes an introduction to regulations of the College, the opportunities and services available, and the academic policies at Northwestern.

Counseling
Counselors at the College are prepared to assist students who have academic or vocational questions. Career counseling and testing help students to choose courses, curricula, and occupations appropriate to their interests, capabilities, and preparation. Counselors are located at the Center for Student Development at 56 Park Place East.

Counselors are available to help students with issues such as college transfer, veterans' programs, and job search activities.

Academic advisement is made available to students through the services of the College counselors and members of the faculty who serve as advisors.

Hearing-impaired students are counseled by the special needs counselor in the Center for Student Development in cooperation with the Collegiate Education for Deaf and Hard of Hearing Persons Program and members of the faculty.

Students entering the College are assisted by counselors who interview the students and offer assistance through individual counseling and direction to proper agencies or sources of information. Students who plan to transfer to four-year colleges may receive information and advisement from the counselors in applying to these colleges. Admissions representatives from four-year colleges visit the College and talk with students who plan to transfer.

Career Services
Career counselors are also ready to help students assess their personality style and interests in order to make effective career plans. Free career testing using the Myers-Briggs Type Indicator is an integral part of this service. In addition, labor market information is provided through Choices, a career guidance system, and the Connecticut Department of Labor.

Transfer
Counselors are available to assist students who plan to transfer to a bachelor's degree program. Various college catalogs and computer software are available in the Center for Student Development. Transfer Express is a special advisement program. It is explained in more detail towards the end of the section.

Advising
A system of advising has been instituted to assist students with planning their academic programs. A faculty member is assigned as an advisor to each student who completes the application process and matriculates into a major program of study. Students are encouraged to consult their advisors at every stage of planning to assure satisfying and coherent programs along with a better understanding of their educational and occupational goals. Full-time students must have advisement forms signed by their faculty advisors in order to register for classes.

Any student may request a new advisor by consulting the Director of Student Development or one of the counselors. Students are encouraged to choose an advisor who meets their personal academic needs. Office locations and hours are available through the Registrar or the Center for Student Development.

Job Search Assistance
The Career Counselor provides job search counseling and information on employment openings for students who desire part-time work during the academic year. Graduates are also advised in their search for full-time employment. Classes and workshops are offered on such topics as resume preparation and interviewing techniques.

STUDENT ACTIVITIES

Students at Northwestern have a wide range of co-curricular programs and activities available to them. The Student Senate sponsors a social/cultural/recreational calendar of events that includes music and dance performances, touring theater groups, fitness and sports opportunities, lectures, trips, and more.

In addition to the programs coordinated by the Student Senate, several campus clubs offer a variety of experiences to students. These clubs include: the Northwestern Deaf Club, Early Childhood Education Club, Health Professionals Club, Criminal Justice Association, Connecticut Association of Veterinary Technicians, Phi Theta Kappa/Alpha Nu Epsilon (Honor Society), History Association, Spanish Club, Animation and Video Society, MEdium Club (art), and Ski and Snowboard Club.

The relationships among students, faculty and administrators are informal and friendly. Members of the administration, the faculty, and the professional staff serve as the advisors for campus clubs and organizations. Students may initiate social activities and participate in the formation of various organizations by contacting the Student Activities Office.

STUDENT GOVERNMENT

The Northwestern Connecticut Community College Student Association functions under its own constitution. All students are members of the Student Association. An elected Student Senate enables students to assume responsibility for the conduct of their own activities.

To be elected to the Student Senate, a student must be in good academic standing. Information concerning election to the Senate and copies of its constitution are available in the Student Activities Office.

To the extent and limitation of its authority, the Student Senate may form recommendations concerning student general welfare, student conduct, student elections, social gatherings, special events, student activity fees, appropriations and expenditures of student funds, rules and by-laws of the Student Senate, and standing committees of the student government.

The Student Senate, which is representative of all students, works to maintain high morale within the student body and a close spirit of cooperation among the students, faculty, staff, and administration. It is responsible for planning a diversified social program. The Senate oversees the appointment of student representatives to many of the standing and ad hoc committees of the College's professional staff.

All students are encouraged to participate in the work of the Senate, its committees, and the committees of the professional staff.

STUDENT INSURANCE

All enrolled students (full or part-time) are automatically covered, at no charge to the student, for medical expenses related to injuries sustained while:

- attending classes of the Community Colleges;
- participating in or traveling directly to or from an activity sponsored by the Community Colleges, including work-study programs. (Intercollegiate athletics are not covered.)

In order to file a claim for injuries under the insurance plan, it is the student's responsibility to obtain, complete and submit the accident claim form to the insurance company.

For more information, pick up a copy of *Health Insurance Program for Students of Connecticut Community Colleges*. Copies are located at the Information Center in Founders Hall, the main desk in the Learning Resource Center, the Center for Student Development at 56 Park Place East and the Student Activities Office in Green Woods Hall.

Enrolled students are also eligible to subscribe to Optional 24-Hour Accident and Sickness Insurance for themselves and for their dependents. Information for this program is also included in the brochure. If you have questions, contact Student Activities at 860-738-6343.

ELIZABETH H. JOYNER LEARNING CENTER

The Elizabeth H. Joyner Learning Center, named for a longtime member of the Board of Trustees, is on South Main Street (Route 44 East), a short distance from Founders Hall. It contains classrooms, student lounge, Veterinary Technology program, Medical Assisting program, and staff offices.

LIBRARY/LEARNING RESOURCE CENTER

Located in the Learning Resource Center adjacent to Founders Hall on the main campus, the library has more than 41,000 volumes and subscribes to 180 periodicals. The library also offers an extensive compact disc collection of classical, jazz, and pop music, a books-on-tape collection, a video collection, and facilities for listening to compact discs and cassettes and for viewing videos. The library is a depository for Connecticut State documents and makes these resources accessible to residents of the area. The major portion of the College's art collection is on permanent display at the library.

The library is a member of LIBRIS, the Library Resources Information System for Connecticut's Community Colleges. The online catalog gives access to not only the holdings of the NCCC Library, but also the holdings of the Connecticut Community Colleges and other libraries in Connecticut. The library also participates in several cooperative agreements and organizations, including OCLC (Online Cooperative Library Center), that facilitate interlibrary loan of materials not owned by the NCCC Library.

Also available are several electronic databases for research. Literature Online Reference Edition has an extensive collection of literature resources, Science Full Text Select provides indexing and full text for 300 science journals and Lexis-Nexis Statistical Universe gives access to statistical data from a variety of agencies, both public and private. The Library is a member of iCONN, the Connecticut Digital Li-

brary Project, which allows access to several databases that provide indexing and full-text access to periodicals, newspapers, legal resources, and medical resources. The library computers are available for searching the Internet and for using Microsoft Office (Word, Access, and Excel).

The library has a strong commitment to ensuring that Northwestern's students are information-literate. To that end, the staff offers instruction in library use and research to any class or individual requesting it. Students are given free access to the library shelves and every effort is made to provide a comfortable place for study and research.

The library is open day and evening and also offers weekend hours when classes are in session. When classes are not being held, the library is open from 8:30 a.m. to 4:30 p.m., Monday through Friday.

COLLEGIATE EDUCATION FOR DEAF AND HARD OF HEARING PERSONS PROGRAM

The Collegiate Education for Deaf and Hard of Hearing Persons (CEDHH) Program offers courses designed for students who are Deaf and Hard of Hearing and also provides an extensive array of support services for students who are enrolled in mainstream college courses. Entering students are given placement tests to determine their proficiency in both mathematics and English. Individual counseling is provided to assist students in registering for courses at the appropriate levels. At the remedial level, intensive instruction is given to ensure that student competencies will be commensurate with those required for successful completion of developmental English and mathematics courses. In the mainstream setting, a broad range of academic and co-curricular support services are available (see below).

Collegiate Education for Deaf and Hard of Hearing Persons Program

1a. Developmental English and Mathematics Courses
(9 institutional credits per semester)
A program of remedial and developmental courses may be designed to address a student's individual needs. Classes are taught by instructional specialists who use direct sign language communication with deaf or oral delivery with hard of hearing students. Depending on entry competencies and individual progress, students may need several semesters to complete these courses. The 18 institutional credits (2 semesters) earned by completing courses in this developmental English and Mathematics program do not count toward a certificate or degree. Additional support services such as tutoring will be provided only according to availability.
OR

1b. English Preparatory Program (EPP)
(16 institutional credits per semester)
Contingent upon enrollment, CEDHH offers a one-year English Preparatory Program for first year students who need intensive English remediation. This program provides a series of courses designed to improve skills in reading comprehension and written expression so that the student will be ready or near ready for placement in NCCC's developmental English courses. The 32 institutional credits earned by completing courses in this EPP program do not count toward a certificate or degree. Applicants who need intensive English remediation but choose not to enroll in the EPP will be provided with interpreting and note-taking services for mainstreamed classes as required by law. Additional support services such as tutoring will be provided only according to availability.

2. Support Services for Mainstreamed Students
For students who are academically prepared for mainstreamed developmental and/or college level courses, there are an extensive array of support services provided. Upon receipt of a completed application package, prospective students are given placement tests to determine competency levels in English and mathematics. Applicants who possess developmental or college-level competencies are assisted by a counselor for Deaf and hard of hearing students in selecting appropriate courses leading to certificates or degrees. These students may request any of the following academic support services on an as-needed basis: 1) sign language, oral, or cued speech interpreting services for academic classes, college functions and co-curricular activities; 2) tutoring services in academic subjects; 3) note-taking services in classroom lectures and laboratories; 4) C-Print and voice generated captioning; 5) audio-visual media support; 6) counseling; 7) sign language classes for college credit; 8) audiological testing services; and 9) communication assessment and training.

CEDHH Admissions and Acceptance

Admission is dependent on a number of factors, including reading and language grade equivalency, prior academic background, recommendations from a former teacher and counselor, and admission test results. For admission and acceptance into the CEDHH Support Services for Mainstreamed Students or English Preparatory Programs, a Deaf or hard of hearing applicant must have on file at the College:

1. a standard NCCC application with the non-refundable application fee;
2. an official high school transcript or General Education Diploma (GED);
3. evidence of required measles and rubella immunization records (for those who graduated from a CT High School before 1999);
4. an audiogram recorded within the past 5 years;

5. scores from the Stanford Achievement Test, 9th ed., Intermediate 3 or Advanced 1 (if available);
6. completed CEDHH reference forms sent by two individuals:
   a. one (1) high school or college instructor (If an applicant has not been in school for over 5 years, a letter of reference from an employer can be provided.);
   b. one (1) school counselor, other significant person in secondary or postsecondary education, or Vocational Rehabilitation Counselor;
7. a completed CEDHH admission test.

Following completion of the admission test, the Director will send either a letter of acceptance into one of the CEDHH programs listed previously, or a letter of recommendation for the applicant to seek an alternative program. Further testing may be required of those accepted into the EPP in order to determine appropriate placement within classes.

CEDHH Staff

The staff includes the Director of the Collegiate Education for Deaf and Hard of Hearing Persons, the CEDHH Program Liaison, a counselor, two educational specialists, four full-time interpreter/tutors, an interpreter/coordinator, one full-time interpreter note-taking coordinator and a communication specialist. Part-time interpreters, C-Print captionists voice generated captioning scribes, and student notetakers are hired as needed on a contract basis. All of the staff members of the Department are fluent in sign language.

All interested applicants for CEDHH Programs should contact the Director. Deaf and hard of hearing people may use the following TTY phone number: 860-738-6382 or e-mail mmyers@nwcc.commnet.edu. Information about financial aid for tuition, books, supplies, and living maintenance may be obtained through the applicant's local office of the Bureau of Rehabilitation Services or by consulting the Financial Aid Officer at Northwestern.

DEVELOPMENTAL CLASSES

Students who have been away from formal schooling for some time or who experienced difficulty in high school are often advised to enroll in developmental classes to strengthen their academic foundation. Such a recommendation may be determined by the results of placement testing.

The developmental courses available are numbered from 000 to 099 and include, but are not limited to, the areas of mathematics, reading, writing, study skills, and individualized work in the Academic Skills Center. The courses involve individualized assistance by instructors experienced in developmental education. Each course is designed to help the student to review, improve, or learn skills related to success in college-level courses.

Because of the remedial nature of developmental courses, credit earned in these courses is not transferable and will not count toward fulfillment of degree credit requirements for graduation; however, enrollment in developmental courses will be counted toward full-time status for financial aid and other purposes.

ACADEMIC SKILLS CENTER

Tutorial Center and Academic Assessment Area
The Academic Skills Center (FH207 and FH206) exists to support the student in his or her academic adventure. Faculty, staff, peer, and community volunteer tutors are available to help the student to excel or to overcome academic difficulties. Workshops are given to further the student's proficiency in such areas as term paper writing, subject-specific study skills, spelling, calculator usage, word problems, and other mathematics and science topics. Individual assistance is available in formulating writing projects and proofreading.

The Academic Skills Center has computers available for student use. The library of software programs includes assessments of academic strengths and weaknesses and tutorials in various academic disciplines. The student is instructed in the use of these resources and encouraged to use them as needed.

The Connecticut Community College System's placement test, Accuplacer, and the College Board's CLEP (College-Level Examination Program) are administered in the Academic Skills Center. The center is also the location of Project Crossroads, the college's English as a Second Language and GED programs (federally funded by the Workforce Investment Act II), and Team Success, Northwestern's youth program (federally funded by the Northwest Regional Workforce Investment Board).

PROCEDURES FOR ACCOMMODATING STUDENTS WITH DISABILITIES

Students have rights and responsibilities under the Americans with Disabilities Act.

Students have the right:

- to choose to identify themselves as having disabilities;
- to participate in the decisions about their accommodations;

- to have records released only with their written consent.

Students have the responsibility:

- to provide documentation of their disabilities;
- to request accommodations in a timely manner;
- to follow through on agreed accommodations.

To request accommodations students with disabilities must see the Counselor for Students with Disabilities. Students with learning disabilities must provide a psychological report from a school psychologist, licensed psychologist, or learning disability specialist. The report should state the specific disability, and justify recommended accommodations for the student. A student with a physical disability needs to provide a medical report or letter from an MD which justifies the recommended accommodations. The report needs to be sent to the Counselor for Students with Disabilities three weeks before the first semester in which the student is enrolled. After the documentation is reviewed, the counselor will work with the student to identify appropriate accommodations.

Students are encouraged to advocate for themselves to meet their individual needs. It is the responsibility of the students to contact the instructors and discuss the identified accommodations listed on the Accommodations Form during the first week of the semester. If a student does not identify the disability until later in the semester, it may not be possible to provide accommodations. Accommodations are not retroactively applied. For example, a student is not permitted to retake a test on which he or she performed poorly since the student did not request accommodations prior to testing.

Faculty may contact the Counselor for Students with Disabilities to clarify the identified accommodations. Students should discuss their disabilities with their academic advisors if necessary, since some disabilities may affect participation in particular academic programs.

All students must follow the College policies. Students with disabilities are subject to the same codes of conduct and disciplinary processes as other students. The Student Handbook explains students' rights, the grievance policy and disciplinary procedures.

Send documentation to:

Roseann Dennerlein
Counselor for Students with Disabilities
Northwestern Connecticut Community College
56 Park Place East
Winsted, CT 06098

If you have any questions or concerns you may contact Roseann Dennerlein, 56 Park Place East, at 860-738-6307 v/tty or e-mail rdennerlein@nwcc.commnet.edu.

CHILD DEVELOPMENT CENTER

The Child Development Center offers quality, affordable child care for the children of students, faculty, staff, and the community. The Center hours are Monday-Friday, 7:45 a.m. to 5:00 p.m. and follows the College calendar for the Fall and Spring semesters.

The Child Development Center is a laboratory school for Early Childhood Education students. The Center is staffed by qualified child care professionals. The Center is a learning through play-based center. Activities are planned and implemented with the focus on developmentally appropriate curriculum, based on the children's needs and interest. The curriculum fosters the social, emotional, cognitive, physical and creative development of the children. The program is designed to meet the needs of each child, as well as the group, in a relaxed, enriched, learning environment.

The Child Development Center is licensed by the State of Connecticut Department of Public Health, and accredited by the National Association for Education of Young Children. The Center accepts children between the ages of two (2) to five (5) years of age. For more information call Michele Better at 860-379-9226.

MEDIA SERVICES DEPARTMENT

Overhead projectors, TV Monitors, and VCRs are available in most classrooms in North Building and the Joyner Learning Center. Founders Hall, most Green Woods Hall classrooms, and Joyner LC5 have electronic teacher stations fully equipped with computer, digital camera, VCR/DVD, speakers and ceiling mounted projection cameras. There is additional audiovisual equipment, such as slide projectors, DVD players, digital cameras, and digital projection equipment available from the Media Services Department by request.

MAD RIVER ANTHOLOGY

The Mad River Anthology is an annual magazine that publishes original literary and artistic work of merit created by students of the college. Records indicate that the Anthology has been continuously published since 1972. In addition to its printed edition, traditionally published each April in time for the Mad River Literary Festival, an online version of student work, called The Mad River Journal is published through the home page of the college. Typically the magazine's selection of writing is devoted to poetry and prose works, the latter consisting in general of short stories, sections of novels, autobiographical chapters and an occasional critical essay. The magazine's literary and artistic content is chosen by students who have volunteered for this extracurricular editorial assignment. The editors are assisted in the production phases by a faculty advisor. The magazine's art

work is primarily black and white photographs and line drawings submitted through Art Department faculty. The annual period of submission of work to the Anthology is widely announced on campus and open to all current students of the college. Publication of the Mad River Anthology is sponsored by the college with the added resources of the Northwestern Connecticut Community Foundation.

MAD RIVER LITERARY FESTIVAL

April is National Poetry Month and since April 1997 the college's English Department faculty members have organized and sponsored the Mad River Literary Festival with assistance from the college's Library staff. The Festival week of events features free public readings by professional poets, fiction writers and—as of 2004—playwrights. In addition to prominent visiting writers brought in to highlight the Festival, an Open Reading of original creative work by NCCC students and community residents is also presented. Students are encouraged to sign up and read their work at the Festival's Open Reading. Funding for the Mad River Literary Festival comes from the college's Cultural Planning Committee, Student Senate, and the English Department.

THE GALLERY

The Gallery at Northwestern Connecticut Community College, is located in Founders Hall. It provides a unique showcase for professional exhibitions of contemporary art. Many art forms are represented including fine art, photography, video, installation, and digital media. Faculty, alumni, and student shows are included in the yearly gallery schedule. Students have the opportunity to assist in exhibition installation, promotion, and can meet visiting artists.

WOMEN'S RESOURCE CENTER

The Women's Resource Center, located in Green Woods Hall, Room 210, offers information materials and programs on women's concerns and issues. It is a comfortable place for meetings, workshops, exhibits and socialization. All are welcome.

STUDENT HOUSING

Northwestern Connecticut Community College does not operate, supervise or sponsor student housing. However, accommodations in the community are available from private individuals. The Office of Student Activities maintains a listing of available area housing.

STUDENT CENTER

A Student Center is located on the first floor of Founders Hall. This space was thoughtfully designed as a comfortable space for students to meet, socialize and relax between classes. Light refreshments are available. In addition to an eating area, the room features a wide-screen television and VCR. Coffee and soft drink dispensers are also located in the student lounges in the Joyner Learning Center and Green Woods Hall.

COLLEGE BOOKSTORE

The college bookstore, located in Green Woods Hall, offers a variety of products and services. Students may purchase textbooks as well as study aids, academic software, clothing, gifts, cards, art and academic supplies. Texts may also be ordered by phone 860-379-6226 or fax 860-379-9866 for shipment.

PARKING

Three student parking areas are available. One is at the junction of Holabird Avenue and Whiting Street. A second is located at the Joyner Learning Center. The third area is located on the south side of Green Woods Hall. Students may park in these areas at any time during the College's hours of operation. In addition, students may park in the lots reserved for faculty after 5:00 p.m. Student vehicles found in reserved faculty lots prior to 5:00 p.m. will be towed. Students may not park in spaces designated as reserved for specific individuals, or in lots designated as reserved at all times.

ALUMNI

The Alumni Association was founded in 1967 by the first graduating class. All graduates become members upon graduating from the College. A student who has completed four courses or twelve (12) hours is eligible to become an associate member of the Alumni Association.

The purposes of the Association are to provide social events for alumni and to be supportive of the College and the Connecticut College System. Over the years, alumni have sponsored fund-raising plays, movies, book sales, and cultural events. The Association has, in turn, awarded scholarships and grants to eligible students. Please contact the Director of Student Activities for further information.

TRANSFER

Four-Year Colleges and Universities

With advance planning, a student who earns an associate degree in one of Northwestern's transfer programs can transfer to a bachelor's degree program and begin upper division work immediately.

Academic advisors and counselors are available to assist students in choosing colleges to which to apply. Early consultation will ensure that the coursework parallels as closely as possible the first and second year requirements of the transfer college or university. It is especially important to consult the faculty advisor to choose electives to meet specific objectives.

Transfer Express NCCC

Transfer Express is a special transfer program designed for students who meet specific placement test requirements or successfully complete basic skills coursework. Many public and private colleges and universities have worked with NCCC to provide direct transfer opportunities for NCCC students. Once a student registers for this transfer program a ***Transfer Express*** advisor will be assigned to work closely with the student to prepare for admission requirements at the four-year college or university. The advisor and student select courses that will meet general education and program requirements for the transfer institution the student has selected, and which will satisfy NCCC graduation requirements. Advisors will also assist students who have not yet selected a transfer institution and students desiring to transfer to colleges not specifically covered within the ***Transfer Express*** program.

A student who plans to transfer should examine the collection of college catalogs in the Center for Student Development. Transfer Day or individual visits by college representatives are planned for students who are considering transferring; students can also take advantage of four-year college open house programs advertised around campus, and CHOICES, an interactive computer program which can help narrow down college selection based on the needs of the inquiring student.

Northwestern has a number of specific transfer articulation agreements with public and private colleges and universities. These agreements are typically written on a program basis, providing the student with specific course equivalencies. Up-to-date information about course selection and program planning for transfer to various colleges and universities is available in the Center for Student Development or from a counselor.

TRANSFER ADMISSIONS AGREEMENTS

The Connecticut State University

Graduates of the Connecticut Community Colleges with a grade point average of 2.0 or higher are guaranteed admission to the university of their choice within the Connecticut State University System. Community College graduates admitted to the Connecticut State University of their choice shall be given the same consideration for admission to specific majors and admitted on the same terms as students who began their studies at the university. In the case of majors for which articulation agreements have been adopted, Community College students preparing for transfer should follow the terms of the articulation agreement regarding course prerequisites, grade point averages, and other requirements stated in the agreement.

Each university in the Connecticut State University system will apply to such graduates the same rules concerning the acceptability of "D" grades that it applies to its own students, i.e., as if such grades had been earned at the receiving university.

Graduates of the Community Colleges will be admitted as juniors and will be expected to complete a minimum of two years of full-time (or equivalent part-time) study at the university to be eligible for the bachelor's degree. Students can obtain more information regarding requirements at each of the four state universities by logging on to the following web address: www.ctstateu.edu.

University of Connecticut

To provide opportunity for student mobility within the Connecticut system of higher education, the University of Connecticut extends priority in considering for admission qualified State residents transferring from the Community Colleges. A transfer student is one who has completed a minimum of twelve credits. To evaluate applications for transfer admission, primary consideration is given to the applicant's cumulative grade point average, quality of courses taken and intended program of study at the University.

Priority in admission to the Storrs Campus is given to those students who have completed two years of college prior to enrolling a the University. Students with fewer than two years are evaluated on a combination of high school and college work, and college performance to date. A minimum 2.7 cumulative grade point average (4.0 scale), is required for unrestricted programs only. Restricted programs are those with higher cumulative grade point requirements and specific prerequisites: Business, Engineering, Nursing, Pharmacy, Allied Health, and Education. Prospective transfer students are advised that only a limited number of transfer students will be admitted to these restricted majors.

Prospective transfer students are also advised that they must fulfill all graduation requirements of their major at the University. Students can obtain more information by visiting: www.admissions.uconn.edu.

University of Connecticut: College of Liberal Arts and Sciences-Guaranteed Admissions Program

The Guaranteed Admission Program is a transfer agreement between Northwestern and the University of Connecticut that guarantees admission to the University of Connecticut, Storrs campus. To be eligible for this transfer opportunity, Northwestern students must:

- Complete Northwestern's Associate Degree in Liberal Arts within five years.
- Declare an interest in this specific transfer program and apply to the University prior to the completion of 15 transferable credits.
- Maintain a minimum grade point average of 3.0 at the time of graduation.

Students enrolled in this program receive dual advisement, both from the University and Northwestern. Upon completion of these requirements Northwestern students are guaranteed admission to the University with junior status, as well as, guaranteed housing. At the University students can choose from over 40 liberal arts majors. Former University of Connecticut degree-seeking students are not eligible to participate in the GA Program. More information is available by contacting the Office of Admissions at Northwestern.

Charter Oak State College

To afford students the opportunity to earn locally up to 90 of their credits toward bachelor's degrees, Northwestern has entered into a unique arrangement with Charter Oak State College, the state's external degree program. Graduates or currently enrolled students who have completed 56-75 credits, may be interested in this special opportunity to acquire bachelor's degrees through a variety of credit earning options that are not available at four-year colleges and universities. Charter Oak State College was established in 1973 by the State Legislature specifically to recognize the needs of adults with independent or experiential learning and to provide a flexible means to earn college degrees.

Through special advisement, the student can plan his or her coursework at Northwestern to meet the requirements of the chosen concentration at Charter Oak State College. The remaining 30 credits can be earned by taking Charter Oak's online courses or courses from any regionally accredited four-year college or university, completing approved college level examinations, portfolio assessment and contract learning. Charter Oak has developed three upper-level online courses specifically for students interested in educational technology.

Students who wish to transfer to Charter Oak should consult with the Charter Oak State College Admissions Office. To obtain additional information, e-mail info@charteroak.edu. Information is also available on their website: www.charteroak.edu.

Undergraduate Programs Open to Connecticut Residents under the New England Regional Student Program (RSP)

Connecticut residents presently enrolled at Northwestern may be eligible for transfer to other New England public colleges and universities through the RSP program. Residents of a particular New England state are eligible for an approved major, because that major is not offered by any home-state public institution. Students apply for RSP status on the institutions' application form; no separate application is required. The RSP tuition rate reflects a significant break on an institution's out-of-state tuition rate. The RSP is a tuition-discount program and students are eligible based on their program of study, not financial need. Students can obtain more information on RSP by contacting the transfer counselor at Northwestern or visiting the following website: www.nebhe.org.

CONTINUING EDUCATION

The Division of Continuing Education of Northwestern Connecticut Community College is committed to enhancing the college's overall mission by providing programs that reflect the changing interests and needs of our communities. We offer an array of workshops, trainings and seminars that are responsive to our constituents' quests for knowledge, lifelong learning and career goals. We support our business community by providing cost-effective programs that respond to their needs and offer workforce development programs that align with workplace demands. The Division of Continuing Education also offers the most comprehensive Holistic Studies program in the state through its Northwestern Centre for Holistic Studies.

BUSINESS & INDUSTRY SERVICES

Our Business & Industry programs provide a wide range of educational, training and skill building opportunities in support of the business and workforce development needs in the region. Courses may be taken individually, as certificate programs, or, in some instances, toward a degree program. Offerings include, but are not limited to:

- Precision Manufacturing
  Degree and credit certificate programs in Industrial Diagnostics
  Credit programs in Computer-Aided Design (CAD)
  Certificate (non-credit) in Machine Technology
- Business and Management
  Non-credit programs in management skills and 'best practices.'
  Non-credit courses in Lean Operations
- Fundamental and refresher courses in technical, mathematical, and business skills
- Customized Training and Contract Credit courses in business and manufacturing topics

NORTHWESTERN CENTRE FOR HOLISTIC STUDIES

Launched in 1998, the Northwestern Centre for Holistic Studies offers an integrated approach to holistic studies by interpreting the many applications and forms of holistic health into an academic context. The history and practices of diverse modalities of health and well-being, some from ancient healing traditions and others from modern technology, are brought together to present the best in teaching principles, techniques and strategies.

Our mission is to inform both practitioner and consumer of the most respected and current information in the field. We utilize a variety of formats, including workshops, seminars, and hands-on training. Students may register for individual courses or enroll in a certificate program. Programs offered include, but are not limited to:

- Reflexology (Certificate Program)
- Foundations in Herbal Medicine (Certificate Program)
- Transformational Energy Healing (Certificate Program)
- Therapeutic Touch
- Reiki Training
- The Feldenkrais Method

PERSONAL & WORKFORCE DEVELOPMENT

The Division of Continuing Education provides students with the opportunity and the tools to expand and extend their knowledge in as many areas as possible. Our constantly growing pool of instructors share their talents and skills in a broad spectrum of areas and disciplines. These include, but are not limited to:

- Business and Career Development
- Certificate Programs
- Computer Technology
- Motorcycle Safety
- Online Education
- Personal Enrichment
- Professional Development
- Workforce Development and Training

ALLIED HEALTH

A variety of certificate and continuing education programs are offered to people interested in pursuing a career in health care or professionals looking to expand their skills. Programs offered include, but are not limited to:

- Emergency Medical Technician (EMT-B)
- Paramedic Certificate
- Certified Nurse Aide
- CPR training

NONDISCRIMINATION POLICY

Northwestern Connecticut Community College of the State of Connecticut will not discriminate against any individual on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, physical disability, including, but not limited to blindness, or prior criminal record, unless the provisions of sections 46a-60(b) or 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the Administrative Regulations.

Further, the College will not discriminate against any person on the grounds of political beliefs, or veteran status.

Any person having inquiries concerning Northwestern Connecticut Community College's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact in confidence, the College's Affirmative Action Officer, Founder's Hall, Room 102, 860-738-6325, who has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

POLICY AGAINST SEXUAL HARASSMENT

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

Sexual harassment may be described as any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience.

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

What To Do If You Are The Victim of Sexual Harassment

When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.

- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, Founder's Hall, Room 102, or call 860-738-6325.

- Students may report incidents of sexual harassment to the Dean of Academic & Student Affairs, Dr. Jean Wihbey, or to such other College official the President may have designated. Nothing shall prevent students from speaking to a College counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.

When a formal complaint of sexual harassment is received, the College will investigate it. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of an accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

POLICY ON RACISM AND ACTS OF INTOLERANCE

The community colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board of Trustees and the colleges recognize that an important part of providing opportunity is creating 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 of protection of our most cherished freedoms, most notably freedom of speech and nonviolent action, which protect even unpopular or diverse ideas and perspectives.

Such constitutionally protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin, or ethnicity. 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 that they have an 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.

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.

POLICY FOR USE OF COMPUTER CENTER RESOURCES

All resources and facilities of the System Data Center, including the Computer Center and campus computer sites, are to be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including, but not limited to, the loss of computing privileges, disciplinary action, and/or legal action. Users may be subject to criminal prosecution in accordance with section 53a-250, et seq., of the Connecticut General Statutes.

Faculty members are to distribute instructional accounts only to those students enrolled in the specified classes for which account applications have been approved. Students are limited to the use of that specific account number. It is the instructor's responsibility to review the proper usage of these accounts. Any student found utilizing accounts other than his or her own will be subject to disciplinary action.

Administrative accounts are distributed to the staff upon application to the System Data Center. It is the user's responsibility to secure his or her account from unauthorized access through the use of passwords and file protection measures. All accounts, including programs and data, may be monitored by the System Data Center to ensure proper and efficient system usage, to identify possible software problems, or to check for security violations.

Users are not to attempt to access or make use of any other user's programs or data. Users shall not copy system files, Computer Center software components, or computer management programs, nor are users to attempt to access such programs except for the purposes for which they are intended. In addition, users are not to attempt to modify or repair any equipment belonging to or under the control of the Computer Center unless expressly authorized to do so.

Many of the software programs on the System Data Center's computer systems or local campus based computers, including microcomputers, are copyrighted or proprietary in nature and have been purchased or leased by the Community Colleges for use on a single computer system. No employee or student shall copy or modify this software or utilize this software on computer systems other than those designated in the license agreement. Violation of software agreements may result in disciplinary or legal action.

Public domain software or software purchased under site license agreements from which multiple copies can be made shall be identified by the System Data Center or College data centers as appropriate.

No person shall use the Community College computer resources for monetary gain, development of software intended for sale, or to copy public domain software for other than personal use. Any copies of public domain software must contain the same limitation notices as the originals.

USE OF COMPUTER RESOURCES AT NORTHWESTERN

All enrolled students may use the computer facilities at Northwestern. Students are issued network accounts at the beginning of each semester for use on networked PCs located throughout the campus. All resources and facilities of the System Data Center and campus computer sites are to be used for legitimate and authorized NCCC academic and administrative purposes. Resources include host computer systems, personal computers and workstations, communication networks, and software and data files.

NCCC reserves the right to monitor its computer resources to protect the integrity of its systems, workstations and lab facilities. Computer accounts issued to students are intended for the sole use of those individuals. The account holder is responsible for all usage on the assigned account. Any user of the College computer facilities violating these regulations is subject to disciplinary action, including, but not limited to, the loss of computer privileges and legal action.

The Acceptable Use Policy for Computer Facilities is published and available in the Computer Center.

POLICY ON DRUGS AND ALCOHOL

Drugs and Alcohol in The Community Colleges

The Board of Trustees of Community-Technical Colleges endorses the Statement of the Network of Colleges and Universities committed to the Elimination of Drug and Alcohol Abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs - decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society - all socioeconomic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college sponsored activity or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
   a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
   b. when a college permit has been obtained;
   c. when students bring their own beverages;
   d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

BOARD POLICIES 3.17.1

Transfer-Acceptance of Credit at Community Colleges

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 Organization in accordance with the following:

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

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

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

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

5. This policy shall appear in all college catalogs.

(Adopted January 16, 1973; amended November 19, 1979; amended May 16, 2005)

ASSESSMENT – ENTERING STUDENTS

Assessment of Skills and Competence of Entering Students

Consistent with its statutory mandate and mission, the Board of Trustees of Community-Technical Colleges has endorsed and promoted a host of system planning efforts rooted in recognition of

- the need to extend to an increasingly diverse student clientele access to educational opportunity
- the need to provide a wide variety of instructional and student support services to assist students to achieve their objectives
- the need to enhance the quality of community college system programs and services.

Accordingly and within this context, the Board of Trustees approves the following recommendations for implementation of a systemwide program for assessment of the skills and competencies of students who enter a community college:

1. The Accuplacer computerized adaptive test shall be used for purposes of assessment placing of entering Connecticut Community College students.

2. Each college shall use, at a minimum, the reading comprehension, sentence skills and mathematics sections of the test, with the remaining sections to be used at each college's option.

3. Students seeking Ability to Benefit (ATB) in order to qualify for Federal financial assistance shall be tested, at a minimum, in the reading comprehension, sentence skills and arithmetic sections of the Accuplacer test.

4. The Chancellor is authorized to develop an alternative assessment program to pilot the validity of testing instruments such as the ACT and SAT or other national or state tests to be used for student academic assessment at the point of entry to a community college. Colleges designated to participate in an alternative assessment program will be required to follow the standards established for the program and to report the research findings for system wide use.

5. Students with previous college-level English and/or Mathematics credits may be exempt from placement testing.

6. Resources shall be made available to assist colleges in implementation of the testing program and for appropriate research studies.

(Adopted May 16, 1988; amended May 16, 2005)

STUDENT DISCIPLINE

Section 1: Policy Statement

The Board of Trustees of Community-Technical Colleges adopts this policy on student discipline for the system of community and technical colleges in recognition of the need to preserve the orderly process of the colleges as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a community or technical college course, program, or extension offering.

Section 2: Proscribed Conduct

A community or technical college may discipline a student in the following situations:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.
4. For unauthorized possession or attempted possession of college property or property of a member of the college community.
5. For acts which violate board or college rules and regulations.
6. For acts of racism, violence, or harassment which violate board policy on racism and acts of intolerance.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regard to a college-related matter.
8. Forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as the term is now defined or may hereafter be defined by law, (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision.
10. For academic dishonesty, which shall in general mean conduct which 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 submissions of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination of course materials, (e) falsifying records, laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in 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.
11. For use or possession of a weapon (as defined in Section 53-206 of the Connecticut General Statutes) in violation of board or college policy.

Section 3: Discipline Procedures

The Board of Trustees of Community-Technical Colleges believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 2: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph one (1) hereinbelow, all subsequent decisions concerning possible discipline of a student or students rests with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the Dean of Student Affairs or other designee of the president (hereinafter referred to as the dean) within thirty of the alleged violation or within thirty days of the date the alleged violation was known. Said statement must specify the student conduct and the part or parts of Section 2: Proscribed Conduct which it is alleged said conduct violates.
2. If the dean concludes that the alleged conduct, taken as true, is violative of the provisions of Section 2: Proscribed Conduct, he or she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the dean. Said notice must inform the student that he or she has the right to explain his or her position as part of the informal investigation.

3. Following the completion of the informal investigation specified above, the dean may (a) determine that there is an insufficient basis in fact and dismiss the matter, (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate, or (c) conclude that there is a sufficient factual basis for discipline and that discipline including the possibility of suspension or expulsion or removal of college privileges would be appropriate.
4. If discipline less than suspension, expulsion or removal of college privileges is contemplated, the dean may, after an informal hearing, impose such discipline specified in Section 4: Disciplinary Penalties, except suspension or expulsion or removal of college privileges, as he or she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the dean and to present argument and evidence in his or her behalf. Within fifteen days of imposition or discipline under this provision, the student may request review of the action by the president. The president may confirm, reduce or remove the disciplinary penalty.
5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) concise statement of the facts on which the charge is based, (b) a citation of the rule or rules alleged to have been violated, (c) a statement of the maximum penalty sought, (d) a statement that the student may request a hearing by responding in writing within fifteen days and requesting a hearing, and (e) a statement that failure to request a hearing may result in the imposition of the maximum penalty sought.
6. In case of an emergency, the dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he or she is entitled to a formal hearing as soon as possible, but in no event longer than ten days.
7. If a formal hearing is requested, the student is entitled to the following: (a) to choose to be heard by either an impartial party or panel appointed by the president, (b) when a hearing before a panel is chosen, to have student representation on the panel, (c) to appear in person and have a representative, (d) to hear and to question adverse witnesses, (e) to present evidence and testimony in his or her behalf, (f) to a written decision following the hearing and (g) to a review by the president of the hearing decision upon the request of the student made within fifteen days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings. The executive director may promulgate rules for the conduct of the formal hearings.
8. The president is authorized to appoint college employees and students as the impartial party or panel specified herein and he or she may remove the appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is (are) not impartial. The challenge is to be made to the president and the decision of the president shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the president may confirm, reduce or remove the penalty specified.
10. Except in the case of an emergency, as defined in (6) above, no disciplinary penalty may be implemented within the fifteen days in which a student is entitled to request a review by the president of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted by the president.

Section 4: Disciplinary Penalties

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:

1. Expulsion: Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
2. Suspension: Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises.
3. Removal of College Privileges: This penalty may involve restrictions on student privileges for a definite period of time, not to exceed two semesters.
4. Disciplinary Probation: is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges, or (b) repetition of misconduct after disciplinary warning has been imposed.
5. Disciplinary Warning: Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.

6. Community Service: Community Service involves an obligation, agreed to by the student as an alternative to 1 through 5, above, for a given number of hours of service on the campus or in the community at large.

(Adopted October 18, 1975; Amended February 19, 1979; April 20, 1981; July 20, 1981; November 16, 1987; February 26, 1990 and May 18, 1992.)

PROGRAMS OF STUDY

Northwestern Connecticut Community College offers two undergraduate degrees - the Associate in Arts and the Associate in Science. The College also awards certificates upon the completion of specific non-degree programs of study.

The Associate in Arts degree is awarded upon the successful completion of a program of study in the liberal arts and sciences. In order to obtain the Associate in Arts degree, the student must complete a one year sequence of a foreign language (American Sign Language is recognized as a foreign language at NCCC), and complete two laboratory science courses (8 credits).

The Associate in Science degree is awarded upon the successful completion of a program of study in a specific subject area or to those liberal arts and sciences graduates who choose not to fulfill the foreign language, laboratory science and physical education requirements.

A certificate is awarded upon completion of a non-degree program of study in certain fields. All courses taken for a certificate are applicable to an associate degree program. Note that some courses required to earn a certificate may have prerequisites.

Curricular patterns are designed for all fields of study offered at the College. In general, first-year students pursue similar programs, although some patterns require particular courses or the development of certain skills as a prerequisite to advanced or specialized courses.

Upon enrollment at the College, new students are given assessment tests which determine competencies in mathematics and English. Based on the information gained from these diagnostic tests, students are advised as to their proper placement in mathematics and English courses. All students are strongly advised to consult counselors or faculty advisors periodically during their course of study at the College in order to determine appropriate choices and sequences of courses. Curriculum sheets listing all required courses are available for all programs and can be obtained from the Center for Student Development at 56 Park Place East.

If a student is continuously enrolled, he or she may graduate under the current catalog or the catalog under which he or she entered, providing it is not older than 10 years. If a student is continuously enrolled for more than 10 years, then he or she may graduate under the current catalog or the catalog 10 years prior to his or her graduation. If a student has re-entered, he or she may graduate under the re-entry catalog, provided it is not more than 10 years old, or the current catalog.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Fine Arts (Art, Art Hist, Graph Des, Mus, Photo)

Fine Art (A.S.)
- Animation & Video Arts (A.S.)
- Graphic Communication Design (A.S.)
- Graphic Design (C)
- Fine Arts (C)
- Desktop Publishing (C)

Behavioral Sciences (Psy, Soc, Anth, Hum Svcs)

Behavioral Studies (A.S.)
Human Services (A.S.)
- Child Studies Option
- Elder Studies Option
- Family Studies Option

Human Services (C)

Business & Management Administration (Acct, Fin, Mktg, Off Ops)

Business & Management Administration (A.S.)
- Accounting Option
- Banking Option
- Hospitality Option
- Marketing and Sales Option
- Office Operations Manager Option

Computer Science and Educational Technology Programs

Computer Systems Technology (A.S.)
Computer Information Systems Option (A.S)
Computer Programming Option (A.S)
Computer Business Applications (C)
Computer Programming (C)
Computer Systems Technology (C)
Webmaster/Internet Design Option (A.S.)
Webmaster/Internet Design (C)
Educational Technology: Classroom Instruction Option (A.S.)
Educational Technology: Classroom Instruction (C)
Educational Technology: System Support Option (A.S.)
Education Technology: Systems Support (C)

Engineering Technology

Engineering Science (A.S.)
Industrial Diagnostics (A.S.)
Technological Studies (A.S.)
- Engineering Technology Option
- Industrial Technology Option

General Studies (A.S.)

Health Careers
Allied Health Administration (A.S.)
Allied Health Science (C)
Medical Assistant (A.S.)
Medical Assisting (C)
Hospital Patient Care Technician (C)
Physical Therapist Assistant (Consortium Program with NVCC)

Liberal Arts and Sciences (A.A.)
Liberal Arts and Sciences (A.S.)

Social Sciences (Econ, Pol Sci, Geog)
Early Childhood Education (A.S.)
Child Development Associate Preparation (C)
Home Child Care (C)
Criminal Justice (A.S.)

Deaf Studies (A.A.)
Deaf Studies (C)

Recreation Leadership (A.S.)
- Park Management Option
- Therapeutic Recreation Option
- Therapeutic Recreation (C)

Interpreter Preparation Program: ASL/English (A.S.)

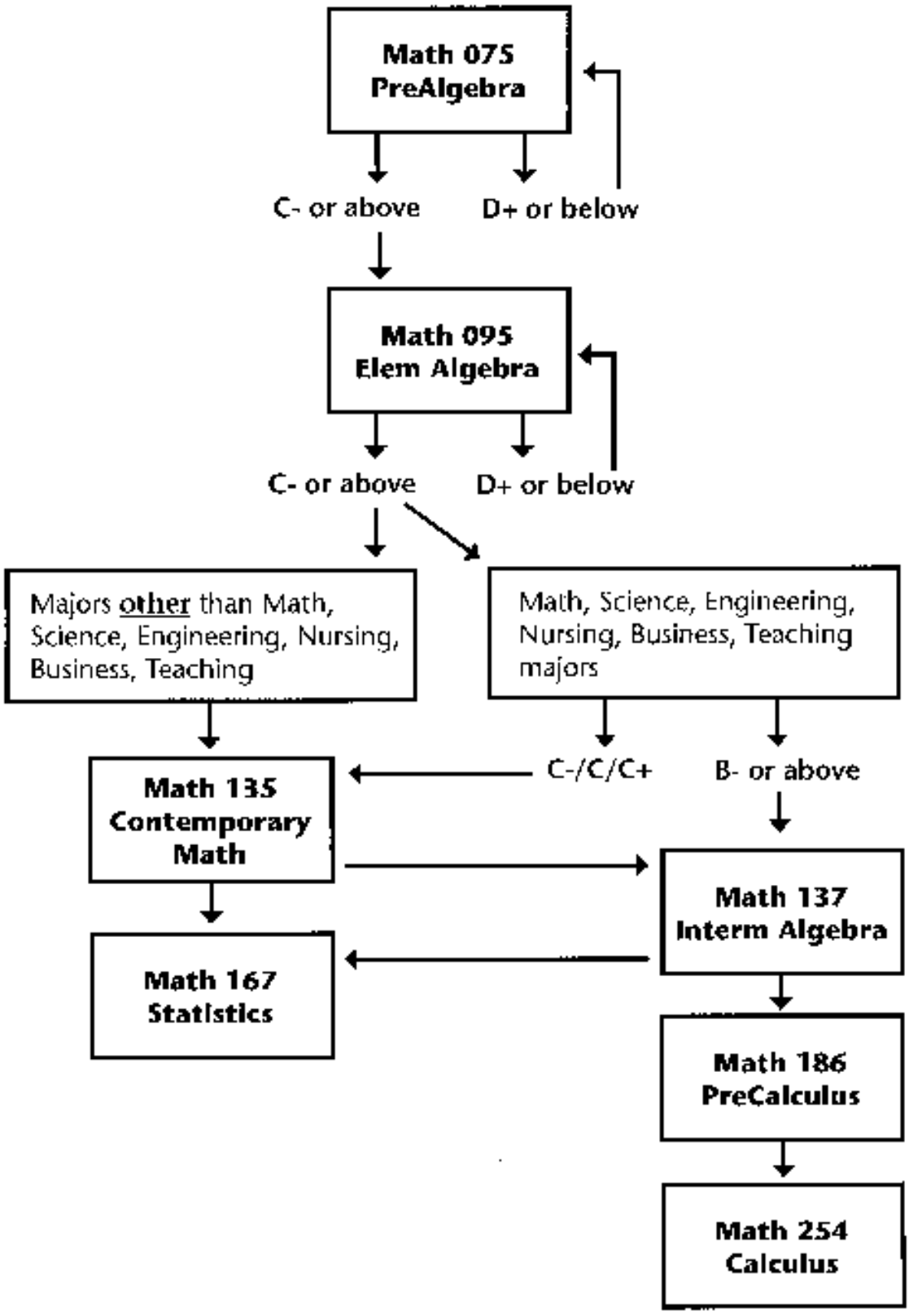
Natural Science and Veterinary Technology
Natural Resources (A.S.)
- Environmental Science Option

Veterinary Technology (A.S.)

ELECTIVES

"Elective" refers to any course offered in the College catalog numbered 100 or higher. Courses with numbers lower than 100 do not count toward fulfillment of degree credit requirements for graduation. Liberal Arts electives must be selected from the content areas listed below. Certain interdisciplinary courses may also satisfy requirements. Business electives may be selected from courses in accounting, business administration, business office technology, computer science, computer information systems, and computer systems technology. Most curricular patterns require electives from all areas.

MATH COURSES FLOWCHART



GENERAL EDUCATION

Within the context of its mission, Northwestern Connecticut Community College aspires to provide a basis for continuing growth and development for all students. In particular, the College expects that each student will develop a continuing interest in learning, effective communication skills, effective thinking skills, the ability to make informed choices concerning individual and social issues, and a foundation of interdisciplinary knowledge. As a practical application of this belief in general education, Northwestern has established a common multidisciplinary core which represents exposure to a broad range of academic subjects. The requirements of this common core are met by most degree programs offered by the College.

Common Core

Composition		3
Literature or Communication Elective		3
Behavioral Sciences Elective		3
Humanities and Fine Arts Elective		3
Mathematics Elective		3
Natural Sciences Elective	(4)	3
Social Sciences Elective		3
Liberal Arts & Sciences Elective		3
	(25)	24

General Education Outcomes for NCCC

To meet their continuing academic, professional, and personal goals, Northwestern Connecticut Community College will prepare students to:

1. Comprehend, interpret, and analyze written text, oral messages, and multi-media presentations in a variety of contexts.
2. Produce effective written and oral communications in response to a specified task for a specified audience.
3. Apply mathematical concepts and skills to interpret, understand, and communicate quantitative and qualitative data.
4. Apply logical, critical, ethical, and creative processes and information to identify problems, evaluate alternative solutions, and make informed decisions.
5. Search for and obtain appropriate information efficiently through both traditional and electronic media, and evaluate this information for accuracy, perspective, and utility.
6. Demonstrate an understanding and relevant application of computer technology.
7. Integrate and apply appropriately the fundamental principles and methods of the natural and physical sciences, social sciences, and arts and humanities.
8. Demonstrate effective use of individual and team workplace skills.
9. Recognize the diversity of human behaviors and cultures as they relate to individual development and group interaction, including key issues of age, class, disability, ethnicity, gender, race, religion, and sexual orientation.
10. Identify and evaluate ethical issues and conflicts, contribute to the community and society, and recognize the responsibility of the individual in a democracy.

Course Sequence

Courses in the following programs of study are listed by general education requirements and specific program requirements. Except in the cases of prerequisites, no exact sequence of courses is mandated, and students are free to select courses within their programs that are appropriate to any given semester. In general, however, first-year students should consider course schedules for their first two semesters that represent a mix of general education requirements, program requirements, and electives. All students are strongly advised to take an English sequence, a mathematics or natural science as required, and several courses in their chosen fields of study within the first year. Additionally, students usually take one or two of their restricted electives in the first year, filling requirements for social or behavioral science courses, for example.

Curriculum sheets include a suggested course sequence and are available for all academic programs.

It is important to note that all two-year degree programs consist of at least 60 credits and are based upon a student enrolling for a full load of 15 credits (or more) per semester. Those students who plan to enroll part-time or who are unsure of their fields of study should meet with an advisor to plan accordingly. Also, students should be aware that because of prerequisites and program requirements, some programs of study provide less flexibility in course sequence than others. All students should consult their faculty advisors prior to registration to ensure appropriate sequence of courses and choice of electives.

IMPORTANT NOTE:

THE COURSE REQUIREMENTS FOR THE FOLLOWING PROGRAMS ARE SUBJECT TO CHANGE. TO REVIEW THE MOST CURRENT INFORMATIOIN ON COURSE REQUIREMENTS, PLEASE CHECK THE NCCC WEBSITE

ALLIED HEALTH ADMINISTRATION
Associate in Science Degree

The Allied Health Administration Associate degree program is designed for students interested in both health care and business. At the successful completion of this degree program, graduates will be ready for employment in the business side of healthcare. Students are provided a diverse course selection that will allow the development of skills needed for employment in insurance departments, hospital or medical business offices, nursing homes and other health related environments. Graduates may also elect to transfer into a baccalaureate degree program related to allied health administration.

Advisor: Barbara Berger, bberger@nwcc.commnet.edu, 860-738-6308

Note: A minimum grade of "C" is required in all MED*, Business and ACC* designated courses.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111 SOC* 101	General Psychology I **OR** Principles of Sociology	3
Humanities/Arts	COM* 173	Public Speaking	3
Mathematics	MAT* 167	Statistics w/ Technology	3
Natural/Physical Science	BIO* 115	Human Biology	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Liberal Arts Elective	3
			25
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	BMG* 202	Principles of Management	3
	BBG* 210	Business Communication	3
	CSA* 105	Intro to Software Applications	3
	PHL* 112	Medical Ethics	3
			18
Specialized Program Requirements			
	MED* 111	Administrative Medical Assisting	3
	MED* 113	Healthcare Insurance	2
	MED* 115	Medical Coding	2
	MED* 125	Medical Terminology	3
	MED* 133	Clinical Medical Assisting	4
	MED* 250	Principles of Pharmacology	3
		MED* or Business Elective	3
			20
		Total	**63**

Pending approval

Program Outcomes

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

1. Competently communicate with healthcare providers, patients/clients, and business professionals.
2. Produce accurate documentation.
3. Competently function within an interdisciplinary healthcare team.
4. Demonstrate accurate problem-solving skills in the workplace.
5. Perform job-entry level competent administrative and management skills.

ANIMATION & VIDEO ARTS
Associate in Science Degree

This curriculum integrates strong traditional fine art skills with technology-based proficiency in two-dimensional and three-dimensional animation and live action video. This program is designed to support students for transfer in areas of animation, video, gaming, new media, and digital arts. This major provides students with skills to seek employment with animation and video production companies, television stations, multimedia companies, advertising agencies and web designers.

Advisor: Charles Dmytriw, cdmytriw@nwcc.commnet.edu, 860-738-6338

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts	ART* 101 ART* 102	Art History I **OR** Art History II	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural/Physical Science Elective	3 (4)
Social Science		Social Science Elective	3
			21 (22)
Program Requirements			
	ART* 111	Drawing I	3
	ART* 112	Drawing II	3
	ART* 113	Figure Drawing	3
	ART* 141	Photography I	3
	ART* 142	Photography II	3
	ART* 121	Two-Dimensional Design	3
	ART* 122	Three-Dimensional Design	3
	ART* 131 ART* 163	Sculpture **OR** Ceramics Handbuilding	3
			24
Specialized Program Requirements			
	ART* 274	Video & Motion Fundamentals	4
	ART* 275	Digital Video Postproduction	3
	ART* 276	Introduction to 3D Animation	3
	ART* 277	3D Character Animation	3
	ART* 278	Experimental Animation	3
			16
		Total	**61 (62)**

Program Outcomes

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

1. Demonstrate critical thinking and visual problem solving ability.
2. Use a variety of studio art tools, processes and media to produce original works of art.
3. Compile and present a portfolio of two and three dimensional art work.
4. Recognize and apply principles of effective design, composition and color theory.
5. Recognize the commonalities and interrelationships that exist between all forms of visual art studies in the program – drawing, two dimensional design, three dimensional design, pottery, photography, animation, and video.
6. Show knowledge of selected artists and aesthetic movements from the history of art; understand art as an expression of the human condition, including movies and animations.
7. Demonstrate story design by creating storyboards, treatments, and scripts for animations & live action videos.
8. Demonstrate concept development drawing character sketches and designing sets.
9. Demonstrate 2D & 3D animation skills producing short animations that tell a story.
10. Demonstrate video production and postproduction skills by completing short live action videos that tell a story.

The Art Department reserves the right to retain, exhibit, and reproduce any work

BEHAVIORAL STUDIES
Associate in Science Degree

This program has been designed to allow students to transfer easily to programs such as those offered through the UCONN BGS program at the Torrington campus, UCONN Neag School of Education, and UCONN School of Family Studies in Storrs. The UCONN program prepares students for positions in Human Services and Special education. This NCCC program provides students with the strong background in basic psychology needed to be successful in a BS degree program.

Advisor: Robert Beck, Ph.D., rbeck@nwcc.commnet.edu, 860-738-6386

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT* 137	Intermediate Algebra	3
Natural/Physical Science	BIO* 115	Human Biology	4
Social Science	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
Liberal Arts	SOC* 101	Principles of Sociology	3
			25
Program Requirements			
	COM* 173	Public Speaking	3
	HSE* 101	Introduction to Human Services	3
	HSE* 202	Intro to Counseling/Interviewing	3
	PSY* 112	General Psychology II	3
	HSE* 235	Prof & Ethical Issues in Human Serv	3
	SOC* 104 PSY* 235	Sociology of the Family **OR** Family Dynamics	3
	HSE* 281	Human Services Field Work I	3
			21
Specialized Program Requirements			
	MED* 170 PSY* 204 PSY* 208	Law & Ethics Health Professional **OR** Child & Adolescent Development **OR** Psych of Adult Development & Aging	3
	PSY* 245	Abnormal Psychology	3
	RLS* 122	Proc & Tech in Therapeutic Rec	3
	PSY* 260	Psych of the Exceptional Child	3
	PSY* 298	Special Topics in Psychology	3
	PSY* 258	Behavior Modification	3
			18
		Total	**64**

Program Outcomes

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

1. Understand the psychosocial, cognitive and physical changes that occur across the life span.
2. Demonstrate proficiency in understanding the legal and ethical responsibilities of working with individuals with developmental disabilities.
3. Identify educational issues pertinent to varying levels of ability.
4. Understand the importance of consistency in treatment across settings.
5. Demonstrate proficiency in following simple behavior modification programs.
6. Develop at least rudimentary behavioral programs for individuals within a home or school setting.

BUSINESS AND MANAGEMENT ADMINISTRATION
Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.
As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	BMK* 201 BMK* 214	Principles of Marketing **OR** International Marketing	3
	BFN* 201	Principles of Finance	3
	BMG* 220 BMG* 210	Human Resources Management **OR** Organizational Behavior	3
		Elective	3
			18
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 102 ECN* 250	Principles of Microeconomics **OR** Money and Banking	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking **OR** Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		Total	**61 (62)**

Program Outcomes

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

1. Educate students for entry-level management employment.
2. Provide continuing education opportunities and career advancement.
3. Meet the community need for Business and Management education.

BUSINESS AND MANAGEMENT ADMINISTRATION
ACCOUNTING OPTION
Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.
As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	ACC* 271	Intermediate Accounting I	3
	ACC* 271	Intermediate Accounting II	3
	BFN* 201	Principles of Finance	3
		Elective	3
			18
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 102 ECN* 250	Principles of Microeconomics **OR** Money and Banking	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking **OR** Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		Total	**61 (62)**

Program Outcomes

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

1. Use multi-variant financial statement analysis to make financial decisions.
2. Prepare statistical comparisons for use in the strategic budgeting process.
3. Determine inventory levels, order quantities and cash balance requirements, and make capital investment decisions.
4. Prepare monthly, quarterly and annual business reports.
5. Handle sales, real estate, and income tax computations.
6. Post and/or supervise the posting of accounts receivable and payables.
7. Apply data processing applications to routine accounting systems.

BUSINESS AND MANAGEMENT ADMINISTRATION
BANKING OPTION
Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.

As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	BMK* 201 BMK* 214	Principles of Marketing **OR** International Marketing	3
	BFN* 125	Principles of Banking	3
	BFN* 201	Principles of Finance	3
			15
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 250	Money and Banking [1]	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 BBG* 210 CSA* 155	Public Speaking **OR** Business Communication **OR** Multimedia Communications	3
	BBG* 231	Business Law I	3
	BBG* 232	Business Law II	3
			21
		Total	**61 (62)**

[1] Directed elective. Required per transfer credit agreement between the Center for Financial Training and Connecticut Community Colleges.

Program Outcomes

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

1. Have a basic comprehension of full-service banking and its impact on the economy, community, |business and the consumer.
2. Apply the regional super-community bank model.
3. Determine conditions of liquidity, safety and income.
4. Understand the asset and liability management function.
5. Calculate risk adjusted return on capital.
6. Market and sell the various products and services banks offer.
7. Use forecasting, modeling, and simulation software as a decision tool.
8. Apply the principles underlying the diagnosis, restructuring and recovery of financially troubled companies.
9. Negotiate a bankruptcy restructure.
10. Understand the importance of the Community Reinvestment Act and other banking regulations.

BUSINESS AND MANAGEMENT ADMINISTRATION HOSPITALITY OPTION

Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.

As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	HSP* 100	Intro to the Hospitality Industry	3
	HSP* 211 HSP* 242	Food & Beverage Cost Control **OR** Hotel Management	3
	HSP* 296	Cooperative Education	3
		Elective[1]	3
			18
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 102 ECN* 250	Principles of Microeconomics **OR** Money and Banking	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking **OR** Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		Total	**61 (62)**

[1] Elective selected in consultation with advisor

Program Outcomes

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

1. Use systemic decision and problem solving models and be able to develop, budget, plan, implement and control a hospitality/tourism event.
2. Demonstrate a working knowledge of food and culinary theories and techniques.
3. Apply concepts of procurement and inventory to purchase, receive, store, issue and distribute food, and related items in food service operations.
4. Process reservations, register guests, process departure information and resolve guest billing problems.
5. Perform hotel and guest accounting, night audit and cost control functions.
6. Implement basic marketing, sale and merchandising programs.
7. Identify the critical industry activities leading to increased customer mindshare and value creation.

BUSINESS AND MANAGEMENT ADMINISTRATION
MARKETING OPTION
Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.

As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	ACC* 113	Principles of Financial Accounting	3
	ACC* 117	Principles of Managerial Accounting	3
	BMK* 201	Principles of Marketing	3
	BMK* 140 BMK* 230	Retailing **OR** Advertising & Promotion	3
	BMK* 220	Sales	3
		Elective[1]	3
			18
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 102 ECN* 250	Principles of Microeconomics **OR** Money and Banking	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking **OR** Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		Total	**61 (62)**

[1] Elective selected in consultation with advisor

Program Outcomes

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

1. Know the risks and strategic moves required to successfully market products and services in today's global market.
2. Perform a "marketing audit".
3. Grasp the interrelationships between marketing and the entire business process.
4. Apply market research methodologies.
5. Apply the marketing mix and twelve principles of marketing.

BUSINESS AND MANAGEMENT ADMINISTRATION
OFFICE OPERATIONS MANAGER OPTION
Associate in Science Degree

The Northwestern Connecticut Business and Management Administration Program is committed to creating critical thinkers and principle-centered organizational architects. Business is about managing risk and change. Northwestern degree candidates face the rigors of a business education that focuses on combining traditional business modalities with creative simulation and communication technology to produce graduates who are consensus builders and leaders.

As a business and management degree candidate you will:

- ➢ Develop requisite knowledge in the building blocks of business: accounting, finance, human capital, economics, strategy and communication.
- ➢ Gain an understanding of business in the global environment.
- ➢ Form effective working relationships with students and faculty in the areas of accounting, banking, general business management, marketing and sales, and office management.

Advisor: David Rodgers, drodgers@nwcc.commnet.edu, 860-738-6387

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts		Laboratory **OR** Natural Science Elective	3 (4)
			25 (26)
Program Requirements			
	BOT* 251	Administrative Procedures	3
	BOT* 211	Office Automation	3
	BOT* 260	Administrative Management	3
	BMG* 220 BMG* 210	Human Resource Management **OR** Organizational Behavior	3
	BFN* 201	Principles of Finance	3
		Elective[1]	3
			18
Specialized Program Requirements			
	BMG* 202	Principles of Management	3
	ECN* 102 ECN* 250	Principles of Microeconomics **OR** Money and Banking	3
	MAT* 167	Statistics with Technology	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking **OR** Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		Total	**61 (62)**

[1] Elective selected in consultation with advisor

Program Outcomes

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

1. Apply customer relationship and problem solving techniques.
2. Communicate effectively both verbally and in writing.
3. Apply database management, word processing, internet, desktop publishing, sales and customer service knowledge.
4. Direct the human resources function in an office environment.

COMPUTER SYSTEMS TECHNOLOGY
Associate in Science Degree

The Computer Systems Technology Degree is for students seeking a career program in the computer fields. Students will acquire background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in Local Area and Wide Area Networks. Students will learn the logical and physical technologies associated with hardware, software, connectivity and project design and planning.

Advisor: Michael Gow, mgow@nwcc.commnet.edu, 860-738-6385

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition **OR** Communications Elective [1]	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective **OR** Electrical Tech/Engineering Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (25)
Program Requirements			
	CSA* 105 CSA* 205	Intro to Software Applications **OR** Advanced Applications	3
	CSC* 231	Database Design I	3
	CSC* 105	Programming Logic	3
	CSC* 210	C Programming	3
	CST* 140	Intro to Computer Hardware	3
	CST* 110	Intro to Information Technology	3
	CST* 210	Operating Systems	3
			21
Specialized Program Requirements			
	CSA* 135 CSA* 205	Spreadsheet Applications **OR** Multimedia Communication	3
	CSC* 205	Visual Basic I	3
	CST* 260 CSC* 250	Systems Architecture **OR** Systems Analysis & Design	3
	CST* 231	Data Communications & Networks	3
	CST* 235	Network Systems	3
			15
		Total	**60 (61)**

[1] CSA* 155, COM* 173 and BBG* 210 are approved selections as Communications Elective

Program Outcomes

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

1. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
2. Describe the basic technologies used in Local and Wide Area Networks including logical and physical technologies as well as hardware and software related issues.
3. Describe the various aspects of computer operating systems and their design and implementation.
4. Demonstrate a working knowledge of computer hardware through needs based specification and trouble-shooting skills.

COMPUTER SYSTEMS TECHNOLOGY
COMPUTER INFORMATION SYSTEMS OPTION
Associate in Science Degree

The Computer Information Systems option prepares students for positions in business and industry with a concentration in computer skills. Individuals completing this degree program will enhance their present careers or begin new careers as the workforce changes to include necessary skills and knowledge of the microcomputer and associated software applications.

Advisor: Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition **OR** Communications Elective [1]	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective **OR** Electrical Tech/Engineering Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (25)
Program Requirements			
	CSA* 105 CSA* 205	Intro to Software Applications **OR** Advanced Applications	3
	CSC* 231	Database Design I	3
	CSC* 105	Programming Logic	3
	CSC* 210	C Programming	3
	CST* 140	Intro to Computer Hardware	3
	CST* 110	Intro to Information Technology	3
	CST* 210	Operating Systems	3
			21
Specialized Program Requirements			
	CSA* 135	Spreadsheet Applications	3
	CSA* 155	Multimedia Communication	3
	CSA* 163	The Internet	3
	CSA* 205 CST* 151	Advanced Applications **OR** Web Construction	3
	CSC* 232	Database Design II	3
			15
		Total	**60 (61)**

[1] CSA* 155, COM* 173 and BBG* 210 are approved selections as Communications Elective

Program Outcomes

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

1. Demonstrate an understanding of general business uses of computers, the software used by the business community, and application development for general business computing functions.
2. Demonstrate expertise in skills to be able to use the Microsoft Office Suite software applications.
3. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
4. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax of spreadsheet application software and preparation of spreadsheets for data analysis.
5. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax of data base application software and preparation of data bases for data analysis.
6. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax word processing and presentation application software and preparation of documents for communication and data analysis.

COMPUTER SYSTEMS TECHNOLOGY
COMPUTER PROGRAMMING OPTION
Associate in Science Degree

The Computer Systems Technology Degree is for students seeking a career program in the computer fields. Students will acquire background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in Local Area and Wide Area Networks. Students will learn the logical and physical technologies associated with hardware, software, connectivity and project design and planning.

Advisor: Michael Gow, mgow@nwcc.commnet.edu, 860-738-6385

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	COM*	Communications Elective [1]	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective **OR** Electrical Tech/Engineering Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (25)
Program Requirements			
	CSA* 105 CSA* 205	Intro to Software Applications **OR** Advanced Applications	3
	CSC* 231	Database Design I	3
	CSC* 105	Programming Logic	3
	CSC* 210	C Programming	3
	CST* 140	Intro to Computer Hardware	3
	CST* 110	Intro to Information Technology	3
	CST* 210	Operating Systems	3
			21
Specialized Program Requirements			
	CSC* 232	Database Design II	3
	CSC* 205	Visual Basic I	3
	CSC* 209	Advanced Access with Visual Basic	3
	CST* 260 CSC* 250	Systems Architecture **OR** Systems Analysis & Design	3
	CSC*	Programming Elective	3
			15
		Total	**60 (61)**

[1] CSA* 155, COM* 173 and BBG* 210 are approved selections as Communications Elective

Program Outcomes

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

1. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
2. Demonstrate the basic techniques used in developing and managing software projects.
3. Demonstrate problem solving skills to design solutions for business problems.
4. Demonstrate a working knowledge of computer programming to create and maintain business applications.

COMPUTER SYSTEMS TECHNOLOGY
WEBMASTER & INTERNET DESIGN OPTION
Associate in Science Degree

The Computer Systems Technology Degree is for students seeking a career program in the computer fields. Students will acquire background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in Local Area and Wide Area Networks. Students will learn the logical and physical technologies associated with hardware, software, connectivity and project design and planning.

Advisor: Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	COM*	Communications Elective [1]	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective **OR** Electrical Tech/Engineering Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (25)
Program Requirements			
	CSA* 105 CSA* 205	Intro to Software Applications **OR** Advanced Applications	3
	CSC* 231	Database Design I	3
	CSC* 105	Programming Logic	3
	CSC* 210	C Programming	3
	CST* 110	Intro to Information Technology	3
	CST* 210	Operating Systems	3
			18
Specialized Program Requirements			
	CSA* 163	The Internet	3
	CSA* 135 CSA* 155	Spreadsheet Applications **OR** Multimedia Communications	3
	CST* 150	Web Design & Development I	3
	CST* 250	Web Design & Development II	3
	CSA* 205 CST* 151	Advanced Applications **OR** Web Construction	3
	CSA* 207	Computer Applications in Management & Marketing	3
			18
		Total	**60 (61)**

[1] CSA* 155, COM* 173 and BBG* 210 are approved selections as Communications Elective

Program Outcomes

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

1. Demonstrate competency with underlying fundamentals of websites as regards to software, control structures, and required hardware for development and maintenance of comprehensive web/Internet pages for commercial presence.
2. Demonstrate expertise in both HTML and JavaScript languages/scripting for creation of comprehensive webpages.
3. Demonstrate an understanding of an integrated approach to software applications and webpage development as used in business environments.
4. Demonstrate expertise in research and evaluation of the functions and features of Internet sources to incorporate into applications and web development for use in business environments.

CRIMINAL JUSTICE
Associate in Science Degree

This program is designed to be a career-oriented program that provides students with the necessary knowledge to gain employment in the field of Criminal Justice. Program course work will allow an opportunity for students to transfer to a four-year institution. Students will participate in applied learning through in-class, hands-on assignments as well as internships/fieldwork at Criminal Justice sites.

Advisor: Barry D'Onofrio, bdonofrio@nwcc.commnet.edu, 860-738-6389

Note: A grade of "C-" or higher is required in all CJS* courses.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	COM* 173	Public Speaking	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective [1]	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
Liberal Arts		Social Science Elective **OR** Behavioral Science Elective [2]	3
			24 (25)
Program Requirements			
	SOC* 101	Introduction to Sociology	3
		Elective [2]	3
			6
Specialized Program Requirements			
	CJS* 101	Introduction to Criminal Justice	3
	CJS* 120	Police & The Community	3
	CJS* 211	Criminal Law I	3
	CJS* 212	Criminal Law II	3
	CJS* 213	Evidence & Criminal Procedures	3
	CJS* 220	Criminal Investigation	3
	CJS* 250	Police Organization & Administration	3
	CJS* 258	Street Gangs & Organized Crime	3
	CJS* 291	Criminal Justice Practicum	3
	CJS*	Criminal Justice Elective	3
			30
		Total	**60 (61)**

[1] MAT* 135, MAT* 137 or MAT* 167 recommended
[2] SOC* 240 – Criminology or SOC* 241 – Juvenile Delinquency recommended

Program Outcomes

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

1. Explain and identify the structure and function of the criminal justice system.
2. Explain and identify the philosophy of community policing and its impact on the criminal justice system.
3. Explain and identify the programs facing various segments of the criminal justice system.
4. Explain and identify elements of the U.S. Constitution as it relates to the criminal justice system.
5. Apply the basic concepts of criminal law.
6. Explain and identify sociological aspects of criminology, juvenile delinquency and street gangs.

See the "Special Programs" section for information on the Forensic Science Transfer Pathway.

DEAF STUDIES
Associate in Arts Degree

The Associate degree in Deaf Studies will give students competence in American Sign Language and an appreciation for the culture, contributions, and contemporary issues of deaf people. Course work is designed to provide information on the linguistic, historical, and cultural background of the deaf community, with particular emphasis on the perspective of deaf people acculturated in a hearing society. This degree is constructed for either career or transfer students. This program prepares students for job opportunities as teachers' aids, residential program counselors, job coaches, communication specialists, deaf community advocates, and paraprofessionals with the deaf. Also, the program prepares students for transferring into Bachelor's degree programs, such as those at Boston University, Northeastern University, Gallaudet University with a major in Deaf Studies, Deaf Education, Counseling, or related majors.

Advisor: Job Ayantola, jayantola@nwcc.commnet.edu, 860-738-6370
Anna Rinaldi, arinaldi@nwcc.commnet.edu, 860-738-6379

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	PSY* 204	Child & Adolescent Development	3
			24 (25)
Program Requirements			
		Program Elective [1]	3
		Program Elective [1]	3
			6
Specialized Program Requirements			
	ASL* 101	American Sign Language I	3
	ASL* 102	American Sign Language II	3
	ASL* 201	American Sign Language III	3
	ASL* 202	American Sign Language IV	3
	ASL* 205	Linguistics of ASL	3
	DSC* 101	Visual/Gestural Communication	3
	DSC* 114	Intro to Deaf People & Deaf Culture I	3
	DSC* 214	Intro to Deaf People & Deaf Culture II	3
	DSC* 218	Selected Topics in Deaf Studies	3
	DSC* 219	ASL Literature	3
	DSC* 222	Field Experience in Deaf Studies	3
			33
		Total	**63 (64)**

[1] ANT* 101, PSY* 245, PSY* 260 or SOC* 101

Program Outcomes

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

1. Communicate at an advanced level using American Sign Language.
2. Demonstrate an in-depth understanding of and sensitivity to American deaf culture.
3. Describe the major characteristics of ASL literature and storytelling.
4. Understand the linguistical aspects of American Sign Language.
5. Educate others with information on deafness and available resources.

EARLY CHILDHOOD EDUCATION
Associate in Science Degree

The Early Childhood Education program prepares students for transfer to baccalaureate programs as well as for immediate employment in programs such as preschools, child care centers and Head Start. Students receive experience by observing and teaching in the College's Child Development Center Laboratory School, as well as in a variety of early childhood programs. These experiences enable the student to implement the theory received in the college classroom in a practical hands-on setting.

Advisor: Linda Day, lday@nwcc.commnet.edu, 860-738-6305

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts	ENG* 114	Children's Literature	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	PSY* 204	Child & Adolescent Development	3
			24 (25)
Program Requirements			
	PSY* 260	Psych of the Exceptional Child [1]	3
	HPE*	Physical Activities	1
	HPE*	Physical Activities	1
		Elective [2]	3
			8
Specialized Program Requirements			
	ECE* 101	Intro to Early Childhood Education	3
	ECE* 103	Creative Experiences for Children	3
	ECE* 106	Music & Movement for Children	3
	ECE* 109	Science & Math for Children	3
	ECE* 176	Health, Safety & Nutrition	3
	ECE* 210	Observation, Participation & Seminar	3
	ECE* 222	Methods & Techniques in ECE	3
	ECE* 231	Early Language & Literacy Devel	3
	ECE* 290	Student Teaching I [3]	3
	ECE* 291	Student Teaching II [3]	3
			30
		Total	**62 (63)**

[1] Offered only in alternate years
[2] ECE* 141, ECE* 206, RLS* 102, RLS* 201, SOC* 104 and ACC*100 are recommended as electives. Other electives to meet the needs and desires of students are planned with the academic advisor.
[3] Consent of Coordinator and a minimum 2.5 GPA in ECE courses are required to be eligible for student teaching.

Program Outcomes

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

1. Identify, document, and assess elements that determine quality in early childhood programs.
2. Design a learning environment and use teaching strategies that are based upon child development and learning theory.
3. Plan, implement, and evaluate a developmentally appropriate curriculum that fosters children's personal and social, physical, cognitive, and creative development.
4. In a variety of early childhood settings, examine program philosophy and goals, classroom design, teacher/child interaction, curriculum planning and implementation, assessment of the young child, involvement of the family/community as well as issues of diversity.
5. Demonstrate "best practice" in an early childhood setting.

A REQUIRED FIELD TRIP IS PLANNED EACH SEMESTER.

EDUCATIONAL TECHNOLOGY
CLASSROOM INSTRUCTION OPTION
Associate in Science Degree

This program is designed for students interested in a career in the field of education. It gives them the required liberal arts basic and it provides technical expertise needed in the classroom setting. It can be the first step of a liberal arts transfer program for students planning to complete a baccalaureate degree for teacher certification in the State of Connecticut. It can also be a career program for students interested in an instructional support position in an elementary or secondary school. This program was developed as an online distance learning program through a developmental grant from the CT Distance Learning Consortium. All of the courses already exist at Northwestern and many are being converted on online delivery. All of the liberal arts courses are available on ground at NCCC, online within the Community College System, and many are currently available online through NCCC.

Advisor: Beverly King, bking@nwcc.commnet.edu, 860-738-6323
Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY*	Psychology Elective	3
Humanities/Arts	ART* MUS*	Art Elective **OR** Music Elective	3
Mathematics	MAT* 167 MAT* 186 MAT*	Statistics with Technology **OR** Precalculus **OR** Higher Level Math	3(4)
Natural/Physical Science		Natural/Physical Science Elective	3 (4)
Social Science		Sociology Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (26)
Program Requirements			
	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
		Laboratory Science Elective	4
		Liberal Arts Elective	3
	CSA* 105	Intro to Software Applications	3
	CSA* 163	The Internet	3
	CSC* 102	Intro to Computer Science	3
	EDT* 200	Multimedia Tools for Instruction	3
	EDT* 202	Research & Eval: Apps of the Internet	3
			25
Specialized Program Requirements			
	EDT* 204	Classroom Support Software	3
	EDT* 210	Curriculum Infusion Unit Study	3
	CSA* 205	Advanced Applications	3
	CST* 150	Web Design & Development I	3
			12
		Total	**61 (63)**

Program Outcomes

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

1. Demonstrate in-depth knowledge of the Internet, including web terminology and web page creation.
2. Demonstrate knowledge in standards for evaluation of web sites and material on the Internet.
3. Demonstrate competency in search and research strategies for course materials, instructional methods and knowledge base of subject matter.
4. Demonstrate competency in software technologies for classroom management and student-based applications.
5. Demonstrate the ability to create complex instructional material using multimedia tools and the Internet.
6. Demonstrate proficiency in integration of computer technologies as a supportive and technological focus in Educational Technology issues.

EDUCATIONAL TECHNOLOGY
TECHNICAL SYSTEMS SUPPORT OPTION
Associate in Science Degree

This program is designed for students interested in a career in the field of education. It gives them the required liberal arts basic and it provides technical expertise needed in the classroom setting. It can be the first step of a liberal arts transfer program for students planning to complete a baccalaureate degree for teacher certification in the State of Connecticut. It can also be a career program for students interested in an instructional support position in an elementary or secondary school. This program was developed as an online distance learning program through a developmental grant from the CT Distance Learning Consortium. All of the courses already exist at Northwestern and many are being converted to online delivery. All of the liberal arts courses are available on ground at NCCC, online within the Community College System, and many are currently available online through NCCC.

Advisor: Beverly King, bking@nwcc.commnet.edu, 860-738-6323
Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Psychology Elective	3
Humanities/Arts	ART* MUS*	Art Elective **OR** Music Elective	3
Mathematics	MAT* 167 MAT* 186 MAT*	Statistics w/ Technology **OR** Precalculus **OR** Higher Level Math	3 (4)
Natural/Physical Science		Natural/Physical Science Elective	3 (4)
Social Science		Sociology Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (26)
Program Requirements			
	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
		Laboratory Science Elective	4
		Liberal Arts Elective	3
	CSA* 105	Intro to Software Applications	3
	CSA* 163	The Internet	3
	CSC* 102	Intro to Computer Science	3
	EDT* 200	Multimedia Tools for Instruction	3
	EDT* 202	Research & Eval: Apps of the Internet	3
			25
Specialized Program Requirements			
	CST* 110 CST* 140	Intro to Information Technology **OR** Intro to Computer Hardware	3
	CST* 231	Data Communications & Networks	3
	EDT* 206	Standards & Proc for Tech Support	3
	EDT* 212 CST* 235	Inst & Admin Network Systems **OR** Network Systems	3
			12
		Total	**61 (63)**

Program Outcomes

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

1. Demonstrate knowledge in standards for evaluation of web sites and material on the Internet.
2. Demonstrate competency in search and research strategies for course materials, instructional methods and knowledge base of subject matter.
3. Demonstrate understanding and proficiency in hardware technologies in classrooms, including computers, peripherals, networking mechanisms, and multimedia add-ons.
4. Demonstrate expertise in product comparisons based on price, components, and company reputation.
5. Demonstrate proficiency in integration of computer technologies as a supportive and technological focus in Educational Technology issues.

ENVIRONMENTAL SCIENCE
Associate in Science Degree

This program is designed for students with an interest in forestry, fisheries and wildlife resources. This program provides students with a strong background in basic sciences as well as introduces them to concepts in nature conservancy and resource management. Students enrolled in the Environmental Science program prepare for transfer into forestry, fisheries and wildlife management BS degree programs such as those offered through the School of Natural Resource Management at UCONN, environmental studies programs at Post University and programs at other colleges and universities.

Advisor: Tara Jo Holmberg, tholmberg@nwcc.commnet.edu, 860-738-6363

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT* 137 MAT* 186	Intermediate Algebra **OR** Pre-calculus	3 (4)
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts	COM* 173	Public Speaking	3
			25 (26)
Program Requirements			
	BIO* 122	General Biology II	4
	BIO* 235	Microbiology	4
	CHE* 121	General Chemistry I	4
	CSC* 102	Introduction to Computer Science	3
	EVS* 100	Intro to Environmental Science	3
	HIS* 201 HIS* 202	US History I **OR** US History II	3
	MAT* 167	Statistics with Technology	3
	HPE*	Physical Education Elective	1
	HPE*	Physical Education Elective	1
			26
Specialized Program Requirements			
	CHE* 122	General Chemistry II	4
		Lab Science Elective	4
		Elective	3
			11
		Total	**62 (63)**

Pending Approval

Program Outcomes

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

1. Demonstrate basic laboratory skills and a working knowledge of safety procedures.
2. Understand and be able to apply the scientific method of inquiry.
3. Demonstrate a basic understanding of experimental design and statistical analysis.
4. Explain the principles of evolution, ecology and natural selection.
5. Understand basic cellular and organismal biological principles.
6. Demonstrate basic understanding of chemical concepts, chemical formulas, compounds, reactions and basic acid/base theory.
7. Explain principles of solution chemistry.
8. Explain principles governing gases.
9. Demonstrate a basic understanding of field sampling, soil composition and pH testing.
10. Understand the fundamental scientific principles surrounding environmental issues.
11. Define the term environment and identify some important environmental concerns we face today.
12. Evaluate the major environmental risks we face and how risk assessment and risk acceptability are determined.
13. Identify the importance of wicked problems, resilience, and adaptive management in environmental planning.
14. Transfer to a four year program in Environmental Science.

ENVIRONMENTAL SCIENCE
NATURAL RESOURCES OPTION
Associate in Science Degree

This program is designed for students with an interest in forestry, fisheries and wildlife resources. This program provides students with a strong background in basic sciences as well as introduces them to concepts in nature conservancy and resource management. Students enrolled in the Natural Resources program prepare for transfer into forestry, fisheries and wildlife management BS degree programs such as those offered through the School of Natural Resource Management at UCONN, environmental studies programs at Post University and programs at other colleges and universities.

Advisor: Tara Jo Holmberg, tholmberg@nwcc.commnet.edu, 860-738-6363

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT* 137 MAT* 186	Intermediate Algebra **OR** Pre-calculus	3 (4)
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science	ECN* 101	Principles of Macroeconomics	3
Liberal Arts	COM* 173	Public Speaking	3
			25 (26)
Program Requirements			
	BIO* 122	General Biology II	4
	BIO* 235	Microbiology	4
	CHE* 121	General Chemistry	4
	CSC* 102	Introduction to Computer Science	3
	EVS* 100	Intro to Environmental Science	3
	HIS* 201 HIS* 202	US History I **OR** US History II	3
	MAT* 167	Statistics with Technology	3
	HPE*	Physical Education Elective	1
	HPE*	Physical Education Elective	1
			26
Specialized Program Requirements			
	BIO* 178	General Ecology	4
	CHE* PHY*	Chemistry Elective **OR** Physics Elective	4
		Elective	3
			11
		Total	**62 (63)**

Pending Approval

Program Outcomes

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

1. Demonstrate basic laboratory skills and a working knowledge of safety procedures.
2. Understand and be able to apply the scientific method of inquiry.
3. Demonstrate a basic understanding of experimental design and statistical analysis.
4. Understand basic cellular and organismal biological principles.
5. Explain the principles of evolution, ecology and natural selection.
6. Demonstrate basic understanding of chemical concepts, including chemical formulas, compounds, reactions and basic acid/base theory.
7. Demonstrate a basic understanding of field sampling, soil composition and pH testing.
8. Explain plant nutritional requirements and the symptoms of nutritional deficiencies in plants.
9. Use a dichotomous key for plan identification.
10. Demonstrate a basic knowledge of the various types of species interactions that occur within communities and a fundamental understanding of succession.
11. Explain the various processes that shape communities from terrestrial and aquatic community structure sampling and analysis.
12. Understand the fundamental scientific principles surrounding environmental issues.

FINE ARTS
Associate in Science Degree

Northwestern's Fine Art Program is designed to expand the student's creative potential through a series of studio courses and academic electives. The program prepares students for transfer to four year programs in art. Additionally, students develop entry level career skills.

Students learn traditional as well as contemporary approaches to fine art and design. They develop a portfolio which includes a wide variety of art media and highlights areas of special interest. They gain an awareness of current and historical
i
NCCC's Gallery, a facility which hosts an array of professional and student art exhibitions.

Advisor: Janet Nesteruk, jnesteruk@nwcc.commnet.edu, 860-738-6384

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts	ART* 101	Art History I	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural/Physical Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			24 (25)
Program Requirements			
	ART* 102	Art History II	3
	ART* 111	Drawing I	3
	ART* 112	Drawing II	3
	ART* 141	Photography I	3
	ART* 121	Two-Dimensional Design	3
	ART* 122	Three-Dimensional Design	3
	GRA* 151	Graphic Design I	3
			21
Specialized Program Requirements			
	ART* 113	Figure Drawing I	3
	ART* 151	Painting I	3
	ART* 152	Painting II	3
	ART*	Ceramics or Sculpture Elective	3
	ART* 298	Special Topics: Portfolio	3
			15
		Total	**60 (61)**

The Art Department reserves the right to retain, exhibit, and reproduce any work submitted by students for credit in any art course.

Program Outcomes

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

1. Demonstrate critical thinking and visual problem solving ability.
2. Use a variety of studio art tools, processes and media to produce original works of art.
3. Compile and present a portfolio of two and three dimensional art work.
4. Recognize and apply principles of effective design, composition and color theory.
5. Understand the relationship of form to content in a work of art; demonstrate the ability to use form to convey a specific content.
6. Recognize the commonalities and interrelationships that exist between all forms of visual art studied in the program – drawing, painting, two dimensional design, three dimensional design, ceramics, painting, photography, basic graphic design.
7. Show knowledge of selected artists and aesthetic movements from the history of art; understand art as an expression of the human condition.
8. Utilize art terminology in critically evaluating works of art and design.
9. Demonstrate the ability to use computers and scanners for artistic purposes.
10. Demonstrate techniques for exhibiting art in a gallery setting.

FINE ARTS:
GRAPHIC COMMUNICATION DESIGN OPTION
Associate in Science Degree

Northwestern's Graphic Communication Design option is designed to prepare students for transfer and career opportunities in the field of graphic design. The program prepares students for employment with printers, corporate graphic design department, design studios, advertising agencies, commercial and photographic studios, fashion, marketing and media buying organizations, video and media promotion departments, newspapers and publishers, signage and environmental design businesses, and animation and internet design studios.

Northwestern's graphic design students learn the principles and processes of graphic design while working in up-to-date computer and photography studios. They develop a portfolio of original works of graphic design, computer art and fine art, which can be used for employment and transfer.

Advisor: Susan Berg, sberg@nwcc.commnet.edu, 860-738-6342

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts	ART* 101	Art History I	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural/Physical Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	ART* 102	Art History II	3
			24 (25)
Program Requirements			
	ART* 111	Drawing I	3
	ART* 112	Drawing II	3
	ART* 141	Photography I	3
	ART* 121	Two-Dimensional Design	3
	ART* 122	Three-Dimensional Design	3
	GRA* 151	Graphic Design I	3
	GRA* 252	Graphic Design II	3
			21
Specialized Program Requirements			
	ART* 113	Figure Drawing I	3
	ART* 142	Photography II	3
	ART* 151	Painting I	3
	GRA* 253	Graphic Design III	3
	GRA* 254	Graphic Design IV	3
			15
		Total	**60 (61)**

The Art Department reserves the right to retain, exhibit, and reproduce any work submitted by students for credit in any art course.

Program Outcomes

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

1. Demonstrate critical thinking and visual problem solving ability.
2. Use a variety of studio art tools, processes and media to produce original works of art.
3. Compile and present a portfolio of two and three dimensional art work.
4. Recognize and apply principles of effective design, composition and color theory.
5. Understand the relationship of form to content in a work of art; demonstrate the ability to use form to convey a specific content.
6. Recognize the commonalities and interrelationships that exist between all forms of visual art studies in the program – drawing, painting, two dimensional design, three dimensional design, pottery, painting, photography, basic graphic design.
7. Show knowledge of selected artists and aesthetic movements from the history of art; understand art as an expression of the human condition.

GENERAL STUDIES
Associate in Science Degree

The wide range of electives available in the General Studies curriculum permits the student who has not decided on a vocational or academic goal to explore various areas of study under the guidance of an academic advisor. With such advising, a student may create a program of study suitable as a foundation for transfer to a four year college or university, or may concentrate gradually in a particular vocational area, or may select those courses of personal intellectual stimulation. This program's outcome is especially aligned with the General Education Outcomes for the College.

Advisor: Assigned according to student's area of interest.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	HIS*	History Elective	3
			24 (25)
Program Requirements			
		Computer Science Elective	3
		Communication Elective [1]	3
			6
Specialized Program Requirements			
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
			30
		Total	**60 (61)**

[1] BBG* 210 or COM* 173

Electives, to meet the needs and desires of the student, are planned through counseling. It is strongly recommended that at least one course be taken in the non-liberal arts to explore careers.

See the "Special Programs" section for information on the Teaching Careers in Elementary Education Transfer Pathway.

Program Outcomes

The General Education component in all programs of study at NCCC, including the General Studies degree program, encompasses the following competency or knowledge-based learning outcomes:

1. Critical thinking skills.
2. Effective verbal, written, oral and visual communication skills.
3. Familiarity with multiple areas of traditional knowledge supporting intellectual excellence and openness.
4. Integrated studies among disciplines.
5. Commitment to social accountability and responsibility.
6. Awareness of the world at large.
7. Information literacy.
8. Values lifelong learning.

HUMAN SERVICES
Associate in Science Degree

The Human Services program provides a combination of general education and specialized courses in Psychology, Sociology and Social Work. It enables the student to acquire the knowledge and experience needed for immediate employment as a paraprofessional in a variety of positions in casework, welfare, mental retardation and other settings which require similar skills. It also prepares the student for transfer to a baccalaureate program in Human Services (B.S.) or a Bachelor of Social Work (B.S.W.) program. Transfer articulation with several state colleges ensures a smooth transfer from NCCC to the next significant educational step on a career ladder.

Advisor: Dr. Kathy Kinane, kkinane@nwcc.commnet.edu, 860-738-6315

Prerequisite: PSY* 111 – General Psychology I required before beginning this program

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 104	Psychology of Adjustment	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	POL* 122	Politics of Social Welfare	3
			24 (25)
Program Requirements			
	HSE* 101	Intro to Human Services	3
	HSE* 203	Theories of Counseling	3
	HSE* 235	Professional & Ethical Issues in Human Services	3
	HSE* 281	Human Services Field Work I	3
	HSE* 282	Human Services Field Work II	3
	RLS* 201	First Aid & Emergency Care	3
	BBG* 210 COM* 173	Business Communication **OR** Public Speaking	3
			21
Specialized Program Requirements			
	HSE* 202	Intro to Counseling/Interviewing	3
	HSE* PSY*	Human Services Elective **OR** Psychology Elective	3
	PSY* 245	Abnormal Psychology	3
	SOC*	Sociology Elective	3
		Computer Science/Information Systems Elective	3
		Elective	3
		Elective	3
			21
		Total	**66 (67)**

Program Outcomes

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

1. Write clear and accurate reports.
2. Collaborate with peers and effectively participate in discussions aimed at determining the best course of action in particular problem situations.
3. Effectively use appropriate interviewing and counseling skills to communicate with clients.
4. Participate in case management discussions to determine the application of counseling and psychotherapy theories to specific problems.
5. Articulate the principles of the Diagnostic and Statistical Manual which forms the basis of mental and behavioral diagnoses.
6. Read professional journals and relevant literature in the fields of Human Services.
7. Articulate relevant ethical codes and standards with clients as guides for professional behavior.
8. Articulate the legal and ethical requirements of professional practice.
9. Maintain accurate records and develop appropriate documentation required of Human Services workers.
10. Evaluate limits of competency and need for continuing supervision.

HUMAN SERVICES
CHILD STUDIES OPTION
Associate in Science Degree

The Human Services program provides a combination of general education and specialized courses in Psychology, Sociology and Social Work. It enables the student to acquire the knowledge and experience needed for immediate employment as a paraprofessional in a variety of positions in casework, welfare, mental retardation and other settings which require similar skills. It also prepares the student for transfer to a baccalaureate program in Human Services (B.S.) or a Bachelor of Social Work (B.S.W.) program. Transfer articulation with several state colleges ensures a smooth transfer from NCCC to the next significant educational step on a career ladder.

Advisor: Dr. Kathy Kinane, kkinane@nwcc.commnet.edu, 860-738-6315

PSY* 111 – General Psychology I is required before beginning this program

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 104	Psychology of Adjustment	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective [1]	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	POL* 122	Politics of Social Welfare	3
			24 (25)
Program Requirements			
	HSE* 101	Intro to Human Services	3
	HSE* 203	Theories of Counseling	3
	HSE* 235	Professional & Ethical Issues in Human Services	3
	HSE* 281	Human Services Field Work I	3
	HSE* 282	Human Services Field Work II	3
	RLS* 201	First Aid & Emergency Care	3
	BBG* 210 COM* 173	Business Communication **OR** Public Speaking	3
			21
Specialized Program Requirements			
	ECE* 222	Methods & Techniques in ECE	3
	PSY* 204	Child & Adolescent Development	3
	PSY* 235	Family Dynamics	3
	SOC* 104	Sociology of the Family	3
		Computer Science/Information Systems Elective	3
		Program Elective [2]	3
		Social Science Elective	3
			21
		Total	**66 (67)**

[1] BIO* 115 – Human Biology recommended
[2] PSY* 141, PSY* 210, RLS* 102, RLS* 122, or MED* 250

Program Outcomes

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

1. Write clear and accurate reports.
2. Collaborate with peers and effectively participate in discussions aimed at determining the best course of action in particular problem situations.
3. Effectively use appropriate interviewing and counseling skills to communicate with clients.
4. Participate in case management discussions to determine the application of counseling and psychotherapy theories to specific problems.
5. Articulate the principles of the Diagnostic and Statistical Manual which forms the basis of mental and behavioral diagnoses.
6. Read professional journals and relevant literature in the fields of Human Services.
7. Articulate relevant ethical codes and standards with clients as guides for professional behavior.
8. Articulate the legal and ethical requirements of professional practice.
9. Maintain accurate records and develop appropriate documentation required of Human Services workers.
10. Evaluate limits of competency and need for continuing supervision.

HUMAN SERVICES
ELDER STUDIES OPTION
Associate in Science Degree

The Human Services program provides a combination of general education and specialized courses in Psychology, Sociology and Social Work. It enables the student to acquire the knowledge and experience needed for immediate employment as a paraprofessional in a variety of positions in casework, welfare, mental retardation and other settings which require similar skills. It also prepares the student for transfer to a baccalaureate program in Human Services (B.S.) or a Bachelor of Social Work (B.S.W.) program. Transfer articulation with several state colleges ensures a smooth transfer from NCCC to the next significant educational step on a career ladder.

Advisor: Dr. Kathy Kinane, kkinane@nwcc.commnet.edu, 860-738-6315

PSY* 111 – General Psychology I is required before beginning this program

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 104	Psychology of Adjustment	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective [1]	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	POL* 122	Politics of Social Welfare	3
			24 (25)
Program Requirements			
	HSE* 101	Intro to Human Services	3
	HSE* 203	Theories of Counseling	3
	HSE* 235	Professional & Ethical Issues in Human Services	3
	HSE* 281	Human Services Field Work I	3
	HSE* 282	Human Services Field Work II	3
	RLS* 201	First Aid & Emergency Care	3
	BBG* 210 COM* 173	Business Communication **OR** Public Speaking	3
			21
Specialized Program Requirements			
	HSE* 202	Intro to Counseling/Interviewing	3
	PSY* 208	Psychology of Adulthood Development & Aging	3
	PSY* 235	Family Dynamics	3
	SOC* 114	Sociology of Aging	3
		Computer Science/Information Systems Elective	3
		Program Elective [2]	3
		Social Science Elective	3
			21
		Total	**66 (67)**

[1] BIO* 115 – Human Biology recommended
[2] PSY* 141, PSY* 210, RLS* 102, RLS* 122 or MED* 250

Program Outcomes

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

1. Write clear and accurate reports.
2. Collaborate with peers and effectively participate in discussions aimed at determining the best course of action in particular problem situations.
3. Effectively use appropriate interviewing and counseling skills to communicate with clients.
4. Participate in case management discussions to determine the application of counseling and psychotherapy theories to specific problems.
5. Articulate the principles of the Diagnostic and Statistical Manual which forms the basis of mental and behavioral diagnoses.
6. Read professional journals and relevant literature in the fields of Human Services.
7. Articulate relevant ethical codes and standards with clients as guides for professional behavior.
8. Articulate the legal and ethical requirements of professional practice.
9. Maintain accurate records and develop appropriate documentation required of Human Services workers.
10. Evaluate limits of competency and need for continuing supervision.

HUMAN SERVICES
FAMILY STUDIES OPTION
Associate in Science Degree

The Human Services program provides a combination of general education and specialized courses in Psychology, Sociology and Social Work. It enables the student to acquire the knowledge and experience needed for immediate employment as a paraprofessional in a variety of positions in casework, welfare, mental retardation and other settings which require similar skills. It also prepares the student for transfer to a baccalaureate program in Human Services (B.S.) or a Bachelor of Social Work (B.S.W.) program. Transfer articulation with several state colleges ensures a smooth transfer from NCCC to the next significant educational step on a career ladder.

Advisor: Dr. Kathy Kinane, kkinane@nwcc.commnet.edu, 860-738-6315

PSY* 111 – General Psychology I is required before beginning this program

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 104	Psychology of Adjustment	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective [1]	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	POL* 122	Politics of Social Welfare	3
			24 (25)
Program Requirements			
	HSE* 101	Intro to Human Services	3
	HSE* 203	Theories of Counseling	3
	HSE* 235	Professional & Ethical Issues in Human Services	3
	HSE* 281	Human Services Field Work I	3
	HSE* 282	Human Services Field Work II	3
	RLS* 201	First Aid & Emergency Care	3
	BBG* 210 COM* 173	Business Communication **OR** Public Speaking	3
			21
Specialized Program Requirements			
	HSE* 202	Intro to Counseling/Interviewing	3
		Program Elective [2]	3
	PSY* 235	Family Dynamics	3
	PSY* 245	Abnormal Psychology	3
	SOC* 104	Sociology of the Family	3
		Social Science Elective	3
		Computer Science/Information Systems Elective	3
			21
		Total	**66 (67)**

[1] BIO* 115 – Human Biology recommended
[2] PSY* 141, or MED* 250

Program Outcomes

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

1. Write clear and accurate reports.
2. Collaborate with peers and effectively participate in discussions aimed at determining the best course of action in particular problem situations.
3. Effectively use appropriate interviewing and counseling skills to communicate with clients.
4. Participate in case management discussions to determine the application of counseling and psychotherapy theories to specific problems.
5. Articulate the principles of the Diagnostic and Statistical Manual which forms the basis of mental and behavioral diagnoses.
6. Read professional journals and relevant literature in the fields of Human Services.
7. Articulate relevant ethical codes and standards with clients as guides for professional behavior.
8. Articulate the legal and ethical requirements of professional practice.
9. Maintain accurate records and develop appropriate documentation required of Human Services workers.
10. Evaluate limits of competency and need for continuing supervision.

INTERPRETER PREPARATION ASL/ENGLISH
Associate in Science Degree

The Interpreter Preparation Program (IPP) is a program of study leading to an Associate in Science degree. The purpose of the program is to provide quality interpreter education in a multidisciplinary and interdisciplinary endeavor, focusing on preparing interpreters and transliterators of ASL and English. The professional career program is a comprehensive, sequenced, and integrated series of courses that is intended to provide students with the necessary techniques and skills required for professional work as interpreters. Graduates are encouraged to continue with their education, however, by transferring to baccalaureate degree programs. Students already possessing a college degree may transfer in applicable credits to satisfy the General Education Requirements. NCCC has the only post-secondary degree program in interpreter preparation in Connect-

Please reference State of CT Amendment LCO No. 4839, Section 68 for details.

Advisor: Stephanie Trent, strent@nwcc.commnet.edu, 860-738-6321

Program Prerequisites: To learn effectively to interpret between two languages, one must already be fluent in both languages and have a working knowledge of the two cultures she or he will mediate. Therefore, entrance requirements to the program are completion of ALL of the following courses: DSC* 110 Orientation to Deafness; DSC* 114 Intro to Deaf People & Deaf Culture I; and fluency in American Sign Language (usually the equivalent of 3-4 semesters) as evidenced by a screening tool.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102 BBG* 210	Literature & Composition **OR** Business Communication	3
Behavioral Science	ANT* 101 SOC* 101 PSY* 111	Intro to Anthropology **OR** Principles of Sociology **OR** General Psychology I	3
Humanities/Arts		Fine Art or Humanities Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Natural Science Elective	3 (4)
Social Science		Social Science Elective	3
Liberal Arts	ASL* 205	Linguistics of American Sign Lang	3
			24 (25)
Program Requirements			
		Program Elective [1]	3
			3
Specialized Program Requirements			
	INT* 103	Pre-Interpreting Skills	3
	INT* 112	Consecutive Interpreting	3
	INT* 121	Professional Standards in Interpreting	3
	INT* 134	Educational Interpreting	3
	INT* 212	Simultaneous Interpreting	4
	INT* 214	Advanced Interpreting: Sign to Voice	3
	INT* 216	Transliteration: English to English	3
	INT* 230	Interpreting w/ Specialized Populations	3
	INT* 231	Intro to Interp. In Health Care Sit	3
	INT* 240	Practicum in Interpreting	3
	INT* 241	Seminar	3
			34
		Total	**61 (62)**

[1] INT* 132, BBG* 210 (if ENG* 102 already taken), DSC* 114, DSC* 214, DSC* 218, DSC* 219 or three 1 credit specialized ASL/Interpreting courses.

Program Outcomes

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

1. Interpret meaning by striving to achieve dynamic equivalence of a message.
2. Communicate bilingually using English and American Sign Language.
3. Act biculturally, having sensitivity to and awareness of American deaf culture.
4. Act ethically in applying the underlying principles of the RID Code of Ethics.
5. Use appropriate business skills.
6. Educate others with information on deafness and available resources.

LIBERAL ARTS & SCIENCES
Associate in Art Degree/Associate in Science Degree

The Liberal Arts and Sciences degree is designed for students planning to continue their education for a baccalaureate degree. Courses include the General Education classes required by four year colleges and universities. Advisors help choose the best electives according to a student's area of interest.

See the Academic Information section for degree requirements for Associate in Art versus Associate in Science degrees. See the "Special Transfer Programs" section for information on Biology, English, History, Psychology, and Teaching Careers Transfer Pathways.

Advisor: Assigned according to student's area of interest.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Art/Music Elective	3
Mathematics	MAT* 167 MAT* 186 MAT*	Statistics with Technology **OR** Precalculus **OR** Math Elective higher than MAT* 137	3 (4)
Natural/Physical Science		Laboratory Science Elective	4
Social Science		POL*, GEO* **OR** ECN* Elective	3
Liberal Arts		Liberal Arts Elective	3
			25
Program Requirements			
	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I **OR** Western Civilization II **OR** US History I **OR** US History II	3
	PHL*	Philosophy Elective	3
		Laboratory Science Elective	4
		Liberal Arts Elective	3
		Liberal Arts Elective	3
		Liberal Arts Elective	3
		Liberal Arts Elective	3
		Liberal Arts Elective	3
		Elective	3
		Elective	3
		Elective	3
		Elective	3
			37
		Total	**62 (63)**

For most effective transfer, courses listed by intended baccalaureate major are suggested below. Consultation with an academic advisor prior to actual course selection is highly recommended.

BEHAVIORAL SCIENCES:

PSY*	111	General Psychology I	3
PSY*	112	General Psychology II	3
		Psychology Electives	6
MAT*	167	Statistics w/ Tech	3

COMPUTER SCIENCE:

CSC*	105	Programming Logic	3
		Programming Languages	6
MAT*	167	Statistics w/ Tech	3
CSC*	290	Adv Program Seminar	3

MATHEMATICS:

CSC*	105	Programming Logic	3
MAT*	254	Calculus I	4
MAT*	256	Calculus II	4

PHYSICAL SCIENCE:

CHE*	121	General Chemistry I	4
CHE*	122	General Chemistry II	4
PHY*	121	General Physics I	4
PHY*	122	General Physics II	4

Program Outcomes

The General Education component in all programs of study at NCCC, including the Liberal Arts and Sciences degree programs encompass the following competency or knowledge-based learning outcomes:

1. Critical thinking skills.
2. Effective verbal, written, oral and visual communication skills.
3. Familiarity with multiple areas of traditional knowledge supporting intellectual excellence and openness.
4. Integrated studies among disciplines.
5. Commitment to social accountability and responsibility.
6. Awareness of the world at large.
7. Information literacy.
8. Values lifelong learning.

MEDICAL ASSISTANT
Associate in Science Degree

This program will offer students immediate opportunity for employment in medical offices and ambulatory care centers. The objective of this program is to provide the classroom, laboratory, and field experience that prepares students to be job entry-level competent. The Medical Assisting associate degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Advisor: Barbara Berger, bberger@nwcc.commnet.edu, 860-738-6308

Note: A minimum grade of "C" (2.00) is required for all MED* designated courses. Additionally, all MED* and BIO* designated courses must be completed within 4 years.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition **OR** Communication Elective	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science	BIO* 115	Human Biology	4
Social Science		Social Science Elective	3
Liberal Arts	BIO* 235	Microbiology	4
			26
Program Requirements			
	MED* 111	Administrative Medical Assisting	3
	MED* 113	Healthcare Insurance	2
	MED* 115	Medical Coding	2
	MED* 125	Medical Terminology	3
	MED* 133	Clinical Medical Assisting	4
	MED* 245	Clinical Laboratory Procedures & Practices	4
	MED* 250	Principles of Pharmacology	3
	MED* 281	Medical Assisting Externship	4
	PHL* 112	Medical Ethics	3
			28
Specialized Program Requirements			
	CSA* 105	Introduction to Software Applications	3
	MED* 211	Introduction to Medical Transcription	3
	RLS* 201	First Aid & Emergency Care	3
			9
		Total	**63**

Pending approval.

Program Outcomes

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

1. Sit for the national medical assisting certification examination.
2. Perform all medical assisting skills at a job-entry level competency.
3. Accurately maintain healthcare records, upholding all laws and regulations.
4. Demonstrate accurate problem solving abilities when working as a medical assistant.
5. Communicate effectively with patients, families and other healthcare providers.
6. Demonstrate behaviors consistent within the Medical Assisting Code of Ethics.
7. Competently function within the medical assisting scope of practice.
8. Competently function within an interdisciplinary healthcare team.

RECREATION LEADERSHIP
Associate in Science Degree

Employment opportunities in the recreation field have been growing at a steady pace over recent years. Most positions require a Bachelor's degree while others are available to Associate degree graduates. Positions in the public sector, such as those in municipal and county park and recreation departments, as well as those in the voluntary sector, such as YMCA and Scouting have continued to become available at attractive salaries. Students learn valuable competencies through experiential learning opportunities, such as class projects and field work. Many students transfer to the University of Connecticut, Southern Connecticut State University, Springfield College, or other colleges to pursue advanced degrees.

Advisor: H. Clark Schroeder, hcschroeder@nwcc.commnet.edu, 860-738-6427

Note: A minimum grade of "C" is required in all recreation courses.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Lab Science Elective [1]	4
Social Science		Social Science Elective	3
Liberal Arts	COM* 173	Public Speaking	3
			25
Program Requirements			
	RLS* 101	Intro to Recreation & Leisure Serv	3
	RLS* 201	First Aid & Emergency Care	3
	RLS* 215	Rec Leadership & Supervision	3
	RLS* 219	Field Work in Recreational Leadership	3
	SOC* 101	Principles of Sociology	3
	HPE*	Physical Activities [1]	1
	HPE*	Physical Activities [1]	1
			17
Specialized Program Requirements			
	RSL* 102	Social Recreation	3
	RLS* 103	Social & Folk Dance	2
	RLS* 121	Intro to Therapeutic Recreation Serv	3
	RLS* 145	Park Management	3
		Computer Science Elective	3
		Program Elective [1]	3
		Elective [1]	3
			20
		Total	**62**

[1] Selected in consultation with advisor.

Program Outcomes

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

1. Discuss the history of the recreation movement in the United States and the importance of play to all children and adults.
2. Determine the recreational needs and interests of people in a given population area.
3. Develop programs and activities designed for residents of a given geographical area.
4. Demonstrate effective problem solving abilities in community relation settings.
5. Conduct a variety of small and large group recreational activities.
6. Schedule league and tournament activities.
7. Design and lay out athletic fields and indoor competition areas as well as child play areas.
8. Manage a community recreation department, including personnel management, budgeting, park and facility design, committee work, and conducting public meetings.
9. Manage the growth of turf grass, ornamentals and trees.
10. Identify a variety of special population groups and understand their special needs.
11. Develop programs and activities designed for the abilities of disabled residents.
12. Administer emergency first aid.
13. Communicate effectively both orally and in writing.
14. Deliver effective public presentations regarding recreation in modern society.

RECREATION LEADERSHIP
PARK MANAGEMENT OPTION
Associate in Science Degree

Employment opportunities in the Park Management field are found mostly in the public sector in municipal, county, state and national parks and forests. Some positions are also available in private, commercial and other areas. Graduates of this career program pursue positions as park maintenance supervisors, groundskeepers, park rangers, golf course superintendents, forest service workers and park managers. Students learn valuable competencies through experiential learning opportunities such as class projects and field work.

Advisor: H. Clark Schroeder, hcschroeder@nwcc.commnet.edu, 860-738-6427

Note: A minimum grade of "C" is required in all recreation courses.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science		Social Science Elective	3
Liberal Arts	COM* 173	Public Speaking	3
			25
Program Requirements			
	RLS* 101	Intro to Recreation & Leisure Serv	3
	RLS* 201	First Aid & Emergency Care	3
	RLS* 215	Rec Leadership & Supervision	3
	RLS* 219	Field Work in Recreational Leadership	3
	SOC* 101	Principles of Sociology	3
	HPE*	Physical Activities [1]	1
	HPE*	Physical Activities [1]	1
			17
Specialized Program Requirements			
	BIO* 170	Ecology **OR** Science Elective [1]	3
	RLS* 145	Park Management	3
		Business Elective	3
		Lab Science Elective [1]	4
		Elective	3
		Elective	3
			19
		Total	**61**

[1] Selected in consultation with advisor.

Program Outcomes

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

1. Discuss the history of the recreation movement in the United States and the importance of play to all children and adults.
2. Demonstrate effective problem solving abilities in park maintenance settings.
3. Schedule league and tournament activities.
4. Design and lay out athletic fields and indoor competition areas as well as child play areas.
5. Manage a community recreation department maintenance crew.
6. Manage the growth of turf grass, ornamentals and trees.
7. Administer emergency first aid.
8. Communicate effectively both orally and in writing.
9. Deliver effective public presentations regarding recreation in modern society.
10. Design and lay out athletic fields and indoor competition areas as well as child play areas.

RECREATION LEADERSHIP
THERAPEUTIC RECREATION OPTION
Associate in Science Degree

Recreational therapists, also referred to as therapeutic recreation specialists, provide treatment services and recreation activ
games, dance and movement, drums, music, and community outings, therapists treat and maintain the physical, mental and emotional well-being of their clients. Therapists help individuals reduce depression, stress and anxiety; recover basic motor functioning and reasoning abilities; build confidence; and socialize effectively so that they can enjoy greater independence, as well as reduce or eliminate the effects of their illness or disability. In addition, therapists help integrate people with disabilities into the community by teaching them how to use community resources and recreational activities.

Advisor: H. Clark Schroeder, hcschroeder@nwcc.commnet.edu, 860-738-6427

Note: A minimum grade of "C" is required in all recreation courses.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science		Laboratory Science Elective [1]	4
Social Science		Social Science Elective	3
Liberal Arts	COM* 173	Public Speaking	3
			25
Program Requirements			
	RLS* 101	Intro to Recreation & Leisure Serv	3
	RLS* 201	First Aid & Emergency Care	3
	RLS* 215	Rec Leadership & Supervision	3
	RLS* 219	Field Work in Recreational Leadership	3
	SOC* 101	Principles of Sociology	3
	HPE*	Physical Activities [2]	1
	HPE*	Physical Activities [2]	1
			17
Specialized Program Requirements			
	HSE* 202	Intro to Counseling & Interviewing	3
	RLS* 102	Social Recreation	3
	RLS* 103	Social & Folk Dance	2
	RLS* 121	Intro to Therapeutic Recreation Serv	3
	RLS* 122	Procedures & Techniques in Therapeutic Recreation	3
	RLS* 221	Therapeutic Recreation Programming	3
		Computer Science Elective [1]	3
			20
		Total	**62**

[1] **BIO* 115 is recommended**
[2] **Selected in consultation with advisor.**

Program Outcomes

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

1. Discuss the history of the recreation movement in the United States and the importance of play to all children and adults.
2. Manage a residential treatment center's therapeutic recreation department effectively and efficiently.
3. Develop programs and activities designed for the abilities of disabled clients.
4. Demonstrate effective problem solving abilities in therapeutic recreation settings.
5. Obtain client information through interview, observation and research.
6. Competently function within an interdisciplinary healthcare team.
7. Identify a variety of special population groups and understand their special needs.
8. Communicate effectively with clients, their families, co-workers and administrators.
9. Conduct a variety of small and large group recreational activities.
10. Schedule league and tournament activities.
11. Develop recreational activities and programs specifically designed to meet the needs and interests of clients while bringing about a desired change.
12. Administer emergency first aid.
13. Communicate effectively both orally and in writing.
14. Deliver effective public presentations regarding recreation in modern society.

VETERINARY TECHNOLOGY
Associate in Science Degree

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.

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

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	Vet Office Mgmt & Communication	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science	BIO* 235	Microbiology	4
Social Science		Social Science Elective	3
Liberal Arts	BIO* 238	Parasitology	3
			25
Program Requirements			
	BIO* 211	Anatomy & Physiology I (w/ Vet Animal Lab)	4
	BIO* 212	Anatomy & Physiology II (w/ Vet Animal Lab)	4
	MED* 125	Medical Terminology	3
	MED* 250	Principles of Pharmacology	3
			14
Specialized Program Requirements			
	VET* 100	Introduction to Animal Care	2
	VET* 101	Introduction to Veterinary Technology	3
	VET* 151	Small Animal Veterinary Technology	4
	VET* 152	Large Animal Veterinary Technology	4
	VET* 205	Veterinary Laboratory Procedures	3
	VET* 212	Principles of Imaging	1
	VET* 220	Animal Pathology	3
	VET* 230	Veterinary Anesthesia & Surgical Nursing (Lab & Lecture)	4
	VET* 240	Periodontology & Oral Radiology	2
	VET* 280	Veterinary Technology Externship I	1
	VET* 281	Veterinary Technology Externship II	2
			29
		Total	**68**

Program Admission Prerequisites:

BIO* 121 – General Biology **OR**
BIO* 115 – Human Biology with a grade of "C" or above
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.

Program Outcomes

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

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

ALLIED HEALTH SCIENCE
Certificate

This certificate program is recommended for students who may plan to pursue careers in nursing, dental hygiene and many other allied health programs.

Nursing Preparation:
Through careful academic advising, students gain a strong academic foundation as they complete nursing prerequisites and the liberal arts and sciences courses required in various Associate and Bachelor's degree RN programs in Connecticut and Massachusetts.

Dental Hygiene:
Students work with an advisor to prepare for admission to the Dental Hygiene program at Tunxis Community College.

Other Allied Health Programs:
Many of the courses in the Allied Health Certificate program also prepare students to enter other allied health programs such as medical assisting, physical therapist assistant, radiology technology, respiratory therapy, and others. Students must work with an advisor and consult specific program requirements to select the appropriate courses for each program.

Completion of the certificate does NOT guarantee acceptance into a nursing or allied health program.

Advisor: Alison Jassen (pre-nursing), ajassen@nwcc.commnet.edu, 860-738-6391
Barbara Berger (pre-physical therapy), bberger@nwcc.commnet.edu, 860-738-6308

Program Requirements		
ENG* 101	Composition	3
MAT* 137	Intermediate Algebra	3
PSY* 111	General Psychology I	3
SOC* 101	Principles of Sociology	3
BIO* 211	Anatomy & Physiology I	4
BIO* 212	Anatomy & Physiology II	4
BIO* 235	Microbiology	4
CHE* 111	Concepts of Chemistry	4
	Total	**28**

Program Outcomes

1. Demonstrate understanding of the structure and function of the human body and how the structure and function of various systems are inter-related.
2. Demonstrate understanding of factors that promote health and disease.
3. Demonstrate the ability to write effectively.
4. Meet prerequisites for most regional nursing and other allied health programs.

Allied Health Concentration:
NCCC has a collaborative arrangement with the Hartford Hospital School of Allied Health. Students may take courses at NCCC to meet specific prerequisites and course requirements for the Radiography, Radiation Therapist and Histology Technician programs at Hartford Hospital. The course prerequisites that students take at NCCC vary for each program but generally include math and science courses. In addition, students may take specific courses, such as Medical Terminology and Anatomy & Physiology I and II, at NCCC to meet program requirements at Hartford Hospital. An advisor will work with students to select appropriate courses. Students take the courses with specific career training at Hartford Hospital.

Students completing the Radiography, Radiation Therapist, and Histology technician programs may transfer the Hartford Hospital courses to NCCC for academic credit. These credits may be used to meet degree requirements for the Associate Degree in General Studies. Students will need to take additional courses at NCCC to complete the AS degree requirements.

NCCC has an agreement with Naugatuck Valley Community College to accept NCCC students into the NVCC Nursing Program. For more information, please see the "Nursing Partnership" page in the Special Transfer Programs section of this catalog.

COMPUTER BUSINESS APPLICATIONS
Certificate

This certificate program is focused on preparing the student to apply computer applications such as word processing, spreadsheets, database, internet, e-mail, and presentation software to the solution of problems and have competency in office procedures. This program also prepares students for work responsibilities including researching and organizing information, electronic communication and business correspondence, preparing electronic communication and business correspondence, preparing electronic presentations and information and document processing. Graduates are prepared for positions as administrative assistant, executive assistant and other information support roles.

Advisor: Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

Program Requirements		
CSA* 105	Intro to Software Applications	3
CSA* 135	Spreadsheet Applications	3
CSA* 231	Database Design I	3
CSA* 205	Advanced Applications	3
	Computer Science Elective	3
	Total	**15**

Program Outcomes

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

1. Demonstrate an understanding of general business uses of computers, the software used by the business community, and application development for general business computing functions.
2. Demonstrate expertise in skills to be able to use the Microsoft Office Suite software applications.
3. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
4. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax of spreadsheet application software and preparation of spreadsheets for data analysis.
5. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax of data base application software and preparation of data bases for data analysis.
6. Demonstrate an understanding of the fundamentals and concepts, commands, and syntax word processing and presentation application software and preparation of documents for communication and data analysis.

WEBMASTER & INTERNET DESIGN
Certificate

The growth of the Internet and the expansion of the World Wide Web (the graphical portion of the Internet) have generated a variety of occupations related to the design, development, and maintenance of Web sites and their servers. For example, webmasters are responsible for all aspects of a Web site, including performance issues such as speed of access, and for approving the content of the site. Internet developers or Web developers, also called Web designers, are responsible for day-to-day site design and creation. (Occupational Outlook Handbook)

Advisor: Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

Program Requirements		
CSA* 105 CSA* 205	Intro to Software Applications OR Advanced Applications	3
CSA* 163	The Internet	3
CSA* 296	Computer Applications	3
CST* 150	Web Design & Development I	3
CST* 250	Web Design & Development II	3
	Total	**15**

Program Outcomes

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

1. Demonstrate competency with underlying fundamentals of websites as regards to software, control structures, and required hardware for development and maintenance of comprehensive web/Internet pages for commercial presence.
2. Demonstrate expertise in both HTML and JavaScript languages/scripting for creation of comprehensive webpages.
3. Demonstrate an understanding of an integrated approach to software applications and webpage development as used in business environments.
4. Demonstrate expertise in research and evaluation of the functions and features of Internet sources to incorporate into applications and web development for use in business environments.

COMPUTER PROGRAMMING
Certificate

Students will acquire background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in Local Area and Wide Area Networks. Students will learn the logical and physical technologies associated with hardware, software, connectivity and project design planning.

Advisor: Michael Gow, mgow@nwcc.commnet.edu, 860-738-6385

Program Requirements		
	Programming Language	3
	Programming Language	3
	Advanced Programming Language	3
	Advanced Programming Language	3
	Computer Science Elective	3
	Total	**15**

Program Outcomes

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

1. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
2. Demonstrate the basic techniques used in developing and managing software projects.
3. Demonstrate problem solving skills to design solutions for business problems.
4. Demonstrate a working knowledge of computer programming to create and maintain business applications.

COMPUTER SYSTEMS TECHNOLOGY
Certificate

Program Requirements		
CST* 140 CST* 110	Intro to Computer Hardware OR Information Technology [1]	3
CST* 210	Operating Systems	3
	Liberal Arts Elective [2]	3
CST* 231	Data Communications & Networks	3
CST* 235	Network Systems	3
CST* 260	System Architecture	3
CSC* 295	Cooperative Educ/Work Experience	3
	Total	**21**

[1] Students should choose one of these courses based upon their previous computer experience and their need for expertise in either intensive hardware concepts or overview of implementation and installation topics. Students may also choose to take both of these courses during their participation in this program.

[2] CSC courses are approved Liberal Arts Electives and are recommended courses.

Program Outcomes

Upon successful completion of all program requirements of either certificate, graduates should be able to:

1. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve problems.
2. Describe the basic technologies used in Local and Wide Area Networks including logical and physical technologies as well as hardware and software related issues.
3. Describe the various aspects of computer operating systems and their design and implementation.
4. Demonstrate a working knowledge of computer hardware through needs based specification and troubleshooting skills.

HOME CHILD CARE
Certificate

This is a career program which aims to prepare students to work as child care providers in their own homes or in the child's home. All courses are applicable to an Associate in Science degree program in Early Childhood Education.

Advisor: Linda Day, lday@nwcc.commnet.edu, 860-738-6305

Program Requirements		
ECE* 101 ECE* 141	Intro to Early Childhood Ed **OR** Infant/Toddler Growth & Devl [1]	3
ECE* 103	Creative Experiences for Children	3
ECE* 176	Health, Safety & Nutrition	3
ECE* 206	Admin & Supervision in EC Programs	3
ECE* 290	Student Teaching I [2]	3
	Total	**15**

[1] Offered only in alternate years.
[2] Consent of coordinator and a minimum of 2.5 GPA in Early Childhood Education courses are required to be eligible for student teaching.

Program Outcomes

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

1. Identify, document, and assess elements that determine quality in early childhood programs.
2. Design a learning environment and use teaching strategies that are based upon child development and learning theory.
3. Plan, implement, and evaluate a developmentally appropriate curriculum that fosters children's personal and social, physical, cognitive, and creative development.
4. In a variety of early childhood settings, examine program philosophy and goals, classroom design, teacher/child interaction, curriculum planning and implementation, assessment of the young child, involvement of the family/community as well as issues of diversity.
5. Demonstrate "best practice" in an early childhood setting.

CHILD DEVELOPMENT ASSOCIATE PREPARATION
Certificate

Successful completion of the Child Development Associate (CDA) preparation training program fulfills the CSA credential's hourly education requirement and enables students to make application for the nationally recognized CDA Credential. The 12 college credits can also be applied to an Associate Degree in Early Childhood Education

Program Requirements		
ECE* 101 ECE* 141	Intro to Early Childhood Ed **OR** Infant/Toddler Growth & Devl [1]	3
ECE* 182	Child Development	3
ECE* 180	CDA Credential Preparation	3
ECE* 181	CDA Credential Preparation II	3
	Total	**12**

[1] Offered only in alternate years.

Program Outcomes

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

1. Identify, document, and assess elements that determine quality in early childhood programs.
2. Design a learning environment and use teaching strategies that are based upon child development and learning theory.
3. Plan, implement, and evaluate a developmentally appropriate curriculum that fosters children's personal and social, physical, cognitive, and creative development.
4. In a variety of early childhood settings, examine program philos-ophy and goals, classroom design, teacher/child interaction, curriculum planning and implementation, assessment of the young child, involvement of the family/commun-ity as well as issues of diversity.

DEAF STUDIES
Certificate

The Deaf Studies Certificate program will help students gain an in-depth understanding of the Deaf Community as well as understanding of bilingual and bicultural issues, especially those with B.A degree or higher.

Advisor: Anna Rinaldi, arinaldi@nwcc.commnet.edu, 860-738-6379

Program Requirements		
ASL* 101	American Sign Language I	3
ASL* 102	American Sign Language II	3
ASL* 201	American Sign Language III	3
ASL* 202	American Sign Language IV	3
ASL* 205	Linguistics of ASL	3
DSC* 101	Visual/Gestural Communication	3
DSC* 114	Introduction to Deaf People & Deaf Culture I	3
DSC* 218	Selected Topics in Deaf Studies	3
DSC* 219	ASL Literature	3
DSC* 222	Field Experience in Deaf Studies	3
	Total	**30**

Program Outcomes

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

1. Commuicate at an advanced level using American Sign Language.
2. Demonstrate an in-depth understanding of and sensitivity to American deaf culture.
3. Describe the major characteristics of ASL literature and storytelling.
4. Understand the linguistical aspects of American Sign Language.
5. Educate others with information on deafness and available resources.

Career Opportunities:

- Teacher's Aide
- Residential program counselors
- Job coaches
- Communication specialist
- Deaf community advocate
- Paraprofessional with the deaf

EDUCATIONAL TECHNOLOGY
CLASSROOM INSTRUCTION OPTION
Certificate

These certificates have been developed as an online distance learning program through a development grant from the Connecticut Distance Learning Consortium. The specialized Educational Technology and computer courses are offered through NCCC as the online selections and are available online throughout the Connecticut Community College System. Teachers in the State of Connecticut will benefit from the unique concentration of technology for the classroom.

Advisor: Beverly King, bking@nwcc.commnet.edu, 860-738-6323
Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

Program Requirements		
CST* 150 CST* 151	Web Design Development I **OR** Web Construction	3
EDT* 200	Multimedia Tools for Instruction	3
EDT* 202	Research & Evaluation: Applications for the Internet	3
EDT* 204	Classroom Support Software	3
EDT* 210	Curriculum Infusion Unit	3
	Total	**15**

Program Outcomes

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

1. Demonstrate in-depth knowledge of the Internet, including web terminology and web page creation.
2. Demonstrate knowledge in standards for evaluation of web sites and material on the Internet.
3. Demonstrate competency in search and research strategies for course materials, instructional methods and knowledge base of subject matter.
4. Demonstrate competency in software technologies for classroom management and student-based applications.
5. Demonstrate the ability to create complex instructional material using multimedia tools and the Internet.
6. Demonstrate proficiency in integration of computer technologies as a supportive and technological focus in Educational Technology issues.

EDUCATIONAL TECHNOLOGY
TECHNICAL SYSTEMS SUPPORT
Certificate

Advisor: Beverly King, bking@nwcc.commnet.edu, 860-738-6323
Janet Cosgrove, jcosgrove@nwcc.commnet.edu, 860-738-6377

Program Requirements		
CST* 110	Information Technology	3
CST* 140	Intro to Computer Hardware	3
CST* 231	Data Communications & Networks	3
CST* 235 EDT* 212	Network Systems **OR** Instruct & Admin Network Systems	3
EDT* 200	Multimedia Tools for Instruction	3
EDT* 206	Standards & Proc/Tech Support	3
	Total	**18**

Program Outcomes

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

1. Demonstrate understanding and proficiency in hardware technologies in classrooms, including computers, peripherals, networking mechanisms, and multimedia add-ons.
2. Demonstrate expertise in product comparisons based on price, components, and company reputation.
3. Demonstrate knowledge in standards for evaluation of web sites and material on the Internet.
4. Demonstrate competency in search and research strategies for course materials, instructional methods and knowledge base of subject matter.
5. Demonstrate proficiency in integration of computer technologies as a supportive and technological focus in Educational Technology issues.

FINE ARTS
Certificate

The Fine Arts Certificate Program is a program for the student who wishes to begin or continue the study of art at the college level. All courses can be applied to the Associate degree program in Fine Art.

Advisor: Janet Nesteruk, jnesteruk@nwcc.commnet.edu, 860-738-6384

Program Requirements		
ART* 111	Drawing I	3
ART* 112	Drawing II	3
ART* 113	Figure Drawing I	3
ART* 121	Two-Dimensional Design	3
ART* 122	Three-Dimensional Design	3
ART* 151	Painting I	3
ART* 298	Special Topics: Art Portfolio	3
ART*	Ceramics Elective	3
	Total	**24**

Program Outcomes

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

1. Create original works of art using two and three-dimensional materials.
2. Assemble a portfolio of artwork.

DESKTOP PUBLISHING
Certificate

This certificate program aims to prepare students for entry level jobs in business, public relations, advertising and publishing. Students will gain basic competency in computer assisted design and will be able to produce brochures, newsletters and related materials.

Advisor: Sue Berg, sberg@nwcc.commnet.edu, 860-738-6342

Program Requirements		
GRA* 151	Graphic Design I	3
GRA* 252	Graphic Design II	3
GRA* 253	Graphic Design III	3
CSA* 105	Intro to Software Applications	3
ENG* 101 BBG* 210	Composition OR Business Communication	3
	Total	**15**

Program Outcomes
Upon successful completion of all program requirements, graduates should be able to:

1. Demonstrate critical thinking and visual problem solving ability.
2. Use both the PC and Macintosh platforms.
3. Understand the organization of space on the printed surface.

GRAPHIC DESIGN
Certificate

Northwestern's Graphic Design Program aims to provide the student with entry level graphic design skills. All courses are applicable to an Associate Degree. Northwestern's graphic design students learn the principles and processes of graphic design while working in up-to-date computer graphics and photography studios. They develop a portfolio of original works of graphic design, computer illustration and desktop publishing.

In addition to their 12-credit certificate program, many students opt to take Graphic Design IV: Computer Animation. This course introduces the student to the basics of animation, multimedia, three dimensional modeling, and presentation software.

Advisor: Sue Berg, sberg@nwcc.commnet.edu, 860-738-6342

Program Requirements		
ART* 141	Photography I	3
GRA* 151	Graphic Design I	3
GRA* 252	Graphic Design II	3
GRA* 253	Graphic Design III	3
	Total	**12**

Program Outcomes
Upon successful completion of all program requirements, graduates should be able to:

1. Understand the organization of space on the printed surface.
2. Be fluent in state of the art graphic design software.
3. Create a graphic design portfolio for transfer or employment.

HUMAN SERVICES
Certificate

The Human Services certificate is a career program designed for students seeking to develop skills necessary for employment in the field of Human Services. All courses transfer to the Associate Degree in Human Services. The student is provided with the knowledge and experience needed to immediate employment as a paraprofessional in a variety of positions in casework, probation, mental health, geriatric counseling, welfare, mental retardation and other settings which require similar skills.

Advisor: Dr. Katherine Kinane, kkinane@nwcc.commnet.edu, 860-738-6315

Prerequisite: PSY* 111 – General Psychology I

Program Requirements		
HSE* 101	Introduction to Human Services	3
HSE* 202	Intro to Counseling/Interviewing	3
HSE* 203	Theories of Counseling	3
HSE* 235	Prof & Ethical Issues in Human Serv	3
HSE* 281	Human Services Field Work I	3
HSE* 282	Human Services Field Work II	3
RLS* 201	First Aid & Emergency Care	3
PSY* 104	Psychology of Adjustment	3
PSY* 245	Abnormal Psychology	3
	Total	**27**

CAREER OPPORTUNITIES:

- Counselor in a Residential Treatment Center
- Case manager with a welfare department
- Health care worker in a nursing home
- Direct worker with the physically and mentally challenged
- Probation counselor
- Youth services worker
- Drug/Alcohol counselor aide
- Group home supervisor
- Or transfer to a baccalaureate program in Human Services or Social Work

HOSPITAL PATIENT CARE TECHNICIAN
Certificate

This certificate program combines the competencies of a certified nurse assistant with clinical medical assisting competencies. This program will prepare students for a career in medical facilities, specifically hospital settings.

Advisor: Barbara Berger, bberger@nwcc.commnet.edu, 860-738-6308

Successful completion of this program requires a minimum grade of "C" in all courses. Students must be a CNA or currently enrolled in a CNA program.

Program Requirements		
MED* 125	Medical Terminology	3
MED* 133	Clinical Medical Assisting	4
MED* 245	Clinical Laboratory Procedures and Practices	4
MED* 285	Externship in HPCT	3
	Total	**14**

Program Outcomes
Upon successful completion of all program requirements, graduates should be able to:

1. Effectively communicate as a healthcare team member.
2. Perform all technical skills needed as a Hospital Patient Care Technician.
3. Interpret more commonly-used medical terminology.
4. Participate in a healthcare environment complyin with legal and ethical codes of behavior.
5. Produce accurate healthcare documentation.
6. Perform as an integral member of a healthcare team.

MEDICAL ASSISTING
Certificate

This certificate program provides the necessary skills and knowledge to be employed as a medical assistant. All courses transfer to the Associate Degree program in medical assisting. Students should have basic typing and computer skills for this certificate.

Advisor: Barbara Berger, bberger@nwcc.commnet.edu, 860-738-6308

Program Requirements		
MED* 111	Administrative Medical Assisting	3
MED* 125	Medical Terminology	3
MED* 133	Clinical Medical Assisting	4
MED* 113	Healthcare Insurance	2
MED* 245	Clinical Laboratory Procedures and Practices	4
MED* 250	Principles of Pharmacology	3
MED* 281	Medical Assisting Externship	4
BIO* 115	Human Biology	4
PHL* 112	Medical Ethics	3
	Total	30

Pending approval.

Program Outcomes
Upon successful completion of all program requirements, graduates should be able to:

1. Have the necessary knowledge and skills to be employed as a medical assistant.
2. Produce accurate documentation.
3. Competently function within an interdisciplinary healthcare team.
4. Perform job-entry level competent administrative and management skills.

RECREATION LEADERSHIP: ADVENTURE EDUCATION
Certificate

This course of study offers the participant both the technical/safety skills and the leadership/group process skills necessary to lead adventure programs. Students will learn to facilitate adventure games and group initiatives as well as lead people on a challenge ropes course and an indoor climbing wall. This is an experiential model that can be implemented in schools, recreation programs, camps, therapeutic recreation programs, youth service bureaus, and substance abuse rehabilitation programs.

Admission to this certificate program requires a screening process. Prospective applicants are asked to speak with the program coordinator at NCCC to obtain further information and necessary application forms. The coursework for this program must be completed in two consecutive semesters beginning in September. Students must be willing to commit to a six credit module in the Fall and a six credit module in the Spring offered on Wednesday evenings and Saturdays. Wilderness First Responder is a 72 hour eight day course which will be offered separately. Field work placement must follow satisfactory completion of all of the other coursework.

Advisor: H. Clark Schroeder, hcschroeder@nwcc.commnet.edu, 860-738-6427

Program Requirements		
RLS* 171	Programming Adventure Education	3
RLS* 172	Adventure Based Counseling	3
RLS* 175	Leadership & Grp Process In Ad Ed [1]	3
RLS* 176	Ropes Course Management	3
RLS* 179	Field Work in Adventure Education	3
RLS* 271	Wilderness First Responder	4
	Total	**19**

[1] Prerequisite: PSY* 111

Program Outcomes

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

1. Conduct large and small group activities using the Aventure Programming model.
2. Practice appropriate framing and debriefing of Adventure Programming activities.
3. Develop an Adventure Programming curriculum for a chosen population.
4. Properly sequence Adventure Programming activities appropriate to the needs and abilities of the group.
5. Discuss how Adventure Programming activities appropriate the needs and abilities of the group.
6. Properly utilize climbing equipment used in Adventure Programming including the tying of knots, use of climbing harnesses and climbing hardware.
7. Effectively manage an adventure Programming facility including high and low elements.
8. Ensure the safety of participants in an Adventure Program including inspection of facilities and rescue procedures.
9. Train Challenge course staff.
10. Develop an emergency plan, and train all personnel in the execution of the plan.
11. Administer first aid in situations where emergency services are not always available.
12. Belay climbers, teach proper belaying techniques, and supervise safe climbing activities.
13. Practice the logistical aspects of Adventure Programming including equipment control and inventory, intake procedures, budgeting, safety regulations, etc.

RECREATION LEADERSHIP: THERAPEUTIC RECREATION
Certificate

Graduates of this program are qualified to work as Therapeutic Recreation Directors under Connecticut State Regulations. Employment opportunities in the Therapeutic Recreation field have been growing at a steady pace over recent years. Connecticut State Law requires extended care facilities to employ one full-time Recreational Therapist for each 60 beds in the facility. This, along with the steady growth of facilities of this type in the state, has created many jobs for qualified Recreational Therapists. Most positions require that applicants meet minimal state requirements, which graduates of this program do. Students learn valuable competencies through experiential learning opportunities, such as class projects and fieldwork. Many graduates of this program elect to continue on to pursue an Associate Degree. All courses taken in the certificate program apply toward the Associate Degree.

Advisor: H. Clark Schroeder, hcschroeder@nwcc.commnet.edu, 860-738-6427

A minimum grade of "C" is required in all Recreation courses.

Program Requirements		
RLS* 101	Intro to Recreation & Leisure Services	3
RLS* 121	Intro to Therapeutic Recreation Service	3
RLS* 122	Proc & Tech in Therapeutic Recreation	3
RLS* 215	Recreational Leadership & Supervision	3
RLS* 219	Field Work in Recreation Leadership	3
RLS* 221	Therapeutic Recreation Programming	3
	Elective [1]	3
	Total	**21**

[1] Complete either PSY* 111 – General Psychology I,
RLS* 210 – First Aid & Emergency Care or,
RLS* 102 – Social Recreation

Program Outcomes

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

1. Discuss the History of the Recreation Movement in the United States and the importance of play to all children and adults.
2. Design and implement recreational programs under the supervision of a qualified Therapeutic Recreation Director in a Residential Treatment Center.
3. Develop programs and activities designed for the abilities of disabled clients.
4. Obtain client information through interview, observation and research.
5. Identify a variety of special population groups and understand their special needs.
6. Conduct a variety of small and large group recreational activities.
7. Schedule league and tournament activities.
8. Develop recreational activities and programs specifically designed to meet the needs and interests of clients while bringing about a desired change.
9. Deliver effective public presentations regarding recreation in modern society.

NURSING PARTNERSHIP

Northwestern Connecticut Community College has a collaborative agreement with Naugatuck Valley Community College (NVCC) guaranteeing that NVCC will reserve a designated number of seats for NCCC students who meet admission requirements in the Associate Degree RN program. NCCC students who meet prerequisites (listed below) are eligible to apply for admission to the NVCC Nursing Program through the NCCC Admissions department. Students planning to apply for admission to the NVCC Nursing Program MUST meet with the pre-nursing advisor to ensure that all procedures and requirements to meet prerequisites and eligibility are met. Admission to the nursing program at NVCC is competitive based upon Grade Point Average.

NCCC also prepares students for admission to many other Associate Degree and Bachelor's degree RN programs in Connecticut and Massachusetts. Advisors work with students to help them gain admission to nursing programs and to prepare them for the academic challenges of a nursing program. The ultimate goal is not only to prepare students for admission to a nursing program, but to prepare students for successful completion of a nursing program. Since requirements for the various nursing programs vary, students are encouraged to meet with an advisor very early in their program of study.

Students who wish to transfer to a nursing program should matriculate into either the Allied Health Certificate program or the General Studies program.

To be eligible for admissions through NCCC, students must complete Anatomy & Physiology I and II and either Intermediate Algebra or Chemistry at NCCC within five years prior to the year they plan to enter the nursing program.

Advisor: Alison Jassen, ajassen@nwcc.commnet.edu, 860-738-6391

PHYSICAL THERAPIST ASSISTANT
Associate in Science Degree

The physical therapist assistant is a paraprofessional who delivers services under the supervision of a physical therapist. Work for a physical therapist assistant might be in a hospital, school system, private office, home health agency, industrial setting or rehabilitation hospital. This course of study provides the specific training necessary to enter a career as a physical therapist assistant. This is a "selective admissions program" and is provided through a consortium in collaboration with Capital, Housatonic, Manchester, Naugatuck Valley, Northwestern Connecticut and Tunxis Community Colleges. Individuals applying for admission to the Physical Therapist Assistant program may apply at only one location.

The Physical Therapist Assistant program is licensed by the Connecticut Board of Governors of Higher Education and is accredited by the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax St., Alexandria, VA 22314-1488, 703-684-2782.

Advisor: Barbara Berger, bberger@nwcc.commnet.edu, 860-738-6308

Prerequisites: MAT* 137 – Intermediate Algebra, Chemistry or Physics, BIO* 211 – Anatomy & Physiology I with a minimum grade of "C" taken within the last 5 years prior to entering the PTA Program.^

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Art Elective	3
Mathematics	MAT*	Mathematics Elective	3
Natural/Physical Science	BIO* 212	Anatomy & Physiology II	4
Social Science		Social Science Elective	3
Liberal Arts	COM* 173	Public Speaking	3
			25
Program Requirements			
	PTA* 120	Introduction to Physical Therapy	3
	PTA* 125	Physical Therapy for Function	4
	PTA* 220	Introduction to Physical Therapy Clinic	1
	PTA* 230	Physical Agents in Physical Therapy	4
	PTA* 235	Kinesiology for Rehabilitation	4
	PTA* 250	Therapeutic Exercise	5
	PTA* 253	Pathophysiology for Rehabilitation	3
	PTA* 258	PTA in the Healthcare Arena	2
	PTA* 260	Physical Therapy Seminar	2
	PTA* 262	PTA Internship II	5
	PTA* 265	PTA Internship III	5
			38
		Total	**63**

Program Outcomes

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

1. Sit for examination for state licensure/ registration as a physical therapist assistant.
2. Perform physical therapy interventions under the supervision of a physical therapist.
3. Accurately obtain patient information through data collection.
4. Demonstrate accurate problem-solving abilities when working as a physical therapist assistant.
5. Competently communicate with physical therapists, patients, families and other health care providers.
6. Effectively provide education to patients, families, and other caregivers.
7. Produce documentation supporting physical therapy services.
8. Demonstrate behaviors that comply with appropriate statutes and with the ethical standards established by the American Physical Therapy Association.
9. Competently function within an interdisciplinary health care team.

All PTA* courses must be taken in sequence with the exception of electives. The curriculum is designed as a progression of increasing complexity. A grade of "C" or higher must be achieved in all PTA* and BIO* courses and a grade of "P" must be attained in the clinical education components.

^ For a complete list of selective admission requirements, including approved prerequisite courses contact the Director of Admissions or the Allied Health Program Coordinator.

BIOLOGY TRANSFER PATHWAY
Associate in Science Degree – Liberal Arts & Science

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in Biology, BioMolecular Sciences or Biochemistry at a four-year college or university as well as for entry-level laboratory technician positions.

Students who earn an associate's degree in Liberal Arts & Sciences through the Biology Pathway will be able to:

- Transfer into a bachelor's degree program in biology, molecular biology and biotechnology.
- Transfer into pre-professional programs such as pre-vet or pre-med.
- Transfer into a bachelor's degree in medical laboratory sciences such as cytology and histology.
- Transfer into secondary biology education program.
- Pursue careers as laboratory technicians in academic or industrial settings

Students who successfully complete this pathway can transfer to Central Connecticut State University's BioMolecular Science Program with junior standing under an articulation agreement with the CCSU College of Technology. Contact a NCCC Biology Faculty Advisor for more details on this articulation agreement.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT* 186	Precalculus	4
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science		Social Science Elective	3
Liberal Arts	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I **OR** Western Civilization II **OR** U.S. History I **OR** U.S. History II	3
			26
Program Requirements			
	BIO*	Biology Elective	4
	BIO*	Biology Elective	4
	BIO*	Biology Elective	4
	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
			16
Specialize Program Requirements			
	BIO* 122	General Biology II	4
	BIO* 235	Microbiology	4
	CHE* 121	General Chemistry I	4
	CHE* 122	General Chemistry II	4
		Elective	3
			19
		Total	**61**

Program Outcomes

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

1. Demonstrate basic laboratory skills and working knowledge of safety procedures.
2. Understand and be able to apply the scientific method of inquiry.
3. Demonstrate a basic understanding of experimental design and analysis.
4. Explain basic cellular and organism principles.
5. Demonstrate an understanding of basic chemical concepts.
6. Perform biotechnology techniques including:
   - Gel electrophoresis
   - Restriction digests
   - Bacterial transformation
   - Polymerase Chain Reaction
   - DNA fingerprinting.
7. Use a light microscope to view and interpret slides.
8. Properly prepare slides for microbiological examination.
9. Perform simple and differential staining techniques including Gram stains.
10. Demonstrate aseptic techniques for the handling of microorganisms and instruments, including:
    - Sterilization and maintenance of sterile transfer instruments
    - Perform aseptic transfer
    - Obtain samples.
11. Use appropriate microbes in a sample using serial dilution techniques.
12. Estimate the number of microbes in a sample using serial dilution techniques.
13. Use standard microbiology laboratory equipment correctly.
14. Perform and analyze immunological tests.

ENGLISH TRANSFER PATHWAY
Associate in Art Degree – Liberal Arts & Science

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in English at a four-year college or university as well as to foster a better understanding and respect for the past.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts	ART*/MUS*	Art or Music Elective	3
Mathematics	MAT* 167 MAT* 186 MAT*	Statistics with Technology **OR** Precalculus **OR** Math Elective higher than MAT* 137	3 (4)
Natural/Physical Science	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			25 (26)
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives [1]	6
	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I **OR** Western Civilization II **OR** U.H. History I **OR** U.S. History II	3
			16
Specialize Program Requirements			
		Liberal Arts Elective	3
		Liberal Arts Elective	3
English (survey)	ENG* 221 ENG* 222 ENG* 231 ENG* 232	American Literature I AND American Literature II **OR** British Literature I AND British Literature II	6
English (genre)	ENG* 214 ENG* 213 ENG* 211	Drama **OR** Poetry **OR** Short Story	3
English	ENG* 281 ENG* 200	Creative Writing **OR** Advanced Composition	3
		Elective	3
			21
		Total	**62 (63)**

[1] The language requirement will be waived for any student who has completed 3 years of a single foreign language in high school with a grade of "C" or better. If the language requirement is waived, 6 credits in liberal arts courses will be substituted.

HISTORY TRANSFER PATHWAY
Associate in Art Degree – Liberal Arts & Science

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in History at a four-year college or university as well as to foster a better understanding and respect for the past.

Advisor: Todd Bryda, tbryda@nwcc.commnet.edu, 860-738-6302

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science		Behavioral Science Elective	3
Humanities/Arts	ART* MUS*	Art Elective [1] or Music Elective [1]	3
Mathematics	MAT* 167 MAT* 186 MAT*	Statistics with Technology **OR** Precalculus **OR** Math Elective higher than MAT* 137	3 (4)
Natural/Physical Science	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			25 (26)
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives [2]	6
	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
			13
Specialize Program Requirements			
	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I **OR** Western Civilization II **OR** U.H. History I **OR** U.S. History II	9
	HIS*	History Elective [3]	3
	HIS*	History Elective [3]	3
		Liberal Arts Elective	3
		Elective	3
		Elective	3
			24
		Total	**62 (63)**

[1] Directed elective to be chosen in consultation with advisor
[2] Complete either SPA* 101 & SPA* 102 OR GER* 101 & GER* 102. The language requirement will be waived for any student who has completed 3 years of a single foreign language in high school.
[3] HIS* 213 or higher

Transfer Express NCCC

Program Outcomes

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

1. Understand and critically analyze primary and secondary historical sources.
2. Engage in informed critical debate on major historical issues.
3. Demonstrate knowledge of major historical events and related effects.

PSYCHOLOGY TRANSFER PATHWAY
Associate in Art Degree – Liberal Arts & Science

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in Psychology at a four-year college or university as well as to foster a better understanding and respect for the past.

Advisor: Robert Beck, PhD, rbeck@nwcc.commnet.edu, 860-738-6386

Transfer Express NCCC

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	SOC* 101	Principles of Sociology	3
Humanities/Arts	ART* MUS*	Art Elective **OR** Music Elective	3
Mathematics	MAT* 167	Statistics with Technology	3
Natural/Physical Science	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
Social Science		Social Science Elective	3
Liberal Arts		Liberal Arts Elective	3
			25
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives [1]	6
	BIO* CHE* PHY*	Biology Elective **OR** Chemistry Elective **OR** Physics Elective	4
	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I **OR** Western Civilization II **OR** U.H. History I **OR** U.S. History II	3
			16
Specialize Program Requirements			
	PSY* 111	General Psychology I	3
	PSY* 112	General Psychology II	3
	PSY*	Psychology Elective	3
	PSY*	Psychology Elective	3
	PSY*	Psychology Elective	3
		Elective [2]	3
		Elective [2]	3
			21
		Total	**62**

[1] The language requirement will be waived for any student who has completed 3 years of a single foreign language in high school with a grade of "C" or better. If the language requirement is waived, 6 credits in liberal arts courses will be substituted.

[2] PHL* 112 Healthcare Ethics or HSE* 235 Professional & Ethical Issues in Human Services are recommended.

TRANSFER PATHWAY FOR TEACHING CAREERS

The transfer pathway for teaching careers is an advising programs at NCCC provide direction for students planning to enter specific education programs that lead to teaching certification in the State of Connecticut through cooperative agreements with a variety of colleges and universities. Students may elect to prepare for teacher certification in:

Early Childhood Education – Birth through Kindergarten or Nursery School through Grade 3 (see following pages)
Elementary Education – Grades K through 6 (see following pages)
Secondary Education – Grades 7 through 12 (see following pages)

Students work with advisors to:

1. **Select a Major –** The Connecticut Department of Education requires that students select a liberal arts major in addition to their education certificate coursework.
2. **Meet Admission Requirements for Specific Schools of Education –** Students do not generally begin to take education courses until their junior year after they have been admitted to an education program.
3. **Prepare to Take the Praxis I Test –** The Connecticut Department of Education requires that students take the Praxis I test or qualify for exemption before admission to a college or university school of education. Students can use the Learning Plus software in the Academic Skills Center for Praxis preparation. Community College students can use this service for free. Non-community college students can register for this service through the Continuing & Extended Studies department.

Advisors: Sharon Gusky, sgusky@nwcc.commnet.edu, 860-738-6395
Dr. Keith Adams, kadams@nwcc.commnet.edu, 860-738-6301

All students planning to transfer to an education program must work closely with an advisor. Together the student and the advisor plan the best program of study based upon the student's transfer goal.

Transfer Express NCCC

EARLY CHILDHOOD EDUCATION TEACHING CAREERS TRANSFER PATHWAY

Associate in Science Degree – Early Childhood Education

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in Early Childhood Education at a four-year college or university. For certification the State of Connecticut requires students to choose an area of concentration such as: English, History, Mathematics, Psychology, Science or Social Studies. Upon completing this pathway, students can receive an **Associate's Degree in Early Childhood Education**.

Advisor: Linda Day, lday@nwcc.commnet.edu, 860-738-6305

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts	ENG* 114	Children's Literature	3
Mathematics	MAT* 137	Intermediate Algebra	3
Natural/Physical Science		Natural/Physical Science Elective [1]	3 (4)
Social Science		Social Science Elective [2]	3
Liberal Arts	PSY* 204	Child & Adolescent Psychology	3
			24 (25)
Program Requirements			
		Elective [1]	3
	PSY* 260	Psych of the Exceptional Child	3
	HPE*	HPE Elective	2
			8
Specialized Program Requirements			
	ECE* 101	Intro to Early Childhood Education	3
	ECE* 103	Creative Experiences for Children	3
	ECE* 106	Music and Movement for Children	3
	ECE* 109	Science and Math for Children	3
	ECE* 176	Health, Safety and Nutrition	3
	ECE* 210	Observation, Participation & Seminar	3
	ECE* 222	Methods and Techniques in ECE	3
	ECE* 231	Early Language & Literacy	3
	ECE* 290	Student Teaching I	3
	ECE* 291	Student Teaching II	3
			30
		Total	**62 (63)**

[1] Electives should be chosen with your advisor.
[2] HIS* 201 recommended.

Transfer Express NCCC

Program Outcomes

The General Education component in all programs of study at NCCC, including the General Studies degree programs, encompass the following competency or knowledge-based learning outcomes:

1. Critical thinking skills.
2. Effective verbal, written, oral and visual communication skills.
3. Familiarity with multiple areas of traditional knowledge supporting intellectual excellence and openness.
4. Integrated studies among disciplines.
5. Commitment to social accountability and responsibility.
6. Awareness of the world at large.
7. Information literacy.
8. Values lifelong learning.

Additional information for students wishing to become teachers:
In addition to completing the required courses, students will need to pass the PRAXIS I exam and must have 30 hours of documented experience working with children. They will also need to meet the admissions requirements for the School of Education at the transfer institution; these vary from institution to institution.

It is very important that students pursuing this pathway enroll in the Transfer Express Program and work closely with their advisor.

Students should be aware that most baccalaureate degree programs which offer certification in early childhood education require a total of 130 or more credits of study including at least one semester of full-time student teaching during your last year at the four-year institution.

ELEMENTARY EDUCATION TEACHING CAREERS TRANSFER PATHWAY

Associate in Science Degree – General Studies

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in Elementary Education at a four-year college or university. At the community college level, students will focus on completing their general education requirements and on completing the first two years of study in their chosen major. The State of Connecticut requires students to choose a major in a subject area such as: English, Science, Mathematics, History or Social Studies. Upon completing this pathway, students can receive an **Associate's Degree in General Studies**.

Advisors: **Dr. Keith Adams, kadams@nwcc.commnet.edu, 860-738-6301**
Sharon Gusky, sgusky@nwcc.commnet.edu, 860-738-6395

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT* 137	Intermediate Algebra	3
Natural/Physical Science	EVS* 100	Introduction to Environmental Science	3
Social Science		Social Science Elective	3
Liberal Arts	PSY* 201	Lifespan Development	3
			24
Program Requirements			
	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
	CSC* 102	Introduction to Computer Science	3
	COM* 173	Public Speaking	3
			9
Specialized Program Requirements			
	MAT*	Mathematics Elective [1]	3
	BIO*	Biology Lab Science Elective	4
	ENG*	200 level English Literature Elective	3
		Social Science Elective	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
			28
		Total	**61**

[1] Directed Electives in your subject area should be chosen with your advisor.

Transfer Express NCCC

Program Outcomes

The General Education component in all programs of study at NCCC, including the General Studies degree programs, encompass the following competency or knowledge-based learning outcomes:

1. Critical thinking skills.
2. Effective verbal, written, oral and visual communication skills.
3. Familiarity with multiple areas of traditional knowledge supporting intellectual excellence and openness.
4. Integrated studies among disciplines.
5. Commitment to social accountability and responsibility.
6. Awareness of the world at large.
7. Information literacy.
8. Values lifelong learning.

Additional information for students wishing to become teachers:
In addition to completing the required courses, students will need to pass the PRAXIS I exam and must have 30 hours of documented experience working with children. They will also need to meet the admissions requirements for the School of Education at the transfer institution; these vary from institution to institution.

It is very important that students pursuing this pathway enroll in the Transfer Express Program and work closely with their advisor.

Students should be aware that most baccalaureate degree programs which offer certification in education require a total of 130 or more credits of study including at least one semester of full-time student teaching during your last year at the four-year institution.

TEACHING CAREERS IN SECONDARY EDUCATION TRANSFER PATHWAY

Associate in Science Degree – Liberal Arts & Studies

The objective of this pathway is to prepare students for transfer to a baccalaureate degree in Secondary Education at a four-year college or university. At the community college level, students will focus on completing their general education requirements and on completing the first two years of study in their chosen major. The State of Connecticut requires students to choose a major in a subject area such as: English, Science, Mathematics, History, Social Studies or Foreign Languages. Upon completing this pathway, students can receive an **Associate's Degree in Liberal Arts & Sciences.**

Advisors: **Dr. Keith Adams, kadams@nwcc.commnet.edu, 860-738-6301**
Sharon Gusky, sgusky@nwcc.commnet.edu, 860-738-6395

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I	3
Humanities/Arts		Humanities or Arts Elective	3
Mathematics	MAT*	Mathematics Elective (above MAT* 137)	3 (4)
Natural/Physical Science		Lab Science Elective	4
Social Science		Social Science Elective	3
Liberal Arts	PSY* 201	Lifespan Development	3
			24 (25)
Program Requirements			
	PHL*	Philosophy Elective	3
	HIS* 201 HIS* 202	U.S. History I **OR** U.S. History II	3
		Lab Science Elective	4
			10
Specialized Program Requirements			
		Social Science Elective [2]	3
	ENG*	English Literature Elective (200 level or higher)	3
	COM* 173	Public Speaking	3
	CSC* 102	Introduction to Computer Science	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
		Directed Elective [1]	3
			27
		Total	**61 (62)**

[1] Directed Electives in your subject area should be chosen with your advisor.
[2] Economics or History recommended

Transfer Express NCCC

Program Outcomes

The General Education component in all programs of study at NCCC, including the General Studies degree programs, encompass the following competency or knowledge-based learning outcomes:

1. Critical thinking skills.
2. Effective verbal, written, oral and visual communication skills.
3. Familiarity with multiple areas of traditional knowledge supporting intellectual excellence and openness.
4. Integrated studies among disciplines.
5. Commitment to social accountability and responsibility.
6. Awareness of the world at large.
7. Information literacy.
8. Values lifelong learning.

Additional information for students wishing to become teachers:
In addition to completing the required courses, students will need to pass the PRAXIS I exam and must have 30 hours of documented experience working with children. They will also need to meet the admissions requirements for the School of Education at the transfer institution; these vary from institution to institution.

It is very important that students pursuing this pathway enroll in the Transfer Express Program and work closely with their advisor.

Students should be aware that most baccalaureate degree programs which offer certification in education require a total of 130 or more credits of study including at least one semester of full-time student teaching during your last year at the four-year institution.

FORENSIC SCIENCE TRANSFER PATHWAY
Associate in Science Degree – General Studies

The **Forensic Science Transfer** Pathway is NOT a program but a selection of courses for those students who wish to transfer into a forensic science program at a four-year institution. Upon completion of recommended science, criminal justice and general education courses, students in this pathway will receive an **Associate's Degree in General Studies**.

Th
become identified primarily with law enforcement – an image enhanced by television and movies. This is misleading because forensic scientists are involved in all aspects of criminal cases. The forensic scientist's goal is the evenhanded use of all available information to determine facts, and subsequently, the truth.

The forensic scientist's role in the civil justice arena is expanding. Issues range from questions of the validity of a signature on a will, to a claim of product liability, to questions of whether a corporation is complying with environmental laws, and the protection of constitutionally guaranteed individual rights. Forensic science is a rewarding career where the love of science can be applied to the good of society, public health and public safety.

Advisor: Barry D'Onofrio, bdonofrio@nwcc.commnet.edu, 860-738-6389

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition	3
Behavioral Science	PSY* 111	General Psychology I **OR**	3
Humanities/Arts	ART*	Art Elective [1]	3
Mathematics	MAT* 186	Precalculus	4
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science		Social Science Elective	3
Liberal Arts	COM* 173	Public Speaking	3
			26
Program Requirements			
	BIO* 115 BIO* 235	Human Biology **OR** Microbiology	4
	CHE* 121	General Chemistry I	4
	CHE* 122	General Chemistry II	4
	CJS* 101	Introduction to Criminal Justice	3
	CJS* 211	Criminal Law I	3
	CJS* 213	Evidence & Criminal Procedures	3
	CJS* 220	Criminal Investigation	3
	CJS* 225	Forensic Science	3
	HIS* 102	Western Civilization II	3
	PHL*	Philosophy Elective [2]	3
		Computer Science Elective	3
			36
		Total	**62**

[1] ART* 101 – Art History I or ART* 102 – Art History II recommended.
[2] PHL* 111 – Ethics recommended

Transfer Express NCCC

Program Outcomes

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

1. Understand and employ methods of processing physical evidence from crime scenes.
2. Promote comprehension of the importance of the forensic science laboratory and its role in law enforcement.
3. Create an awareness of the recognition, collection, preservation and evaluation of physical evidence.
4. Expose students to the latest physical and chemical testing methods and show each method's value in varied situations.

THE COLLEGE OF TECHNOLOGY

The Connecticut College of Technology is an innovative program leading to a Bachelor of Science degree in engineering or technology. After completing the AS degree in Engineering Science students may follow the pathway directly into the University of Connecticut with no loss of credit. The Associate in Science degree in Technological Studies leads directly into engineering and technology programs at other private and public universities. Students considering enrollment in these programs should discuss their goals with an appropriate academic advisor.

This program is designed for entry to Central Connecticut State University's School of Technology or Charter Oak State College. The "Technological Studies Pathway" consists of courses which provide the foundation for: 1) a Bachelor of Science Degree from Central Connecticut State University in Engineering Technology, Industrial Technology, or Technology Education; 2) a Bachelor of Science Degree from Charter Oak State College.

A minimum course grade of "C" is required and completion of the program of study is required for continuing as a junior at CCSU's School of technology or at Charter Oak. As of 2002, a reverse articulation agreement with CCSU allows students to complete their entire technology concentration (up to 39 technology credits) at a community college and apply the credits toward the B.S. in Industrial Technology at CCSU.

There are several options that consist of 4-5 specialized courses that are designated at community colleges. These include Integrator Technician, Electrical Contractors, Industrial Electronics, Precision Machining, Waste Water Technician, and industrial Diagnostics

INDUSTRIAL TECHNOLOGY OPTION

General Education Requirements		
ENG* 101	Composition	3
ENG* 102	Literature & Composition	3
COM* 173	Public Speaking	3
HIS*	History Elective	3
ECN* 101	Principles of Macroeconomics	3
PHL* ENG*	Philosophy Elective **OR** Fine Arts Elective **OR** English Literature Elective	6
GEO* POL* HIS*	Geography Elective **OR** Political Science Elective **OR** History Elective	3
PSY* SOC*	Psychology Elective **OR** Sociology Elective	3
		27
Program Requirements		
CHE* 111	Concepts of Chemistry	4
PHY* 110	Introductory Physics	4
MAT* 167	Statistics with Technology	3
MAT* 186	Precalculus	4
		15
Specialized Program Requirements		
ENGR 110	***Introduction to CAD***	3
CSC* 102	Introduction to Computer Science	3
	Technical Writing	3
BMG* 202	Principles of Management	3
	Directed Elective	3
	Directed Elective	3
	Directed Elective	3
	Directed Elective	3
		24
	Total	**66**

ENGINEERING TECHNOLOGY OPTION

General Education Requirements		
ENG* 101	Composition	3
ENG* 102	Literature & Composition	3
COM* 173	Public Speaking	3
HIS*	History Elective	3
	Technical Writing	3
PHL* ENG*	Philosophy Elective **OR** Fine Arts Elective **OR** English Elective	6
ECN* GEO* POL* HIS*	Economics Elective **OR** Geography Elective **OR** Political Science Elective **OR** History Elective	3
ANT* PSY* SOC*	Anthropology Elective **OR** Psychology Elective **OR** Sociology Elective	3
		27
Program Requirements		
CHEM* 111	Concepts of Chemistry	4
PHY* 121	General Physics I	4
PHY* 122	General Physics II	4
MAT* 167	Statistics with Technology	3
MAT* 186	Precalculus	4
MAT* 254	Calculus I	4
MAT* 256	Calculus II	4
		27
Specialized Program Requirements		
ENGR 110	***Introduction to CAD***	3
CSC* 102	Introduction to Computer Science	3
CSC* 219	C Programming	3
	Applied Mechanics (Statics)	3
	Applied Mechanics (Dynamics)	3
	Intro to ET/Engineering	3
		18
	Total	**72**

Note: Courses in Italics are not Offered at NCCC.

COURSES

COURSE DESCRIPTIONS

The courses described are approved offerings of the College.

If the course description lists the consent of the instructor as a requirement, it should be obtained prior to registration.

The College reserves the right to withdraw courses and programs in which there is insufficient enrollment.

Students are urged to register as early as possible in order to have their enrollments counted when the decision to continue or withdraw a course offering is made, and also to insure that they are enrolled in the sections of their choice.

Students interested in pursuing independent study in a particular subject area should consult the Dean of Academic & Student Affairs to determine the availability and requirements of such study.

ELECTIVES

HOW TO CHOOSE AN ELECTIVE

"Elective" refers to any course offered in the College catalog numbered 100 or higher. Courses with numbers less than 100 do not count toward fulfillment of degree credit requirements for graduation. However, credit for courses numbered below 100 will count toward full-time status for financial aid and other purposes. Most curricular patterns require electives from all areas.

Please be aware of programmatic "directed" electives which specify the elective courses that fulfill the requirement.

BUSINESS

Accounting (ACC*), Business (BBG*, BFN*, BMG*, BMK*, BRE*, HSP*), Computer Science (CSA*, CSC*, CST*) and Economics (ECN*)

BEHAVIORAL SCIENCE

Anthropology (ANT*), Psychology (PSY*) and Sociology (SOC*)

COMMUNICATIONS

Communications (COM*), Business Communications (BBG* 210)

COMPUTER SCIENCE

CSA*, CSC*, CST*

FINE ARTS

Art (ART*), Graphic Design (GRA*) and Music (MUS*)

HUMANITIES

Communications (COM*), English (ENG*), Modern Languages (including ASL*) and Philosophy (PHL*)

LIBERAL ARTS

Any course selected from Art, Behavioral Science, Communications, Computer Science (CSC* only), English, Graphic Design, Mathematics, Modern Languages (including ASL*), Music, Natural/Physical Science, Philosophy and Social Science.

NATURAL/PHYSICAL SCIENCE

Biology (BIO*), Chemistry (CHE*), Physics (PHY*) Physical Science and Science (EAS*, EVS*, SCI*)

SOCIAL SCIENCE

Economics (ECN*), Geography (GEO*), History (HIS*) and Political Science (POL*)

Students should consult a faculty advisor or counselor to determine if a particular course satisfies a specific elective requirement.

BASIC SKILLS PREREQUISITES

According to Community College Board Policy, the systemwide Student Assessment Program was approved by the Board of Trustees of Regional Community-Technical Colleges in May 1988. The intent of the program is to:

- provide a means of ensuring that the skills of incoming students are uniformly evaluated;
- ensure that students are placed in courses appropriate to their academic preparation;
- make available courses and other academic and student support services which allow students to develop to their full potential.

In order to achieve these goals, Northwestern Connecticut Community College administers a placement assessment composed of a writing sample, and objective tests in reading, grammar, and mathematics. These tests provide valuable information for assigning students to appropriate courses. Unless an exemption is granted, Northwestern requires that each entering student take the placement tests before registering for classes. Furthermore, it is Northwestern Connecticut Community College's policy that all students in all programs who place into remedial/developmental courses must enroll in and successfully complete those courses or demonstrate proficiency in the skill area(s)

prior to enrolling in college-level courses which require basic skills prerequisites.

Following is a listing of courses requiring a particular basic skill (prealgebra, elementary algebra, reading, writing) as a prerequisite. Students must either have sufficient scores on their placement tests so as not to require the basic skills courses, or they must complete the basic skills courses before they may take any of the courses listed.

MAT* 075 Prealgebra: Number Sense, Geometry

ACC*	100	Basic Accounting
ACC*	113	Principles of Financial Accounting
BBG*	231	Business Law I
BFN*	110	Personal Finance
BFN*	125	Principles of Banking
BFN*	207	Personal Investments
BMK*	201	Principles of Marketing
ECN*	101	Principles of Macroeconomics
MAT*	095	Elementary Algebra Foundations

MAT* 095 Elementary Algebra Foundations

CHE*	111	Concepts of Chemistry
ET	104	Electric Circuits
ET	210	Digital Electronics
MAT*	135	Topics in Contemporary Math
MAT*	137	Intermediate Algebra

ENG* 073 Academic Reading

ACC*	100	Basic Accounting
ANT*	101	Introduction to Anthropology
ART*	103	Art History I
ART*	104	Art History II
BIO*	121	General Biology I
BIO*	115	Human Biology
BIO*	155	General Botany
BIO*	170	Principles of Ecology
BIO*	178	General Ecology
BBG*, BFN*, BMG*, BMK*, BRE*, HSP*		all courses (unless given instructor permission)
CHE*	111	Concepts of Chemistry
CHE*	121	General Chemistry I
CJS*		all courses
DSC*	110	Orientation to Deafness
ECN*	100	Introduction to Economics
ECN*	101	Principles of Macroeconomics
ENG*	101	Composition
HIS*	101	Western Civilization I
HIS*	102	Western Civilization II
HIS*	201	U.S. History I
HIS*	202	U.S. History II
MED*		all courses
PHL*	101	Introduction to Philosophy
PHL*	111	Ethics
PHL*	131	Logic
PHL*	151	World Religions
POL*	111	American Government
PSY*	111	General Psychology I
PSY*	112	General Psychology II
PTA*		all courses
EVS*	100	Introduction to Environmental Science
SCI*	106	Science and Society
EAS*	102	Earth Science
SOC*	101	Principles of Sociology
SOC*	125	Volunteer Organization Leadership
SOC*	240	Criminology
SOC*	241	Juvenile Delinquency
VET*		all courses

ENG* 063 Writing Intro to the Essay

ANT*	101	Introduction to Anthropology
ART*	103	Art History I
ART*	104	Art History II
BIO*	115	Human Biology
BIO*	121	General Biology I
BIO*	155	General Botany
BIO*	170	Principles of Ecology
BIO*	178	General Ecology
BBG*, BFN*, BMG*, BMK*, BRE*, HSP*		all courses (unless given instructor permission)
CJS*		all courses
DSC*	110	Orientation to Deafness
EAS*	102	Earth Science
ENG*	101	Composition
EVS*	100	Introduction to Environmental Science
HIS*	201	U.S. History I
HIS*	202	U.S. History II
MED*		all courses
PHL*	101	Introduction to Philosophy
PHL*	111	Ethics
PHL*	131	Logic
PHL*	151	World Religions
POL*	111	American Government
PSY*	111	General Psychology I
PSY*	112	General Psychology II
PTA*		all courses
SCI*	106	Science and Society
SOC*	101	Principles of Sociology
SOC*	125	Volunteer Organization Leadership
SOC*	240	Criminology
SOC*	241	Juvenile Delinquency
VET*		all courses

* Common Course Number

ACCOUNTING

ACC* 100 BASIC ACCOUNTING
3 semester hours
Basic understanding of accounting principles as they relate to recording procedures. Emphasis on usage by small business firms and professional offices. Not recommended to business students pursuing an accounting or business degree. Not open to students who have completed ACC* 113. (Formerly Acct. 100)

ACC* 113 PRINCIPLES OF FINANCIAL ACCOUNTING
3 semester hours
Principles of Financial Accounting provides an introduction to the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Primary areas of study include the theory of debits and credits, special journals, the accounting cycle, notes and interest, receivables and payables, accruals and deferrals, measurement and valuation of assets and liabilities, the determination of net income and the preparation and analysis of basic financial statements. **Prerequisite:** MAT* 075 or satisfactory score on placement test. (Formerly Acct. 105)

ACC* 117 PRINCIPLES OF MANAGERIAL ACCOUNTING
3 semester hours
Today's business environment is very dynamic and is in the midst of major structural changes as the economy shifts from information to a knowledge-based economy. This course examines the impact of these structural revolution changes on the managerial accounting function.

This course is a combination of cost determination and management analysis. This course will focus on traditional and contemporary modalities needed to support management's planning and expense control decisions. Topics include cost accounting systems, work flow processes and flow charting, control chart analysis, cost behavior relationships, forecasting, budgeting, variance analysis, capital expenditure decisions, analysis of financial statements, activity based and Balance Scorecard Accounting. **Prerequisite:** ACC* 113 (Formerly Acct. 205)

ACC* 123 ACCT SOFTWARE APPLICATIONS
3 semester hours
An introduction to the key aspects of the available popular software application packages on the market for personal computers as used in the accounting and business environment. **Prerequisite:** ACC* 113. (Formerly Acct. 104)

ACC* 271 INTERMEDIATE ACCOUNTING I
3 semester hours
Advanced study of financial statements and the accounting processes. For students desiring to make accounting a profession. Topics include preparation of financial statements, inventory problems, investments, the rulings and opinions of the Accounting Principles Board and Financial Accounting Standards Board. **Prerequisite:** ACC* 117. (Formerly Acct. 201)

ACC* 272 INTERMEDIATE ACCOUNTING II
3 semester hours
Accounting for fixed assets, depreciation methods, corporate formation, changes in capital and earnings distribution. Special attention is given to financial statement analysis, the statement of changes in financial position, and readings of the rulings and opinions of the Accounting Principles Board and the Financial Accounting Standards Board. **Prerequisite:** ACC* 271. (Formerly Acct. 202)

AMERICAN SIGN LANGUAGE

ASL* 100 SIGN VOCABULARY
3 semester hours
A general elective course focusing on sign language vocabulary and fingerspelling. This course is open to any student who is interested in developing basic sign communication skills.

ASL* 101 AMERICAN SIGN LANGUAGE I
3 semester hours
A first course of study of the American Sign Language, the language used by the Deaf Community in the United States. This course covers the fundamentals of the basic structure of ASL grammar, vocabulary, fingerspelling/numbers, visual-gestural communication, and information related to Deaf Culture. **Corequisite:** DSC* 101.

ASL* 102 AMERICAN SIGN LANGUAGE II
3 semester hours
This is a continuation of American Sign Language I. This course further covers the fundamentals of the basic structure of ASL grammar, vocabulary, fingerspelling/numbers, visual-gestural communication and information related to Deaf Culture. **Prerequisite:** ASL* 101 with a grade of "C" or above, or consent of instructor.

ASL* 104 FINGERSPELLING-NUMBER SYSTEMS
3 semester hours
A course designed to develop expressive and receptive fingerspelling skills. Emphasis placed on whole-word and phrase recognition as well as on reading fingerspelling and numbers embedded in signed sentences; loan signs, abbreviation, proper names, proper place. Expressive skills will focus on attainment of normal speed, clarity, and fluency. Expressive and receptive skills in using numbers will be part of the drills. **Prerequisite:** ASL*102 with a grade of "C" or above, or consent of instructor.

ASL* 201 AMERICAN SIGN LANGUAGE III
3 semester hours
This course covers in depth the structure of ASL grammar, fingerspelling/numbers, and visual-gestural communication. This course also involves expressive and receptive skills in storytelling and dialogue. **Prerequisites:** ASL* 102, DSC* 114, both with grades of "C" or above.

ASL* 202 AMERICAN SIGN LANGUAGE IV
3 semester hours
A continuation of American Sign Language III. This course further covers the structure of ASL, fingerspelling/numbers, and visual-gestural communication. **Prerequisites:** ASL* 201, and for Deaf Studies majors DSC* 214, all with grade of "C" or above.

ASL* 205 LINGUISTICS OF AMERICAN SIGN LANGUAGE
3 semester hours
A survey of theory, methods and findings of linguistic research and how it relates to ASL; the relation between sound and meaning in human language; social variation in language; language change over time; universals of language; the mental representation of linguistic knowledge. **Prerequisites:** ASL* 101, 102, 201, ENG* 101, all with grade of "C" or above.

ANTHROPOLOGY

ANT* 101 INTRODUCTION TO ANTHROPOLOGY
3 semester hours
Principles, concepts, and methodology of anthropology. Human evolution, culture and its role in human experience. Emphasis on understanding the nature of man in different societies. **Prerequisite:** eligibility for ENG* 101. (Formerly Anth. 100)

ART & ART HISTORY

ART* 100 ART APPRECIATION
3 semester hours
Introduction to the formal and expressive aspects of two- and three-dimensional art through intellectual and experiential exploration of basic principles and elements of visual art. An overview of the principal periods of art history and primary art historical issues will be included in the coursework. Previous art training not necessary. **Prerequisite:** ENG* 093 or with concurrency. (Formerly Art 100)

ART* 101 ART HISTORY I
3 semester hours
An extensive study of art and architecture derived from all principal art historical periods in the west: Stone Age, Egyptian, Mesopotamian, Aegean, Greek, Roman. The Medieval era will include Early Christian, Byzantine, Romanesque, Gothic. The art and architecture of each succeeding era will be explored contextually and analyzed according to form, content, and continuity. Prerequisite: eligibility for ENG* 101. (Formerly Art 141)

ART* 102 ART HISTORY II
3 semester hours
An extensive study of art and architecture derived from the three principal art historical periods of the west beginning with 13th century Italy, through the Renaissance and Baroque periods to the Modern World. The art and architecture of each succeeding era will be explored contextually and analyzed according to form, content, and continuity. **Prerequisite:** eligibility for ENG* 101. (Formerly Art 142)

ART* 109 COLOR THEORY
3 semester hours (6 studio hours)
A visual exploration of the effects and relationships of color. Work with color aid paper, newspapers, magazines, and a variety of textures. Previous art training not required. (Formerly Art 112)

ART* 111 DRAWING I
3 semester hours (6 studio hours)
Introduction to drawing concepts, principles, processes and materials. Topics include gesture, line quality, perspective, value, space, volume and composition. (Formerly Art 113)

ART* 112 DRAWING II
3 semester hours (6 studio hours)
Continued exploration of drawing concepts, principles and processes presented in Drawing I. Contemporary concepts of space, abstraction and color media are introduced. **Prerequisite:** ART* 111. (Formerly Art 114)

ART* 113 FIGURE DRAWING I
3 semester hours (6 studio hours)
Introduction to drawing the human form, emphasizing both traditional techniques and a contemporary approach to the representation of the figure. Includes the nude figure, portraiture, and the figure in a still life environment. **Prerequisite:** ART* 111. (Formerly Art 214)

ART* 121 TWO-DIMENSIONAL DESIGN
3 semester hours (6 studio hours)
Studio problems explore basic two-dimensional art elements: line; shape; value; color; and space; and principle of design: balance; harmony; contrast; and unity. (Formerly Art 121)

ART* 122 THREE-DIMENSIONAL DESIGN
3 semester hours (6 studio hours)
Studio problems explore basic three-dimensional art elements-line, plane, mass, volume, space, size, color, light, surface and context. Development of personal content using a variety of three-dimensional tools, materials and processes. (Formerly Art 122)

ART* 131 SCULPTURE I
3 semester hours (6 studio hours)
An introductory course in sculpture. Instruction in additive and subtractive sculptural methods. Studio activity will include the modeling of figures in low fire clay. (Formerly Art 132)

ART* 141 PHOTOGRAPHY I
3 semester hours (2 class hours/2 laboratory hours)
Development of skills in practical application to basic photographic principles. Topics include light and its effect on film, cameras and lens systems, operation of the darkroom, print finishing, and creative aspects of photography. Students must have an operable 35mm camera with manual adjustments for shutter speed and aperture. (Formerly Art 120)

ART* 142 PHOTOGRAPHY II
3 semester hours
Development of practice and theory in a variety of photographic techniques sequential to those introduced in Photography I. Topics include film and print manipulation, infrared film, print presentation, and the analysis of photography as an art form. **Prerequisites:** ART* 141 with a "C" or better. (Formerly Art 123)

ART* 151 PAINTING I
3 semester hours (6 studio hours)
Introduction to the principles, processes and materials of oil painting. Topics include paint identification and application, use of color, basic spatial relationships and composition. Digital painting may be explored. (Formerly Art 215)

ART* 152 PAINTING II
3 semester hours (6 studio hours)
An intermediate course in painting. Topics include spatial relationships, composition, abstraction and self-expression. Digital painting may be explored. **Prerequisite:** ART* 151. (Formerly Art 216)

ART* 161 CERAMICS I
3 semester hours (6 studio hours)
An introductory course with an emphasis on handbuilding and an introduction to basic throwing. In handbuilding the focus will be on pinch, coil and slab methods. In throwing, cylindrical forms will be explored. Instruction in glaze application and kiln loading. (Formerly Art 104)

ART* 163 CERAMIC HANDBUILDING
3 semester hours (6 studio hours)
Introduction to the basic forming methods of ceramics - pinching, coiling, slab building and modeling - and the fundamental processes of surface decoration. Emphasis on the cultivation of the student's aesthetic ideas as well as on the development of good craftsmanship. (Formerly Art 107)

ART* 164 CERAMIC THROWING
3 semester hours (6 studio hours)
An introduction to throwing on the potter's wheel as a means of making ceramic forms. Functional and sculptural forms will be explored. Instruction in glaze application and the kiln loading. (Formerly Art 108)

ART* 187 MUSEUM TREASURES
1 semester hour
A study of one or more of the permanent collections and special collections and special exhibitions of the great museums along New York City's "Museum Mile," The Fenway in Boston, or other locations. (Formerly Art 180)

ART* 211 DRAWING III
3 semester hours (6 studio hours)
An in-depth study of techniques and methods. Studio assignments, and on-going critiques will guide the student toward a clear understanding of drawing problems and solutions. **Prerequisites**: ART* 111, 112. (Formerly Art 213)

ART* 215 ILLUSTRATION
3 semester hours (6 studio hours)
An advanced course in studio art where students develop a body of work for an exhibition or portfolio. Studio problems address the relationship of form to personal content as well as contemporary issues in art. Students research ideas, execute visual journals and create original works using their choice of media. Instruction in portfolio and exhibit development. **Prerequisites:** ART* 112, ART* 121, ART* 122, and ART* 113 or consent of instructor.

ART* 274 VIDEO & MOTION FUNDAMENTALS
4 semester hours (2 class hours/4 studio hours)
An introduction to video production techniques and theories that includes a basic working knowledge of studio and field equipment. Students work as teams and individually with topics that include camera operation, lighting, and preproduction. Emphasis will be placed on understanding motion principles as applied to the two-dimensional medium of video, and applying video production techniques to these motion principles. **Prerequisite/Corequisite:** ART*141 and consent of the Instructor

ART* 275 DIGITAL VIDEO POSTPRODUCTION
3 semester hours (2 class hours/4 studio hours)
Designed to be taken immediately after ART*274, Video & Motion Fundamentals. Students will utilize their preproduction and cinematography skills to produce a short dramatic narrative, which will be entirely edited digitally. Digital audio and digital graphics will be added to complete the production. Final productions will be broadcast by local cable stations. **Prerequisite/Corequisite:** ART*274 and consent of instructor.

ART* 276 INTRODUCTION TO 3D ANIMATION
3 semester hours (6 studio hours)
Students will explore the fundamental principles of three-dimensional computer animation, including: pre-visualization, modeling techniques, movement, motion principles, lighting styles in screen space, and concept development. **Prerequisite/Corequisite:** ART*141 & ART*111 and consent of instructor.

ART* 277 3D CHARACTER ANIMATION
3 semester hours (6 studio hours)
Students will study character animation using three-dimensional animation software. Elementary and advanced techniques for creating believable three-dimensional characters are explored. Character design and movement are achieved through the study of motion in living creatures. The elements of storytelling and dialogue will be executed. Students will produce a short animation that tells a story. **Prerequisite/Corequisite**: ART*276.

ART* 278 EXPERIMENTAL ANIMATION
3 semester hours (6 studio hours)
Students will explore a variety of animation styles and techniques, including stop motion and object movement, which will be developed into a story by shooting digital single frame shooting. The final animation will be completed by using 2D motion, 3D animation, and video editing software. **Prerequisite/Corequisite:** ART*275 and ART*277.

ART* 298 SPECIAL TOPICS: ART PORTFOLIO
(1- 3 credits, 3 – 6 studio hours)
Students prepare a portfolio suitable for their personal goal – transfer, employment or exhibition. Also, students execute a capstone project in a media of their choice. Topics include photographing artwork for a portfolio, traditional and digital portfolio formats, professional issues in art, and studio processes. Course is designed for art students in fine art, graphic design and photo/video concentrations as well as for experienced artists seeking to build a strong professional portfolio.

ART* INDEPENDENT STUDIO STUDY
1, 2 or 3 semester hours

119	Drawing (Formerly 231)
159	Painting (Formerly 234)
219	Figure Drawing (Formerly 238)
229	Design (Formerly 232)
239	Sculpture (Formerly 237)
249	Photography (Formerly 236)
259	Water Color (Formerly 235)
269	Pottery (Formerly 230)
233	Graphic Design

An opportunity to apply studio skills through the development and execution of independent creative art in various studio disciplines. Student's written objectives, procedures, and credit hours must be approved by the supervising faculty. A student may repeat the course but total credits earned may not exceed six. **Prerequisites:** successful completion of appropriate courses including ART* 122, 141, 152, 164, 211, and GRA* 254 and consent of instructor.

BIOLOGY

BIO* 115 HUMAN BIOLOGY
4 semester hours (3 class hours/2 laboratory hours)
An introduction to the structure and function of the human body. Aspects of health and disease will be covered with special emphasis on nutrition. Representative disease conditions will be discussed for each system. Special topics include the physiological basis for alcohol dependence, drug addiction, and aging. **Prerequisites:** "C" or better in SCI* 099 or equivalent and ENG* 063 and ENG* 073 or satisfactory scores on placement tests. Not open to students who have earned a "C" grade or higher in BIO* 211 or 212. (Formerly Bio. 104)

BIO* 121 GENERAL BIOLOGY I
4 semester hours (3 class hours/3 laboratory hours)
This course focuses on aspects of plant, animal and bacterial cell biology. Cellular biochemistry, including cellular respiration and photosynthesis, reproduction, genetics and evolution will be covered. **Prerequisites:** SCI* 099 with a "C" or better or equivalent and ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Bio. 101)

BIO* 122 GENERAL BIOLOGY II
Offered: Spring Term, Even Numbered Years
4 semester hours (3 class hours/3 laboratory hours)
The biology of organisms including plant and animal structure and function, nutrition, life cycles, and ecological relationships; the origin and evolution of life. **Prerequisite:** BIO* 121. (Formerly Bio. 102)

BIO* 155 GENERAL BOTANY
Offered: Spring Term, Odd Numbered Years
4 semester hours (3 class hours/3 laboratory hours)
An introduction to the study of plants as a basis for understanding broader biological principles. Includes an evolutionary survey of the plant kingdom and the structure, physiology, reproduction, ecology, and economic significance of plants, with emphasis on the flowering plants. Use of computers is an integral part of this course. Field trips required. **Prerequisites:** SCI* 099 or equivalent and ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Bio. 112)

BIO* 170 PRINCIPLES OF ECOLOGY
3 semester hours (3 class hours)
Principles of ecology and application to conservation and environmental problems. Field trips required. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Bio. 106)

BIO* 178 GENERAL ECOLOGY
4 semester hours (3 class hours/3 laboratory hours)
An introduction to the basic principles of ecology and application of these principles to conservation and environmental problems. Use of computers is an integral part of this course. Field trips required. **Prerequisites:** SCI* 099 or equivalent and ENG* 063 and ENG* 073 or satisfactory scores on placement exams.

BIO* 211 ANATOMY & PHYSIOLOGY I
4 semester hours (3 class hours/3 laboratory hours)
A study of the structure and function of the body with an emphasis on the anatomy and physiology of movement. Includes a comprehensive study of tissues, integumentary, skeletal, muscular, and nervous systems and their relationships to other systems. Students examine the relationship between structure and function using interactive physiology software, and histology slides. Students in the Veterinary Technology Program must register for the Vet Lab section. **Prerequisite:** BIO* 121 or BIO* 115. (Formerly Bio. 203)

BIO* 212 ANATOMY & PHYSIOLOGY II
4 semester hours (3 class hours/3 laboratory hours)
A study of the structure and function of the human body. Includes a detailed analysis of the nervous, endocrine, digestive, respiratory, circulatory, lymphatic, urinary and reproductive systems. Pathology and disease applications are covered. Students examine the relationship between structure and function using interactive anatomy software, laboratory dissection, interactive physiology software, and histology slides. Students in the Veterinary Technology Program must register for the Vet Lab section. **Prerequisite:** BIO* 211 or consent of instructor. (Formerly Bio. 204)

BIO* 235 MICROBIOLOGY
4 semester hours (3 class hours/3 laboratory hours)
Elements of microbiology including the structure, classification, and physiology of bacteria and viruses. Infection, immunity, and the destruction of microorganisms are emphasized. Laboratory includes sterile techniques, micro chemical analysis, and identification of unknowns. Recommended for Allied Health and Biology majors. **Prerequisite:** A grade of "C" or better in BIO* 121 or BIO* 115. (Formerly Bio. 232)

BIO* 238 PARASITOLOGY
3 semester hours
This course is intended to familiarize students with the parasites of importance in the veterinary field. The course includes both lecture and laboratories to reinforce the knowledge and identification skills necessary for the veterinary technician. **Prerequisite:** VET* 151, strongly recommended VET* 205.

BIO* 270 ECOLOGY
4 semester hours (3 class hours/3 laboratory hours)
An appreciation for biodiversity is developed through lecture and laboratory exercises. Energy flow through the environment is discussed, and population and community dynamics are explored in the field and in the lecture. Other topics include biochemical cycling, speciation, genetics and genetic drift, and earth movement dynamics. **Prerequisite:** BIO* 121. (Formerly Bio. 120)

BUSINESS AND MANAGEMENT ADMINISTRATION

Prerequisites: ENG* 073 and ENG* 063, MAT* 075 or satisfactory scores on placement tests.

BBG* 101 INTRODUCTION TO BUSINESS
3 semester hours
Includes a broad range of topics that relate to the contemporary business practices. Business trends: cultivating a business in diverse global environment. Business ownership. Strategic management: the strategic consequences of competing on the edge. Financial structure: the methods used to measure the effectiveness of objectives and strategies. Management of human capital: obtaining, retraining and motivating people to produce quality goods and services. Marketing: creating and keeping customers. Process Improvement: achieving better results through improving system processes. (Formerly Bus. 100)

BBG* 210 BUSINESS COMMUNICATION
3 semester hours
Development of skills in effective communication for personal, business, and professional use. Includes written communication, nonverbal communication, listening skills, small group communication, oral presentations, resume preparation, and interviewing techniques. (Formerly Bus. 148)

BBG* 231 BUSINESS LAW I
3 semester hours
A study of the legal rights, duties and responsibilities of owning a business. This course examines the components of common law, the legal system, contracts and torts. The course also covers areas of the Uniform Commercial Code, sales of goods, warranties, product liabilities and corporate crime. (Formerly Bus. 211)

BBG* 232 BUSINESS LAW II
3 semester hours
This course is a study of the legal principles related to the law of agency proprietorships, partnerships, corporations including sub-chapter S and limited liability corporations, and other business forms. This course will also cover negotiable instruments, bank deposits and collections, secured transactions, debtor-creditor relationships and bankruptcy law. **Prerequisite:** BBG* 231 or consent of instructor. (Formerly Bus. 212)

BBG* 294 BUSINESS INTERNSHIP
This is a work experience course for business students who want a challenging opportunity to apply their knowledge and learn from experience in a business or community organization. Students must have completed at least 18 hours of study or an equivalency and be approved by the course instructor and the employer's preceptor. Students are required to work at least 90 hours during the semester and attend periodic program meetings. (Formerly Bus. 280)

BFN* 110 PERSONAL FINANCE
3 semester hours
A practical approach to personal money management. Includes credit, taxes, investments, insurance, consumer protection, and home ownership. (Formerly Bus. 150)

BFN* 125 PRINCIPLES OF BANKING
3 semester hours
Principles of Banking is an introductory course that covers all aspects of Bank Management. Major topic areas include:

- The changing nature of Banking
- Understanding a Bank's Financial Statement
- Asset and Liability management
- Capital Adequacy and Liquidity
- Commercial and Consumer lending

(Formerly Bus. 109)

BFN* 201 PRINCIPLES OF FINANCE
3 semester hours
Management has been defined as the art of asking significant questions. This course builds the baseline business finance skills needed to make sound quantitative/systematic business decisions. Topics include the concepts of financial analysis or the ability to not only manipulate financial data, but also to interpret the numbers so meaningful conclusions can be drawn; the time value of money; risk and return measures; firm valuation methods; corporate leveraged restructuring and capital structure.

Additionally, at some time during their growth and maturation, virtually every business will find itself in a financial crisis where insolvency is immanent and the business' continued existence as a going concern is in doubt. Students will be exposed to the theory and practice of corporate financial distress (including bankruptcy) and will learn how to evaluate the level of adversity of a distressed business. **Prerequisites:** This is an upper level advanced course. Therefore, financial literacy is necessary. To be successful and benefit from this course students should have successfully completed ACC* 113 and BMG* 202 or consent of instructor. The completion of MAT* 167 would be helpful. (Formerly Bus. 264)

BFN* 207 PERSONAL INVESTMENTS
3 semester hours
A contemporary nontechnical approach to investments that introduces individuals to the various investment choices available and the risks associated with them. (Formerly Bus. 160)

BMG* 202 PRINCIPLES OF MANAGEMENT
3 semester hours
Principles of Management is an introductory course that covers in depth the theory and practice of management as a discipline and process. The Vision to Value Creation Model will be the primary tool employed to introduce the four major management principles – Planning (Strategic Value), Organizing (Organizational Design & Structure Value), Leading (21st century leadership value), and Controlling (Learning Value). Major topic areas include:

- The evolution, development and scope of the management process.
- Growth performance measures and strategic consequences: How does management balance the constraints of capital adequacy, growth and business risk.
- Planning and decision making starts with the vision, purpose and soul of the business. Management must answer the question – What business are we really in? Answering this question correctly is critical to management's success or failure.
- Managing Change: Managing the corporate vision and mission in a continuously dynamic business landscape. "The art of creative destruction."
- Leadership and work process improvement. The challenge of management to redesign the structure of work in order to increase its talent mind share.

Emphasis will be given to the importance of managing in a global environment and in understanding the ethical implications of managerial decisions. (Formerly Bus. 101)

BMG* 210 ORGANIZATIONAL BEHAVIOR
3 semester hours
Behavior is related to past events, thoughts, dreams, comments and actions, and is weaved into values, beliefs, ideologies, interactional patterns and activities. These characteristics when combined with the complexity of organizational structure can result in a wide performance range. Students will be exposed to organization theory, structure, design applications and the management of organizational behavior in this course. Heavy emphasis on class participation and case studies. **Prerequisites:** PSY* 111 and BMG* 202. (Formerly Bus. 272)

BMG* 220 HUMAN RESOURCE MANAGEMENT
3 semester hours
An introduction to human resource management. Includes the functions of human resource management: job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. The diversity of the workforce and the legal content of employment decisions will also be studied. **Prerequisite:** BMG* 202. (Formerly Bus. 201)

BMK* 140 RETAILING
3 semester hours
Retailing principles and applications presented from a management perspective. Includes opportunities and trends, merchandise selection, inventory management promotional programs, pricing decisions, location decisions, financial analysis. **Prerequisite:** BMK* 201 or BMK* 214. (Formerly Bus. 255)

BMK* 201 PRINCIPLES OF MARKETING
3 semester hours
The dynamics of the marketing function in satisfying society's needs. Includes the economic, psychological, and sociological aspects of buying behavior and the elements of the marketing mix - products and services, promotions, pricing, and distribution. **Prerequisite:** BMG* 202. (Formerly Bus. 252)

BMK* 214 INTERNATIONAL MARKETING
3 semester hours
Global Marketing is one of the most exciting and challenging fields in business today as the global marketing position involves foreign entry and global management. This course examines the economic, political, cultural, legal and technological aspects of the global marketing environment. **Prerequisite:** BMG* 202 or consent of instructor. (Formerly Bus. 250 Global Marketing)

BMK* 220 SALES
3 semester hours
Factors involved in effective selling. Methods of conducting sales presentations. Application of psychological and persuasive selling techniques. Development of characteristics for good salesmanship. **Prerequisite:** BMK* 201 or BMK* 214. (Formerly Bus. 256)

BMK* 230 ADVERTISING & PROMOTION
3 semester hours
Advertising and Sales Promotion covers in depth the advertising environment, process, media planning and brand promotion. Advertising is a study in anthropology as the advertiser's intent is to convey an image of the product that includes origins, rituals, physical characteristics, environments, social relationships and beliefs to a society over time. In other words, over time the advertised product/service takes on cultural attributes. It is no longer a product/service but a way of life, an attitude, a set of values, a look, an idea that evokes an emotional response. **Prerequisite:** BMK* 201 or BMK* 214. (Formerly Bus. 253)

BRE* 201 REAL ESTATE PRINCIPLES
3 semester hours
Basic concepts of land use and the legal and economic principles governing transfers and financing. Ownership and interests, brokerage, legal instruments, valuation, and problems. (Formerly Bus. 170 Principles of Real Estate)

BRE* 205 REAL ESTATE LAW
3 semester hours
To acquaint the student with the law of real estate. Topics include general legal concepts dealing with contract law as it relates to real estate, property law, vehicles for acquiring real property, federal regulations, joint ventures, syndication, real estate investment trusts, landlord-tenant relations, modern mortgage laws, and the legal relationship among practitioner, client and purchaser. **Prerequisite:** BRE* 201. (Formerly Bus. 175)

HSP* 100 INTRO TO THE HOSPITALITY INDUS
3 semester hours
This course is an orientation to the hospitality industry and includes an overview of the various industry segments including hotels, motels, resorts, inns, restaurants, gaming, conventions and tour businesses. The course covers industry history, career and business trends, operations management and organization as well as forces shaping the future growth of the industry. (Formerly Bus. 111)

HSP* 211 FOOD AND BEVERAGE COST CONTROL
3 semester hours
This course is an in-depth coverage of commercial food service operations including proper food handling procedures in purchasing, receiving, storing, production, and quality control. Operational planning including analysis of labor expenses, labor costs controls and the relationship between cost, volume and profit will be explored. **Prerequisites:** ACC* 117 and HSP* 100. (Formerly Bus. 257 and Bus. 258)

HSP* 242 HOTEL MANAGEMENT
3 semester hours
This course examines the complete guest cycle including reservations and rooming, registration, guest services, guest accounting, night audit functions, and security. Management functions and operating statistics are discussed and practiced. The course includes role-playing and case studies utilizing computer exercises that simulate front office situations. **Prerequisites:** ACC* 117 and HSP* 100. (Formerly Bus. 259)

HSP* 296 COOPERATIVE EDUCATION
3 semester hours
In this course, students working in a team environment will actually apply hospitality and tourism operating techniques as they relate to the institutional, convention, retreat and community environments. Using systemic decision and problem solving models, students will develop, budget, plan, implement and control an actual hospitality/tourism event from start to finish. **Prerequisites:** ACC* 117 and HSP* 100. (Formerly Bus. 257)

CHEMISTRY

CHE* 111 CONCEPTS OF CHEMISTRY
4 semester hours (3 class hours/2 laboratory hours)
Inorganic chemistry, elements, atomic structure, chemical and physical bonding, compound formation, chemical reactions, thermo-chemistry, aqueous solutions, electrochemistry, kinetics, and equilibrium. Laboratory related to material covered in lecture. Not open to students who have completed CHE* 121, 122. **Prerequisites:** Elementary Algebra Foundations, ENG* 073 or satisfactory scores on placement tests. (Formerly Chem. 101)

CHE* 121 GENERAL CHEMISTRY I
4 semester hours (3 class hours/3 laboratory hours)
Principles, theories, and laws of chemistry dealing with chemical bonding, molecular formation, periodic trends, states of matter, gas laws, and thermochemistry. **Prerequisites:** high school Chemistry, Intermediate Algebra, ENG* 073 or satisfactory scores on placement tests. (Formerly Chem. 111)

CHE* 122 GENERAL CHEMISTRY II
4 semester hours (3 class hours/3 laboratory hours)
Chemical reaction theory, chemical kinetics, thermodynamics, gaseous equilibria, aqueous and nonaqueous solutions, acid-base theory, electrochemistry, coordination chemistry, organic and biochemistry. **Prerequisites:** CHE* 121 and Intermediate Algebra or consent of instructor. (Formerly Chem. 112)

COMPUTER APPLICATIONS

All Computer Classes May Include Online Modules, Distance Learning Components, and/or Distance Education Delivery Systems.

CSA* 105 INTRODUCTION TO SOFTWARE APPLICATIONS
3 semester hours
An introduction to the key aspects of the available popular software application packages for the microcomputer as used in the business environment. Designed to give an overview of many of the various commercially available programs, specifically the Microsoft Office Suite-Word, Excel, Access, and PowerPoint. Students will study the concepts of these applications and experience "hands-on" activities during class. This course is available both online and on-ground. **Prerequisite:** ENG* 101 (may be taken concurrently).

CSA* 135 SPREADSHEET APPLICATIONS
3 semester hours
A detailed development of the functions and applications of spreadsheet application software. The electronic spreadsheet, business graphics, data manager aspects will be explored, using the commands of Microsoft Excel for Windows. Upon completion of the basic fundamentals of functions and commands, the programming macros will be introduced, allowing the student to take full advantage of the power of spreadsheet software. **Prerequisites:** ENG* 101(may be taken concurrently) and CSA* 105.

CSA* 155 MULTIMEDIA COMMUNICATIONS
3 semester hours
Development of communication skills in effective public speaking for business and professional use. Students use MS PowerPoint and other software packages to develop, write and organize the computerized presentation slides that are an integral part of many business and professional presentations in the workplace. Topics focus on organization of content (written and verbal), identifying audience and product appeal, practice of oral delivery skills, and integration of computerized material in oral presentations. This course has been approved as a Communication Elective for Computer Science majors. **Prerequisite:** ENG* 101 (may be taken concurrently) and CSA* 105.

CSA* 163 THE INTERNET
3 semester hours
This course will present the various features of Internet access and use of the World Wide Web using Microsoft Internet Explorer in a Windows operating system platform. Students will learn the necessary structures of file management to download and install files from the Internet. Use of the WEB will be for research of computer related topics and topics of individual academic preferences. Topics include: search engines, e-mail, downloads, multimedia, ethics and security issues, viruses, current implementation of Internet software tools and discussion of current Internet themes. Students will create homepages and their own links to other website pages. **Prerequisite:** ENG* 101 (may be taken concurrently).

CSA* 205 ADVANCED APPLICATIONS
3 semester hours
A second course in the use of standard business software applications. Advanced features of software applications using Microsoft Office and other current available packages will be addressed. Interaction between applications, process automation and additional software applications will be discussed. **Prerequisite:** ENG* 101 (may be taken concurrently) and CSA* 105.

CSA* 207 COMPUTER APPLICATIONS IN MANAGEMENT AND MARKETING
3 semester hours
A study of how to use computer applications necessary in the development of hard-copy and online materials used in business management and marketing tasks. Publishing software and Web tools will be used to create a system for a simulated business that provides a plan for management/marketing strategies. **Prerequisites:** CSA* 205 and CST* 150 and CST* 250.

CSA* 296 COMPUTER APPLICATIONS
3 semester hours
A course to offer the student an opportunity to use knowledge of commercially available software programs to solve well-defined business application problems. Students will work on major independent projects that integrate the tools, skills and techniques they have learned from other course work in the office suite or web design classes. May be repeated for credit with consent of instructor. Prerequisite: CSA* 105 or CSA* 205 or equivalent or consent of instructor.

COMPUTER SCIENCE

All Computer Classes May Include Online Modules, Distance Learning Components, and/or Distance Education Delivery Systems.

CSC* 102 INTRODUCTION TO COMPUTER SCIENCE
3 semester hours
This introductory course emphasizes the impact computers have on society and our interaction with them. Students are also given an introduction to information retrieval using e-mail and Internet access both through our online course delivery system, WebCT Vista, and through other online search techniques. Topics include CPU, peripheral equipment, software applications, programming languages, computer ethics and computer crime. The history of the computer and the capabilities and limitations of these devices are also presented. Students are also introduced to applications such as Word, Excel, PowerPoint. **Prerequisite:** ENG* 101 (may be taken concurrently). (Formerly CSCI 110)

CSC* 105 PROGRAMMING LOGIC AND DESIGN WITH ANSI C
3 semester hours
A first course for computer science majors to provide an overview of problem analysis and programming logic. Topics include: set theory, Venn diagrams, Boolean logic, truth tables, decision tables, flowcharting, and an introduction to programming languages. **Prerequisite:** MAT* 095 or a satisfactory grade on the mathematics placement test. (Formerly CSCI 111)

CSC* 180 COMPUTER ETHICS
3 semester hours
A study in the ethics of computer usage as it applies to the Internet. Issues discussed include privacy, speech and regulation of the Internet, security, intellectual property and codes of ethics and conduct. Case studies in each area will be examined. **Prerequisite:** ENG* 101 (may be taken concurrently). (Formerly CSCI 240)

CSC* 205 VISUAL BASIC I
3 semester hours
A course in Visual Basic programming language that uses modular coding and emphasizes object oriented techniques. This course addresses event driven programming in the Windows environment. This course is intended to fulfill an advanced programming language requirement.
Prerequisite: CSC* 210.

CSC* 209 ADVANCED ACCESS WITH VISUAL BASIC
3 semester hours
An applied course in the development of computer applications stressing solutions to common business problems. This course will cover tools used on various platforms for accessing and manipulating data. Business solutions will be developed using Visual Basic, Java and/or C++ as a front end interface. Application design will be covered as team projects. This course may fulfill an advanced programming language requirement. **Prerequisites:** CSC* 206 and CSC* 231. CSC* 290 or other programming courses are recommended. (Formerly CSCI 245 Application Development)

CSC* 210 C PROGRAMMING
3 semester hours
A study of the C programming language including identifiers, data types, storage, constants, expressions, operator classes, operator pointers, functions, recursion, arrays, input/output, preprocessor and headers will be considered. An examination of data files and structures and unions will be included. **Prerequisite:** CSC* 105. (Formerly CSCI 141 Programming C)

CSC* 213 OBJECT-ORIENTED PROGRAMMING USING C++
3 semester hours
A course in the C++ programming language that uses modular programming and emphasizes object oriented techniques. This course will address event driven programming in the Windows environment and interfaces to the Internet. This course may fulfill an advanced programming language requirement. **Prerequisite:** CSC* 210. (Formerly CSCI 250 C++ Programming)

CSC* 220 OBJECT-ORIENTED PROGRAMMING USING JAVA
3 semester hours
A course in the Java programming language that uses modular programming and emphasizes object oriented techniques. This course will address event driven programming in the Windows environment and interfaces to the Internet. This course may fulfill an advanced programming language requirement. **Prerequisite:** CSC* 210. (Formerly CSCI 230)

CSC* 231 DATABASE DESIGN I
3 semester hours
Course covers the concepts of data organization and data modeling, normalization, relational algebra and logic, and relational calculus. Students will design databases and develop queries using standard SQL. **Prerequisite:** CSC* 105. (Formerly CIS 217)

CSC* 232 DATABASE DESIGN II
3 semester hours
This course addresses advanced topics in database management including SQL coding for database access with platform independence. Data normalization and relational algebra are covered as the theory of data access. Actual business scenarios will be developed, and solutions created for them. **Prerequisite: CSC* 231.** (Formerly CIS 225)

CSC* 250 SYSTEMS ANALYSIS & DESIGN
3 semester hours
Introduction to analysis and design of business management systems, through the three stages of business system design: analysis of information flow, systems specification and equipment, and selection and implementation of the system. Project management, requirements planning, feasibility analysis, and project estimating will be discussed. **Prerequisites:** ENG* 101 (may be taken concurrently) and CSC* 105. CSC* 231 is recommended. (Formerly CSCI 202)

CSC* 290 ADVANCED PROGRAMMING
1 to 6 semester hours
Offers the student an opportunity to use knowledge of Visual Basic, and/or C++, and/or Java, and/or C programming to solve well-defined scientific or business problems. Advanced topics in each of the languages are covered. A major supervised project stressing design concepts, coding styles and documentation is required. May be repeated but the total credits may not exceed six per language. **Prerequisite:** CSC* 210, CSC* 230, CSC* 250, or CSC* 206, depending on the language selected. (Formerly CSCI 210)

CSC* 295 COOPERATIVE EDUCATION/WORK EXPERIENCE
3 semester hours
A student work experience in a computer related work situation, under the supervision of Computer Science Program Coordinator. Students are evaluated in an intern position obtained by the student and agreed upon by the supervisor of the cooperating worksite. Students will engage in periodic written reports to the coordinator and site advisor, and present final summaries of their field work experiences at the end of each semester. May be repeated for credit with consent of instructor. Offered on a pass/fail basis. **Prerequisite:** Consent of instructor. (Formerly CST 280)

CSC* 298 CURRENT TOPICS
3 semester hours
The topics and delivery method of this course vary. It may be a distance learning, online discussion class, centering on questions and issues of current computer topics, researched though the Internet. It may also target specific areas of computer hardware, software, networking, and telecommunications with focused hands-on modules. **Prerequisite:** ENG* 101 (may be taken concurrently). (Formerly CSCI 201)

COMPUTER SYSTEMS TECHNOLOGY

All Computer Classes May Include Online Modules, Distance Learning Components, and/or Distance Education Delivery Systems.

CST* 110 INTRODUCTION TO INFORMATION TECHNOLOGY
3 semester hours
An introduction to computer software analysis, hardware selection, installation, and implementation of computer systems for a small business. To train the student to provide computer support services for the workplace. **Prerequisite:** ENG* 101 (may be taken concurrently). (Formerly CST 130)

CST* 130 NETWORKING I
3 semester hours
An introduction to electronic data transmission. Topics include: communication media, communications software, encryption, protocols, and the OSI model. **Prerequisite:** CST* 140.

CST* 140 INTRODUCTION TO COMPUTER HARDWARE
3 semester hours
The computer architecture from chip to board to device to system. Understanding the individual components and their relationship to a functional PC. Topics include microprocessors, peripheral devices, memory, troubleshooting, diagnostics, repair, and connectivity. **Prerequisite:** CSC* 105 (Formerly CST 120)

CST* 150 WEB DESIGN AND DEVELOPMENT I
3 semester hours
Design and creation of extensive web pages using HyperText Markup Language (HTML). Explore the techniques of HTML from the basics, tables, graphical bullets, multimedia, rulers, imagemaps to forms, interactive pages, components, and script writing. Lecture and textbook assignments are supplemented by lectures on the WWW, online discussion groups and e-mail interaction. The traditional strategies of learning as well as self-paced distance learning techniques are used as they relate to the online aspects of this class. Students will create and maintain their own website during this course and will be able to use homework examples as benchmarks of their own page development. **Prerequisites:** ENG* 101 (may be taken concurrently) and CSA* 163 (may be taken concurrently). (Formerly CIS 212)

CST* 151 WEB CONSTRUCTION
3 semester hours
Page design concepts and techniques will be integrated into the creation of web development. Students will learn to create a business development site that incorporates the tools of web programming and various online resources for continuity and visual presentation, as well as the functionality of the web site. Topics include navigation, frames, tables, and hyper-links, photos and video, and sound. The completion of a comprehensive project will be a major component of this class. **Prerequisite:** CST* 150. (Formerly CIS 208)

CST* 210 OPERATING SYSTEMS
3 semester hours
Topics include processor management, file systems, process management and scheduling algorithms, device management, memory management, and data integrity. The major operating systems of the various hardware platforms will be analyzed, including DOS, IBM OS/2, Unix, Linux, and the Microsoft Windows family. **Prerequisite:** ENG* 101 (may be taken concurrently)(Formerly CST 204)

CST* 231 DATA COMMUNICATIONS & NETWORKS
3 semester hours
An introduction to electronic data transmission. Topics include: communication media, communications software, encryption, protocols, and the OSI model.
Prerequisite: CST* 140. (Formerly CST 210)

CST* 235 NETWORK SYSTEMS
3 semester hours
Topics include the planning, design, installation, and administration of networks. Emphasis will focus on local area network environments. Topics include the OSI model, transmission media, topologies and network configurations, hardware components, protocols, security, and data integrity. **Prerequisite:** CST* 140. (Formerly CST 220)

CST* 250 WEB DESIGN AND DEVELOPMENT II
3 semester hours
Web page creation beyond HTML. JavaSript coding and concepts to enhance the development of page design, changing a static page into a dynamic page. Object concepts, forms, and controls, push buttons, scrolling text, and other events will be included. This course uses JavaScript as the language for webpage development and design. **Prerequisite:** CST* 150. (Formerly CIS 214)

CST* 260 SYSTEM ARCHITECTURE
3 semester hours
A technical foundation for systems design. Topics include digital logic, Boolean algebra, combinational logic, processor technology and architecture, data representation, system integration and performance, and system design. **Prerequisite:** CST* 140. (Formerly CST 205)

CRIMINAL JUSTICE

The Criminal Justice Program strives to attain a high level of academic excellence and professionalism. As a Criminal Justice major, you are required to receive a grade of "C-" or better in all Criminal Justice required courses. (Refer to the program requirements.) Any grade of "D+" or below must be repeated prior to graduating. It is important to note, that some four-year institutions may not accept a grade of "C-" to transfer.

For information on Criminology and Juvenile Delinquency see Sociology 240 & 241.

CJS* 101 INTRODUCTION TO CRIMINAL JUSTICE
3 semester hours
History, development, and philosophy of criminal justice in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory score on placement tests. **Fall** (Formerly CJ 100)

CJS* 120 POLICE AND THE COMMUNITY
3 semester hours
The purpose of this course is to provide an overview of the various aspects of the philosophy of policing known as Community Policing. Community Policing involves partnership among the police, the community and other government agencies. Community Policing is government's answer to customer service. Students are taught the evolution of policing ranging from the political era to the professional era. Classroom instruction of the specific aspects of Community Policing are supplemented with practical applications within nearby communities. **Prerequisites:** ENG* 063 and ENG* 073, or satisfactory score on placement tests. **Spring** (Formerly CJ 145)

CJS* 203 JUVENILE JUSTICE
3 semester hours
Deviant behavior and current criminological theories with emphasis on synthesis and criminal justice applications; crime prevention and the phenomena of a crime as they concern the juvenile. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory score on placement tests. **Semester varies** (Formerly CJ 122)

CJS* 211 CRIMINAL LAW I
3 semester hours
Examination and study of criminal statutes with the emphasis on theory and philosophy of law; relationship of law and society. **Prerequisite:** CJS* 101. **Fall** (Formerly CJ 201)

CJS* 212 CRIMINAL LAW II
3 semester hours
Local, state, and federal laws; development, application, and enforcement. **Prerequisite:** CJS* 211. **Spring** (Formerly CJ 202)

CJS* 213 EVIDENCE & CRIMINAL PROCEDURE
3 semester hours
Types of criminal evidence; criminal procedure in various courts; arrest, search, and seizure; collection of evidence, discretion, and related topics. **Prerequisite:** CJS* 101. **Spring** (Formerly CJ 224)

CJS* 220 CRIMINAL INVESTIGATION
3 semester hours
Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes. **Prerequisites:** CJS*101. **Fall** (Formerly CJ 221)

CJS* 225 FORENSIC SCIENCE
3 semester hours
Collection, identification, preservation, and transportation of physical evidence; crime laboratory capability and limitations; examination of physical evidence within the resources of the investigator; course will include demonstration of laboratory techniques. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory score on placement tests. **Varies** (Formerly CJ 142)

CJS* 250 POLICE ORGANIZATION & ADMINISTRATION
3 semester hours
This course is designed as an introduction to the theory and practice of police organization and administration and deals with the various components of modern criminal justice agencies as they relate to the members of the organization and the community. Instruction will include issues confronting police organizations in the 21st Century, including the issues of discipline and union matters. **Prerequisites:** ENG* 063 and ENG* 073, or satisfactory score on placement tests. **Fall** (Formerly CJ 211)

CJS* 257 TERRORISM
3 semester hours
Organized terrorism as a 21st Century phenomenon affecting law enforcement and society; instruction to include the Patriot Act. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory score on placement tests. **Semester varies** (Formerly CJ 210)

CJS* 258 STREET GANGS & ORGANIZED CRIME
3 semester hours
Examination of the origin, growth, and structure of organized crime, and the drug cartels. Organized street gangs, which can be defined as a criminal enterprise operating throughout the U.S., will also be explored. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory score on placement tests. **Spring** (Formerly CJ 260)

CJS* 291 CRIMINAL JUSTICE PRACTICUM
3 semester hours
College-approved and supervised position related to the student's criminal justice program, obtained by the student with a public or private law enforcement or security agency. Students are evaluated by a member of the College faculty and the staff of the cooperating agency. **Prerequisites**: 2.0 GPA., Successful completion of 12 Criminal Justice credits and consent of instructor. **Fall**. (Formerly CJ 280)

CJS* 298 SPECIAL TOPICS IN CRIMINAL JUSTICE
1-3 semester hours
The one credit course is designed to be presented in a two-day format. Usually on a consecutive Friday and Saturday. Three of these 1 credit classes can be bundled to fulfill the Criminal Justice elective or an open elective. Topics change each semester. Check the college schedule for listings of topics and time frames. The two or three credit course topics will vary when offered. **Fall and Spring** (Formerly CJ 150).

COMMUNICATION

COM* 173 PUBLIC SPEAKING
3 semester hours
Development of poise and self-confidence in speaking before an audience. Conversational tone and clarity of expression are stressed. Practice in basic ideas of public speaking: content, organization, audience appeal, and delivery.

DEAF STUDIES

DSC* 101 VISUAL/GESTURAL COMMUNICATION
3 semester hours
A study of nonlanguage aspects of communication: cultural variation in languages; American Sign Language (visual and gestural language); other sign language formations and variations. Emphasis will be on eye training and the use of gesture, pantomime and body language as related to American Sign Language. **Corequisite:** ASL* 101. (Formerly DS 101)

DSC* 110 ORIENTATION TO DEAFNESS
3 semester hours
An overview of deafness that encompasses three major topics: the nature and experience of deafness; the education of deaf children and adults; and the adult deaf community. Medical, educational, psychological, social, and vocational aspects are considered. **Prerequisite:** Eligibility for ENG* 101. (Formerly DS 110)

DSC* 114 INTRODUCTION TO DEAF PEOPLE & DEAF CULTURE I
3 semester hours
Analysis and discussion of the historical and cultural aspects of Deaf people. In the last decade, definitions of and attitudes toward Deaf people have changed from a clinical perspective to a cultural perspective that identifies, respects and promotes Deaf culture. Classes will host guest lecturers from the Deaf Community. **Prerequisite:** ASL* 102 with grade of "C" or above, and eligibility for ENG* 101. **Corequisite**: ASL* 201. (Formerly DS 113)

DSC* 214 INTRODUCTION TO DEAF PEOPLE & DEAF CULTURE II
3 semester hours
This is a continuation of Introduction to Deaf People & Deaf Culture I. Topics include the role of American Sign Language in the Deaf Community; examination of Deaf history, exploration of cultural characteristics of Deaf persons, and a review of the contributions of Deaf persons to American Society. **Prerequisites:** ASL* 201, and DSC* 114 (both with grade of "C" or above). (Formerly DS 114)

DSC* 218 SELECTED TOPICS IN DEAF STUDIES
Discussion of various topics related to current cultural and educational issues concerning the life of Deaf people. Classes will host professionals working in those related topics from the Deaf Community. Student will be given an opportunity to accrue up to fifty (50) hours of internship experience working with professionals in the Deaf Community in addition to the field experience hours. **Prerequisites:** ASL* 201, DSC* 114, (both with grade of "C" or above). **Corequisite**: DSC* 214. (Formerly DS 204)

DSC* 219 AMERICAN SIGN LANGUAGE LITERATURE
Analysis and discussions of ASL poetry and storytelling as part of receptive/expressive language development and advanced skills enhancement. This course also includes storytelling techniques through the use of standard American folklore and other culturally valued forms of literature. Videotapes of Deaf poets, sign language stories and other esoteric aspects of Deaf culture, such as sport signs, will be evaluated by the students. **Prerequisites:** ASL* 201, DSC* 114, (both with grade of "C" or above). (Formerly DS 206)

DSC* 222 FIELD EXPERIENCE IN DEAF STUDIES
Student work experience of one hundred (100) hours in an agency providing services for Deaf people under the supervision of the staff of the agency and the instructor. The instructor will place and evaluate the students in an approved agency. Meet one hour a week in the class or as instructor determines. **Prerequisites:** ASL* 201, DSC* 114; (both with grade of "C" or above). **Corequisites**: ASL* 202, DSC* 101, DSC* 214, and DSC* 218. (Formerly DS 207)

EARLY CHILDHOOD EDUCATION

ECE* 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 semester hours
Philosophies, methods, and materials dealing with early childhood education. Roles and responsibilities of teachers of young children. Practical aspects of the physical, cognitive, emotional, and social development of the young child. Ten hours of observation is required (at instructor approved or NAEYC accredited centers). Field trips may be required.

ECE* 103 CREATIVE EXPERIENCES FOR CHILDREN
3 semester hours
Theory and approaches to creative art, movement, and dramatic activities for young children. Information on why and how these activities should be included in curriculum planning. Students are responsible for planning and presenting activities to young children in a preschool setting with a supervising teacher present. Field trips are required. (Formerly ECE 106)

ECE* 106 MUSIC & MOVEMENT FOR CHILDREN
3 semester hours
Basic techniques and skills for teaching music to young children. Students will explore space, time, beat, rhythm, dance, movement, stories and song both creatively and traditionally to create a well balanced music and movement program. Field trips are required. (Formerly ECE 121 Music Experiences For The Young Child)

ECE* 109 SCIENCE AND MATH FOR CHILDREN
3 semester hours
Basic theories of teaching science and mathematics to young children. Practical activities and ideas for classroom implementation. Topics include the number system, arithmetic, physical science, and life science. Field trips are required. **Prerequisite:** ECE* 101 or simultaneous enrollment in ECE* 101. (Formerly ECE 132)

ECE* 141 INFANT/TODDLER GROWTH & DEVLP
3 semester hours
Students will be developing caregiving and teaching techniques appropriate for children from birth to age 3 years. They will be concentrating on learning how to set up an environment which is responsive to infants' and toddlers' physical, cognitive, social, and emotional needs. Emphasis will be placed upon how the caregiver interacts with the young child to develop trust and learning. At least two infant/toddler observations will be required. Field trips are required. **Prerequisite:** ECE* 101. (Formerly ECE 141)

ECE* 176 HEALTH, SAFETY AND NUTRITION
3 semester hours
Development of activities and resources as the basis for an appropriate health curriculum that encompasses all aspects of a healthy child. Students will become aware of the interrelationships between child development and the areas of health, nutrition and safety. Students are responsible for planning and presenting lessons which include food preparation. Outside observations are required. Field trips may be required. (Formerly ECE 176 Health, Safety And Nutrition For The Young Child)

ECE* 180 CDA CREDENTIAL PREPARATION
3 semester hours
The Child Development Associate Preparation (CDA) course is intended to help qualified students prepare to apply for the CDA Credential (which is designed for individuals who wish to be certified by the Council for Early Childhood Professional Recognition under a direct assessment system). The CDA Credential Training program is a national movement by the Council that provides a standardized credential to qualified caregivers currently working with children birth to age five. **Prerequisites:** Permission of Program Coordinator and 120 hours of approved CT Charts-A-Course training or two approved ECE college level courses. (Formerly ECE 105)

ECE* 181 CDA CREDENTIAL PREPARATION II
3 semester hours
This fieldwork course is designed for childcare providers who are preparing to make application for their Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D.C., under its present requirements. The student will attend a weekly seminar and a minimum of sixty (60) hours of fieldwork in an approved licensed early childhood setting. The instructor will conduct on-site observation visits. **Prerequisites:** ECE* 101 and ECE* 180 or simultaneous enrollment in ECE* 101 or ECE* 180 and consent of instructor.

ECE* 182 CHILD DEVELOPMENT
3 semester hours
This course is concerned with human development from prenatal through age eight with particular emphasis on the preschool child. The cognitive, creative, physical, personal, social and emotional benchmarks through successive stages of development will be studies in depth. This course requires ten hours of observation (in an instructor approved center) in order to receive credit.

ECE* 206 ADMIN & SUPVSN OF EC PROGRAMS
3 semester hours
Aims to develop knowledge of and professional attitude toward business, legal, and psychological issues of interest to in-home child care specialists and directors or owners of early childhood facilities. Provides guidelines for a career in nurturing care in the child's own home, in the home of the worker, or for establishing a child care center. Field trips are required. **Prerequisites:** ECE* 101 and at least one curriculum course. (Formerly ECE 140)

ECE* 210 OBSERVATION, PARTICIPATION & SEMINAR
3 semester hours
This course is designed to increase objectivity in observing and interpreting children's behavior, to observe developmental characteristics and to increase the awareness of normal patterns of behavior. Observation and participation placements for the study of young children are provided in the NCCC Child Development Laboratory School. In addition to attending a weekly seminar, the student will observe and participate in an approved center for 60 hours to gain experience and competency in working with young children. Half of these hours will consist of participation and the other half observation. **Prerequisites:** ECE* 101 and a minimum of one other ECE* curriculum course.

ECE* 222 METHODS AND TECHNIQUES IN ECE
3 semester hours
This course is intended to train students in planning and implementing a developmentally appropriate curriculum designed to enhance the development of young children. All aspects of the prekindergarten curriculum will be discussed and examined. Students will have the opportunity to experiment with the curriculum using a variety of teaching styles.

This course takes into account the multicultural backgrounds and interests of the students as well as the diverse backgrounds of the children they may encounter. Should be taken concurrently with Student Teaching I. Please note prerequisites for Student Teaching I. (Formerly ECE 200)

ECE* 231 EARLY LANG & LITERACY DEVELOPMENT
3 semester hours
Principles of language development in the young child. Emphasis on exploring how a child's cultural background and experiences influence emerging literacy. Immersion, constructive writing, inventive spelling, and other aspects of the whole language classroom will be studied. The focus will be how the teacher's role is pivotal in this process. Field trips are required. **Prerequisite:** ECE* 101 or simultaneous enrollment in ECE* 101. (Formerly ECE 103)

ECE* 290 STUDENT TEACHING I
3 semester hours
Supervised observation and participation in the teaching experience. Students are provided with eight hours a week of clinical experience in the College's Child Development Center laboratory school. Weekly one hour seminars are scheduled for discussion. Field trips are required. **Prerequisites:** ECE* 101, two or more ECE curriculum courses, current First Aid Certificate, consent of instructor and coordinator, and a 2.5 grade point average in Early Childhood Education courses. Requires fingerprinting and medical evaluation at the student's expense. (Formerly ECE 173)

ECE* 291 STUDENT TEACHING II
3 semester hours
This is a continuation of Student Teaching I. A student work experience of 150 hours is required. During this phase of the work experience, the student will concentrate on working directly with young children. The overall objectives are for the student to be able to manage a classroom effectively, plan, organize, execute and evaluate classroom activities on a weekly basis and be able to evaluate objectively his or her skills. The student will be under the supervision of an on-site supervisor as well as the College instructor. Five hours in the College's Child Development Center and five hours in another setting approved by the coordinator are required with weekly seminars to discuss problems and procedures. **Prerequisites:** ECE* 101 and ECE* 290, three or more additional ECE curriculum courses, current First Aid Certificate, consent of instructor and coordinator, and a minimum 2.5 grade point average in Early Childhood Education courses. Requires fingerprinting and medical evaluation at the student's expense. (Formerly ECE 280)

ECONOMICS

ECN* 101 PRINCIPLES OF MACROECONOMICS
3 semester hours
Macroeconomics is concerned with the general state of a nation's economy and the degree to which the economy uses and expands its capacity for producing goods and services. That is, the efficient and effective deployment of raw materials, labor and capital resources. As a result, macroeconomics deals with some of the most controversial and challenging market system performance issues of our time: inflation, taxes, income determination, unemployment, balanced budgets, and the role of government policies. **Prerequisites:** MAT* 075 or satisfactory score on mathematics placement test and ENG* 073 or satisfactory score on reading placement test. (Formerly Econ. 101)

ECN* 102 PRINCIPLES OF MICROECONOMICS
3 semester hours
Microeconomics is the study of choices that individuals and businesses make and the influence that government has on price responses, market models, cost benefit analysis and global economics. **Prerequisite:** ECN* 101 or consent of instructor. (Formerly Econ. 102)

ECN* 250 MONEY AND BANKING
3 semester hours
This course presents a fundamental treatment of how money processes within the economy. Topics include the money supply and the role banks play in the creation of money and as a participant in the payment process. Money and Banking also covers how the various types of financial institutions operate, the workings of monetary and fiscal policies and how the Federal Reserve fits into the process. **Prerequisite:** ECN* 101. (Formerly Bus. 208)

EDUCATIONAL TECHNOLOGY

EDT* 200 MULTIMEDIA TOOLS FOR INSTRUCTION
3 semester hours
Course focus is on selection, utilization, and evaluation of different technologies. Coverage of types and uses of different media formats, with emphasis on the integration and application of specific approaches, strategies, techniques, and technology appropriate to a learning environment. Exposure to commonly used peripheral equipment such as scanners, digital cameras, video and audio devices, and printers. **Prerequisites:** CSA* 105 and CSC* 102 or equivalent.

EDT* 202 RESEARCH & EVALUATION: APPLICATIONS OF THE INTERNET
3 semester hours
Beyond Surfing and Searching, students will gain extensive research skills for their own projects and development of comprehensive works such as instructional materials, business related activities, and personal and professional writings. Details of search engine techniques and meta-searches are emphasized. Standards for evaluation of Internet sources for academic use will be a major component. Methodology will include case study projects to be developed both individually and in groups. **Prerequisite:** CSA* 163 or equivalent.

EDT* 204 CLASSROOM SUPPORT SOFTWARE
3 semester hours
Introduction to automated classroom administration tools. Processes for grade maintenance, attendance, calendar and scheduling, lesson plan and test generation can be computerized for greater efficiency. Creation of web-based support systems and development of web activities. Use of spreadsheets, databases in classroom management. **Prerequisite:** CSA* 105 or equivalent.

EDT* 206 STANDARDS AND PROCEDURES FOR TECHNICAL SUPPORT
3 semester hours
An introduction to common approaches to providing technical support. Systems to develop and maintain Help Desks, Inventory, upgrade/replacement procedures, PC maintenance schedule, back-up procedures will be investigated. Training and supervising lab assistants, evaluation of hardware and software. **Prerequisites:** CST* 140 and CSA* 105.

EDT* 210 CURRICULUM INFUSION UNIT STUDY
3 semester hours
Intensive utilization of theme-based infusion of technology. Students will select a specific academic topic related to their intended area of specialization/interest. Skills and expertise developed in previous classes will be integrated into a semester-long project that focuses on this topic. Lesson plans, instructional materials, activities, presentations, web-based activities, tests, collaborative projects will all be created by the student. This project should serve as a model for future classroom activities. **Prerequisite:** EDT* 200, EDT* 202, or equivalent.

EDT* 212 INSTRUCTIONAL & ADMINISTRATIVE NETWORK SYSTEMS
3 semester hours
Students will learn to plan, design, install and administer a network. Emphasis on data networks for schools; PC and APPLE LAN environments will be covered. Topics include: hardware and software setup, topologies, cross-platform issues, network configurations, administration, security and data integrity. **Prerequisites:** CST* 120 and CST* 210.

ENGINEERING

Engr. 104 PLANNING AND DRAFTING
3 semester hours
An introduction to drafting, drafting procedures through CAD, and mapping. Designed to develop an ability to read plans and maps.

Engr. 110 INTRODUCTION TO CAD
3 semester hours (2 class hours with laboratory hours)
An introductory course in computer aided design and drafting which covers the fundamentals of computer drafting. The course utilizes AutoCAD 2000 software. Topics such as geometric construction, basic mechanical and architectural drawing, scaling, and dimensioning practice are covered.

Engr. 111 ADVANCED CAD
3 semester hours (2 class hours with laboratory hours)
A continuation of Introduction to CAD, this course covers blocks with attributes, paper/model space, composing drawings, plotting, 3D drawings, and an introduction to solid modeling. **Prerequisite:** Engr. 110 or consent of instructor.

Engr. 112 SPECIAL TOPICS IN CAD
3 semester hours
Offers the student further training in those areas of computer aided design in which he or she has a special interest. These areas include mechanical design, architectural design, solid modeling, etc. The student should confer with the instructor before registering. **Prerequisite:** Engr. 110. **Corequisite:** Engr. 111.

Engr. 113 PARAMETRIC CAD
3 semester hours
A course in computer aided design using parametric software(AutoCAD Mechanical Desktop). **Prerequisite:** Engr. 111 or consent of instructor.

Engr. 200 MATERIALS SCIENCE
3 semester hours
A study of the properties of basic engineering materials. The characteristics of ferrous and nonferrous metals, ceramics, plastics, and composite materials will be examined. Criteria and methods for selecting materials for specific applications will also be presented.

ENGLISH

ENG* 001 WRITING REVIEW
1 semester hour
A condensed review of the basic principles of writing. Paragraph development and composition structure are discussed and practiced. This course is designed for the student who needs a brush-up of skills. Students requiring extensive work on sentence structure are advised to take ENG* 063. (Formerly Eng. 020)

ENG* 003 FOUNDATIONS OF READING
3 semester hours
A developmental course offering high-interest reading selections, while focusing on improving comprehension skills, building a strong vocabulary, and learning various techniques to enhance study skills. Not open to students who have completed ENG* 073. Does not fulfill degree credit requirements. (Formerly Eng. 010A)

ENG* 013 WRITING FOUNDATIONS OF ENGLISH
3 semester hours
A course that focuses on the basic skills of writing effective and correct sentences and paragraphs. Works on developing understanding of grammar and punctuation rules, variety of sentence construction, role of paragraph as the essential element of development in the essay. Assignments will focus on understanding relationship between topic sentences and paragraph development, significance of vocabulary, and importance of mechanical correctness. Does not fulfill degree credit requirements. (Formerly Eng. 011A)

ENG* 063 WRITING: INTRO TO THE ESSAY
3 semester hours
A course that focuses on writing skills development and well-developed essays in a variety of rhetorical modes. Unity, purpose, coherent paragraphs, and effective, correct, and varied sentence structure are stressed. May not be taken for credit if a student has earned credit for ENG* 101 or ENG* 102. **Prerequisite**: successful completion of ENG* 013 with a grade of "C" or better or appropriate score on College entry/placement exam. Does not fulfill degree credit requirements. (Formerly Eng. 011B)

ENG* 073 ACADEMIC READING
3 semester hours
A course offering more advanced reading selections reflecting cultural diversity, while focusing on effective skills for reading in the content areas. Skills include: improving comprehension, building strong college-level vocabulary, increasing speed, and reading critically. It is designed to prepare students for higher level content courses. **Prerequisite**: successful completion of ENG* 063 with a grade of "C" or better or appropriate score on the college entry/placement exam. Does not fulfill degree credit requirements. (Formerly Eng. 010B)

ENG* 093 INTRODUCTION TO COLLEGE READING AND WRITING
3 semester hours
Academic reading selections reflecting cultural diversity, while focusing on effective skills for reading in the content areas. Skills include: improving comprehension, building a strong college-level vocabulary, increasing speed, and reading critically. Does not fulfill degree credit requirements.

ENG* 101 COMPOSITION
3 semester hours
An introduction to the principles of effective composition. Includes a research paper. Practice in writing essays based on analysis of student and professional works. **Prerequisite**: successful completion of ENG* 063 and ENG* 073 with a grade of "C" or better or appropriate score on College entry/placement exam. (Formerly Eng. 101)

ENG* 102 LITERATURE & COMPOSITION
3 semester hours
Further practice in composition based on analysis of short stories, poetry and drama. Includes additional practice in research techniques. **Prerequisite**: successful completion of ENG* 101 with a grade of "D" or better. (Formerly Eng. 102)

ENG* 114 CHILDREN'S LITERATURE
3 semester hours
The history of children's literature, types of children's books, leading authors, illustrators, and their works. How to select literature to meet children's particular needs by age and interest. (Formerly Eng. 180)

ENG* 194 LIT CHAMP – NOBEL PULITZER WINNERS
3 semester hours
An exploration of social context, theme, and other literary concerns found in the writings of recent Nobel and Pulitzer Prizewinners. Readings, films, intensive student discussions, and outside research required. **Prerequisite**: ENG* 102 or consent of instructor. (Formerly Eng. 208)

ENG* 200 ADVANCED COMPOSITION
3 semester hours
This course provides students an opportunity to improve their writing skills by immersing themselves in subjects of personal and/or widespread cultural interest. Recent offerings of this course have focused on the writing of personal memoirs, local history, and issues of current contemporary concern. Students are encouraged to apply techniques of fiction, drama, and poetry to the presentation of fact-based events, activities, and trends. **Prerequisite**: ENG* 102 or consent of instructor. (Formerly Eng. 226)

ENG* 211 THE SHORT STORY
3 semester hours
Close reading and analysis of short fiction. Includes both traditional forms and modern experimental prose. Lecture, discussion, group projects, films, writing essays. **Prerequisite**: ENG* 102 or consent of instructor. (Formerly Eng. 210)

ENG* 213 POETRY
3 semester hours
Practice in the close reading and analysis of poetry across a wide range of English and American work from a variety of time periods. Emphasis on how poems work: prosody, diction, figurative language, structure, tone, and theme. In addition, students will practice writing their own poetry, exchanging work and critiquing one another. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 209)

ENG* 214 DRAMA
3 semester hours
This 3 credit course will trace the development of the theatre from its Greek base to its modern identity. Most of the major literary periods with their dominant themes will be highlighted. A field trip to view a production will be featured along with guest speakers based in the profession. (Formerly Eng. 219)

ENG* 219 LIT OF GREAT EXPEDITIONS
3 semester hours
An examination of writing produced by and about great expeditions and an investigation into the changing concept of exploration. Readings will be drawn from narratives of New World discovery, Arctic exploration, and Himalayan mountaineering. Personal writing will be required, as well as experiential activity. **Prerequisite:** ENG* 101 or consent of instructor. (Formerly Eng. 220)

ENG* 221 AMERICAN LITERATURE I
3 semester hours
Reading and study of examples of American literature from the colonial period to the mid-nineteenth century. The class will study significant writers of the time period and examine the development of the themes of individualism, idealism, opportunity, equality, and inclusion as they appear across a range of genres. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 211)

ENG* 222 AMERICAN LITERATURE II
3 semester hours
Reading and study of examples of American literature from the mid-nineteenth century to the present. The class will study significant writers of the time period and explore the themes of individualism, idealism, opportunity, equality, and inclusion as they appear across a range of genres. An overview of literary movements will be provided. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 212)

ENG* 231 BRITISH LITERATURE I
3 semester hours
A study of selected British Literary works in the major genres of poetry, prose and drama from the eighth to the mid-eighteenth centuries by means of readings films and discussions. (Formerly Eng. 231)

ENG* 232 BRITISH LITERATURE II
3 semester hours
A study of selected British literacy works in the major genres of poetry, drama, and prose from the late eighteenth century to the present by means of readings, films and discussions. (Formerly Eng. 232)

ENG* 233 SHAKESPEARE
3 semester hours
An introduction to Shakespeare's works through the study of representative plays. Emphasis on language, imagery, themes, characterization, staging. Includes reading, lecture, discussion, films, and writing critical essays. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 259)

ENG* 240 STUDIES IN WORLD LITERATURE
3 semester hours
An exploration of universal themes and various cultural perspectives through readings, film, and discussion. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 243)

ENG* 260 STUDIES IN WOMEN'S LITERATURE
3 semester hours
The themes of love, work, and marriage will be explored as the heroines of these novels and stories are forced to make life choices, often between marriage and a vocation, individuality and society's narrow expectations. Authors include both established and neglected 19th and early 20th century American women writers, many of them surprisingly modern in their themes and writing styles. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 217)

ENG* 262 WOMEN IN LITERATURE
3 semester hours
This course will introduce students to a variety of contemporary women writers. Focus will be on both the diversity and commonality of women's experience, as explored in 20th century short story, novel, and poetry. Several women writers may visit class to read and discuss their work. **Prerequisite:** ENG* 102 or consent of instructor. (Formerly Eng. 218)

ENG* 281 CREATIVE WRITING
3 semester hours
Composition in prose, poetry, or dramatic form. Assignments include a variety of writing styles, such as dialogue, argument, narrative, and description. Students will be expected to share their work and critiques within the class. Each student also submits for approval a lengthier project of his or her own choosing to complete by the end of the semester. **Prerequisite:** ENG* 101 or consent of instructor. (Formerly Eng. 206)

ENG* 284 ADVANCED CREATIVE WRITING
3 semester hours
This course gives students the opportunity to continue their creative writing on a more intensive and complex level. **Prerequisite**: ENG* 281 or consent of instructor. (Formerly Eng. 207)

GENERAL

Genl. 008 INDIVIDUAL REMEDIATION PROGRAM
3 - 12 semester hours
This Remedial Program consists of 3 to 12 institutional credits of tutorial and specialized instructional activities for all students who need to improve academic skills prior to registration for certain college-level or developmental courses. Prior to registration, assessment is made of the academic skills of the entering student, with particular attention to language and mathematics skills. The results are analyzed and used to help students register for appropriate classes. Students registered in this remedial program may register for other classes with the approval of an academic advisor. Credit for the Remedial Program does not count toward graduation.

Genl. 010 STUDENT SUCCESS SEMINAR I
3 semester hours
A course of study designed to enhance the Deaf and Hard of Hearing student's successful transition from high school or the work place to college. By means of a wide variety of experiences focusing on self-assessment of learning style and academic goals, study skills, and independent living skills, the student will develop knowledge and competency in a number of areas which are crucial to success in college. Should be taken concurrently with Genl. 012, Genl. 081, and Genl. 083. Does not fulfill degree credit requirements.

Genl. 011 STUDENT SUCCESS SEMINAR II
3 semester hours
A continuation of Student Success Seminar I. Topics include advanced study skills, support services in academic settings, time management for long-term projects, key factors affecting personal and professional success, and use of library resources. Class needs may determine review or more in-depth work on topics covered in Student Success Seminar I. Should be taken concurrently with Genl. 013, Genl. 082, and Genl. 085. Does not fulfill degree credit requirements. **Prerequisites**: Genl. 010, Genl. 081, and Genl. 083 or consent of instructor.

Genl. 012 SELECTED TOPICS FOR DEAF AND HARD OF HEARING STUDENTS I
3 semester hours
A course of diverse topics designed to develop knowledge key to a successful college experience for Deaf and Hard of Hearing students and to concurrently supplement reading and writing competency development in Genl. 081 and Genl. 083. Topics may include but not be limited to interpersonal relationships, linguistics of American Sign Language, career exploration, discussion and analysis of current events, and management of personal finances. Should be taken concurrently with Genl. 010, Genl. 081, and Genl. 083. Does not fulfill degree credit requirements.

Genl. 013 SELECTED TOPICS FOR DEAF AND HARD OF HEARING STUDENTS II
3 semester hours
A continuation course of diverse topics designed to develop knowledge key to a successful college experience for Deaf and Hard of Hearing students and to concurrently supplement reading and writing competency development in Genl. 082 and Genl. 085. Topics may include but not be limited to job search techniques, discussion and analysis of current events, creative thinking and problem solving, using interpreters in academic and community settings, and psychosocial aspects of drug abuse. Should be taken concurrently with Genl. 011, Genl. 082, and Genl. 085. Does not fulfill degree credit requirements. **Prerequisites**: Genl. 081 and Genl. 083 or consent of instructor.

Genl. 021 STUDY SKILLS
1 semester hour
Designed to improve study habits, notetaking, test taking skills, and organization of time and academic materials. Offered on a pass/fail basis.

Genl. 024 HUMAN SEXUALITY
1 semester hour
Designed for Deaf and Hard of Hearing students to study the human reproductory system and various facets of sexuality through lecture, discussion, videotapes, and guest speakers.

Genl. 030 THE PSYCHOLOGY OF SELF-AWARENESS
1 semester hour
The assessment of individual traits, abilities, interests, and personality style through small group exercises and testing. The emphasis of the course will be on using increased self knowledge to create effective lifestyle and career plans.

Genl. 032 CAREER DIRECTIONS
1 semester hour
A small group course designed to help students assess their strengths and interests and use this information to develop career goals. Vocational testing, computer assisted guidance programs, and informational interviewing will all be utilized during this course.

Genl. 034 EFFECTIVE JOB SEARCH STRATEGIES
1 semester hour
A highly functional and realistic approach to developing effective skills in conducting a job search campaign with exercises and information designed to cover the critical areas of self-assessment, how to research an industry or company,

accessing job listings, resume development, preparing cover letters and applications, interviewing, and follow up. Offered on a pass/fail basis.

Genl. 038 JOB SEARCH TECHNIQUES FOR THE HEARING-IMPAIRED
3 semester hours
A practical approach to assist hearing-impaired job seekers to gain the knowledge and skills necessary to seek out and secure employment. Topics covered include job networking, resume development, cover letters, job interviewing with the use of an interpreter, and the laws that prevent discrimination against individuals with disabilities.

Genl. 050 ESL/CONVERSATION AND WRITING
2 - 24 semester hours
Need-directed work on oral and written skills for English as a Second Language students and other students who require attention in these areas. Vocabulary, pronunciation skills, and grammatical structure are polished. (During their studies at NCCC, students may earn a total of 24 institutional credits in this area, but these credits may not be applied toward graduation.) Offered on a pass/fail basis. Consent of instructor required.

Genl. 081 ELEMENTARY GRAMMAR REMEDIATION & DEVELOPMENT
3 semester hours
An intensive course in English grammar with emphasis placed on simple sentence structure. Students will be introduced to: action, linking and helping verbs; the proper use of verbs in the simple and continuous present; the 8 major parts of speech; subject-verb agreement; consistent use of verb tense; and basic composition. Includes 2 hours/week lab in addition to class time. Open only to students who are deaf or hard of hearing. Should be taken concurrently with Genl. 010, Genl. 012, and Genl. 083. Does not fulfill degree credit requirement.

Genl. 082 ELEMENTARY WRITING REMEDIATION & DEVELOPMENT
3 semester hours
An intensive course in English writing including a continued in-depth development of competencies introduced in Elementary Grammar Remediation and Development. Students will be introduced to or continue to develop competencies in: simple, continuous and perfect tenses (past, present and future); advanced parts of speech; simple, compound and complex sentence structures; punctuation; avoiding fragments, run-ons, comma splices and misplaced modifiers; parallelism; and writing expanded, unified compositions. Includes 2 hours/week lab in addition to class time. Open only to students who are deaf or hard of hearing. Should be taken concurrently with Genl. 011, Genl. 013, and Genl. 085. Does not fulfill degree credit requirements. **Prerequisites**: Genl. 081 and Genl. 083 or consent of instructor.

Genl. 083 ELEMENTARY READING & VOCABULARY DEVELOPMENT
3 semester hours
An intensive course for Deaf and Hard of Hearing students designed to rapidly increase English vocabulary and reading comprehension competency. Includes 2 hours/week lab in addition to class time. Should be taken concurrently with Genl. 010, Genl. 012, and Genl. 081. Does not fulfill degree credit requirements.

Genl. 084 MATH REMEDIATION
3 semester hours
A course of selected topics in basic mathematics, and/or consumer mathematics designed to increase student competencies for successful transition into developmental-level mathematics courses. Open only to students who are deaf and hard of hearing.

Genl. 085 INTERMEDIATE READING & VOCABULARY DEVELOPMENT
3 semester hours
A continuation of Genl. 083: Elementary Reading and Vocabulary Development, this intensive course for Deaf and Hard of Hearing students is designed to rapidly increase English vocabulary and reading comprehension competency. Includes 2 hours/week lab in addition to class time. Should be taken concurrently with Genl. 011, Genl. 013, and Genl. 082. Does not fulfill degree credit requirements. **Prerequisites**: Genl. 081 and Genl. 083 or consent of instructor.

Genl. 119 ASSESSMENT OF LIFE EXPERIENCES FOR CREDIT
1 semester hour
A workshop: a minimum of three class meetings and a series of individual conferences. The identification, classification, and documentation of learning achieved in other than formal classroom settings. Participants prepare summaries, portfolios in which their learning is identified and documented, and for which specific credit requests are defined. Portfolios are submitted to a faculty committee for evaluation. **Prerequisite**: ENG* 101. Offered on a pass/fail basis. (Formerly Ind. 119)

GEOGRAPHY

GEO* 101 INTRODUCTION TO GEOGRAPHY
3 semester hours
Principles, concepts, and methods of modern geography. Focuses on basic patterns of the physical environment and climate and their relationship to human settlement patterns, the interrelationship between place and self. (Formerly Geog. 110)

GEO* 111 WORLD REGIONAL GEOGRAPHY
3 semester hours
Study of geographic relationships among natural and cultural environments of the world's major culture regions with specific reference to the non-western world. (Formerly Geog. 120)

GRAPHIC DESIGN

GRA* 151 GRAPHIC DESIGN I
3 semester hours
An introduction to the basic principles and processes of graphic design. Topics include design principles, the creative use of letterforms, the development of graphic concepts, and the technical use of graphic design tools. Projects will proceed from concept to output ready art. Career possibilities in the field are discussed and the Macintosh computer is introduced.

GRA* 241 DIGITAL PAGE DESIGN I
3 semester hours
An introduction to electronic publishing techniques. Students learn to combine text and graphics to produce multipage documents. Projects include newsletters and brochures. Instruction in typographic principle, and page layout software. **Prerequisite:** GRA* 151 or CSA* 105. (Formerly GrD 106)

GRA* 252 GRAPHIC DESIGN II
3 semester hours
An introduction to the art and design capabilities of the Macintosh computer. Instruction in drawing, image manipulation and page layout software. Students will be gradually introduced to software packages through a series of graphic design problems. **Prerequisite:** GRA* 151. (Formerly GrD 102)

GRA* 253 GRAPHIC DESIGN III
3 semester hours
A further investigation of the creative practical aspects of typography and layout. Studio problems address the effective use of type in visual communication problems. Lectures discuss the vocabulary and history of typography and the basics of color printing. More complex problems of graphic design are discussed including package and book design. **Prerequisite:** GRA* 252. (Formerly GrD 203)

GRA* 254 GRAPHIC DESIGN IV
3 semester hours
An introduction to the art of web design and interactive art for the web. Students learn web and interactive software and basic scripting for the web. Methods of sound recording, web image manipulation, and page navigation are also introduced. **Prerequisite:** All previous GRA* courses. (Formerly GrD 204)

GRA* 291 GRAPHIC DESIGN PORTFOLIO
3 semester hours
An independent study course designed to fit the individual needs of each student. Internships are available. **Prerequisites:** GRA* 253 and ART* 243 or ART* 272.

HISTORY

HIS* 101 WESTERN CIVILIZATION I
3 semester hours
A survey of ancient societies from classical Greece and Rome through Medieval Europe. Emphasis will be placed on the formation of ancient civilizations and the development of religious thought and institutions (to 1300). **Prerequisite:** ENG* 073 with a "C-" or better or satisfactory score on the reading placement test. (Formerly Hist. 101)

HIS* 102 WESTERN CIVILIZATION II
3 semester hours
A survey of Western history from the Renaissance through the 19th Century. Emphasis will be placed on the development of modern ideas and institutions (1300 to the present). **Prerequisite:** ENG* 073 with a "C-" or better or satisfactory score on the reading placement test. (Formerly Hist. 102)

HIS* 201 U.S. HISTORY I
3 semester hours
A survey of American history from the Colonial Era through the Civil War. Emphasis will be placed on the underlying trends and movements that helped to forge a nation and then threaten to tear it apart. **Prerequisite:** ENG* 063 & 073 with a "C-" or better or ENG* 101 (may be taken concurrently) or consent of instructor. (Formerly Hist. 201)

HIS* 202 U.S. HISTORY II
3 semester hours
A survey of American history from the Civil War through World War II. Emphasis will be placed on the nation's internal development and its growth as a world power. **Prerequisite:** ENG* 063 & 073 with a "C-" or better or Eng 101 (may be taken concurrently) or consent of instructor. (Formerly Hist. 202)

HIS* 213 THE U.S. SINCE WORLD WAR II
3 semester hours
A survey of American history from World War II through contemporary times. Emphasis will be placed on foreign policy as well as major political, economic, and social trends. **Prerequisite:** ENG* 063 & 073 with a "C-" or better or ENG* 101 (may be taken concurrently) or consent of instructor. (Formerly Hist. 203)

HIS* 226 THE U.S. CIVIL WAR
3 semester hours
A survey of American history from the antebellum period through the Civil War and Reconstruction periods. Students will analyze the historical antecedents that led the United States into sectional conflict, and they will investigate the lasting effects of the Civil War on American society. **Prerequisite:** ENG* 063 & 073 with a "C-" or better or ENG* 101 (may be taken concurrently) or consent of instructor. (Formerly Hist. 226)

HIS* 242 MODERN IRELAND
3 semester hours
A survey of Irish history from the ancient world through the 20th Century. Students will analyze the historical background of critical events in Irish history. Topics for discussion will include the role of nationalism in Irish history and the relationship between Ireland and the United Kingdom. **Prerequisite:** ENG* 063 & 073 with a "C-" or better or ENG* 101 (may be taken concurrently) or consent of instructor. (Formerly Hist. 265)

HIS* 299 INDEPENDENT STUDY IN HISTORY
1, 2 or 3 semester hours
Provides students with opportunities to apply their understanding of basic social science methodology in advanced and independent study/research projects. The specific objectives, procedures, and credit hours are established by the student in written form and approved in writing by the faculty member with whom the student will work before the execution of the intended project. A student may repeat the course but the total credits may not exceed six. **Prerequisites:** previous course work in history and consent of instructor. (Formerly Hist. 230)

HEALTH & PHYSICAL EDUCATION

HPE* 101 through 300 PHYSICAL ACTIVITIES
1 semester hour (2 class hours)
Group instruction and practical experiences in basic lifetime skills. Students may chose from among several offerings, depending on prior skills and interests, ranging from individual fitness courses to organized group to competitive activities. Offerings may vary from semester to semester but a variety of experiences and possible times are offered in an attempt to meet the needs of all students. Examples of offerings may include aerobics, skiing, hiking, backpacking, dance, volleyball, weight training, Nautilus, swimming, rock climbing, indoor climbing, paddleball, yoga, canoeing, and others. Certain activities may entail an additional expense, which the student must pay, for the rental equipment. Fitness courses offered through the YMCA begin one week after classes begin and end one week prior to the start of exams. Students must attend an orientation for their class during that second week. In order to obtain the desired benefit from engaging in fitness activities offered through the YMCA, it is expected that students will attend 3 times each week for their workout. Attendance for 2 sessions each week is a minimum to expect benefit from physical fitness programs. Any student failing to attend a minimum of 18 sessions during the semester will not be allowed a passing grade. Grading policies for courses not offered through the YMCA will be determined for each course by the instructor. Grades will be issued on a pass/fail basis for all HPE* courses unless written request for letter grade is submitted to the Physical Education Coordinator during the first week of class.

HUMAN SERVICES

HSE* 101 INTRODUCTION TO HUMAN SERVICES
3 semester hours
The nature and implications of human services. Consideration of mental health; welfare; probation and school services; and public and private social services. (Formerly HS 110)

HSE* 202 INTRO TO CNSLG/INTERVIEWING
3 semester hours
An introduction to the basic components of the helping relationship, exploring the unique qualities of therapeutic relationships and elements which tend to interfere with the therapeutic process. An opportunity to develop and practice skills necessary in the therapeutic interview. **Prerequisites:** PSY* 111, HSE* 101, or RLS* 101. (Formerly HS 114)

HSE* 203 THEORIES OF COUNSELING
3 semester hours
Introduction to counseling theories and techniques as used in a variety of settings. The class works together as a therapeutic group and practices skills that are covered in the readings, lectures, films, and discussions. **Prerequisites:** HSE* 202 and PSY* 245. (Formerly HS 250)

HSE* 235 PROFESSIONAL & ETH ISSUES IN HUM SVC
3 semester hours
An in-depth study of current professional issues including ethical, legal, and moral standards. The student will apply decision making skills and critical analysis to professional situations where standards conflict. Topics include: confidentiality, duty to warn, client rights, dual relationships, competence, multicultural issues, sanity, malpractice, and expert testimony. (Formerly HS 230)

HSE* 281 HUMAN SERVICES FIELD WORK I
3 semester hours
Work experience in a private or public agency under the supervision of the staff of the agency and of the College. Employment for a minimum of 120 hours is required. Weekly seminars to review work experiences and discuss problems and procedures. **Prerequisite:** HSE* 203. (Formerly HS)

HSE* 282 HUMAN SERVICES FIELD WORK II
3 semester hours
Work experience in a private or public agency under the supervision of the staff of the agency and of the College. Employment for a minimum of 8 hours per week for 15 weeks is required. Weekly seminars to review work experiences and discuss problems and procedures. **Prerequisite:** HSE* 281. (Formerly HS 280)

INTERPRETING: ASL/ENGLISH

INT* 103 PRE-INTERPRETING SKILLS
3 semester hours
This course is designed to establish the requisite skills essential to subsequent interpreter preparation. Before students can be introduced to the models of interpreting, they must first learn how to analyze and understand incoming source messages. This foundational course will teach various techniques to effectively process information for meaning. **Prerequisite:** Admittance to the program.

INT* 112 CONSECUTIVE INTERPRETING
3 semester hours
Students are introduced to the technique of consecutive interpreting as a skill development tool for increasing discourse analysis, visualization, and message equivalence and as a practice form for simultaneous interpreting. Students will expressively and receptively interpret from both recorded texts and live speakers in a consecutive format. **Prerequisites:** INT* 103, ASL* 205, INT* 121.

INT* 121 PROFESSIONAL STANDARDS IN INTERPRETING
3 semester hours
An introduction to the field of interpreting, including an overview of the general socio-cultural systems and socio-political aspects involved, as well as professional ethics and standards for interpreting. **Corequisite:** ASL* 201.

INT* 132 ARTISTIC INTERPRETING
3 semester hours
A survey of forms and techniques used to enhance the use of sign language when interpreting in the performing arts and as an art form itself. **Prerequisite:** INT* 103.

INT* 134 EDUCATIONAL INTERPRETING
3 semester hours
This course surveys the field of interpreting in the educational setting. It focuses on an analysis of the educational environment's impact on the Deaf and Hard of Hearing student and the myriad roles of an interpreter in this setting. Included are discussions on the application of federal and local regulations and the Registry of Interpreters for the Deaf (RID) Code of Ethics. **Prerequisites:** ASL* 201, INT* 121.

INT* 212 SIMULTANEOUS INTERPRETING
4 semester hours (3 hours classroom and 2 hours lab/observation)
Students are introduced to English-to-ASL and ASL-to-English interpreting in the simultaneous mode. This course will develop the interpreting skills needed to process a continuous message from the Source Language to the Target Language. Team interpreting is introduced and practiced. Additional strategies for providing peer feedback are developed and refined. Lab hours will provide intense experiential opportunities to practice and hone skills introduced in class. Occasionally lab hours will be satisfied at off-site locations. **Prerequisite:** INT* 112.

INT* 214 ADVANCED INTERPRETING: SIGN-TO-VOICE
3 semester hours
Designed to enhance voicing skills developed in the simultaneous and consecutive interpreting classrooms. Skill building will include team interpreting for formal/lecture type settings. **Prerequisite:** INT* 212.

INT* 216 TRANSLITERATION: ENGLISH-TO-ENGLISH
3 semester hours
Many Deaf and Hard of Hearing consumers prefer messages conveyed using an English language structure. This course is designed to take expressive and receptive interpreting skills developed in previous courses and assist students in producing or receiving messages in signed English. **Prerequisite:** INT* 212.

INT* 230 INTERPRETING WITH SPECIALIZED POPULATIONS
3 semester hours
This course is designed to identify and develop the specific skills and knowledge necessary to interpret with individuals of special populations such as persons who are deaf-blind, aural-oral, or who have minimal language skills/competencies. **Prerequisite:** INT* 212.

INT* 231 INTRODUCTION TO INTERPRETING IN HEALTH CARE SITUATIONS
3 semester hours
A survey of the field of interpreting in various health care settings. The focus will be interpreting communication interactions that may occur in hospitals, doctor's offices, and other medical facilities. Also included will be mental health interpreting and interpreting in substance abuse/recovery settings. **Prerequisite:** INT* 103. **Corequisite:** INT* 112.

INT* 240 PRACTICUM IN INTERPRETING
3 semester hours
Student will complete at least one hundred (100) hours of practical work experience in supervised settings. All practicum opportunities obtained by the student must receive prior approval by instructor. Periodic written reports and site evaluations will be provided to the instructor. **Prerequisites:** INT* 212, 231. **Corequisites:** INT* 214, 216, 230, 241 and consent of instructor.

INT* 241 SEMINAR
3 semester hours
This course will provide an open forum for discussing questions and concerns arising from the student's observation of interpreted situations and individual practicum experiences. In addition students will prepare for securing professional positions upon graduation and establish professional development goals for achieving national interpreter certification. Program experience portfolio presentation will be required at the end of the semester. **Required corequisite:** INT* 240.

MANUFACTURING

MFG 101 FUNDAMENTALS OF MANUFACTURING
3 Semester Hours
The course provides knowledge of the basic physical principles applied in modern manufacturing equipment. This survey-type course introduces mechanical, electrical and fluid power principles, providing a basic understanding of operation of mechanical, electromechanical and fluid power subsystems and devices found in manufacturing.

MATHEMATICS

MAT* 075 PREALGEBRA: NUMBER SENSE, GEOMETRY
3 semester hours
Computational, problem solving, and analytical reasoning skills with an emphasis on step-by-step procedure. Topics covered: whole numbers, fractions, decimals, ratio and proportion, percent, measurement, calculator use, negative numbers, and an introduction to Algebra. Credit does not count toward graduation.

MAT* 095 ELEMENTARY ALGEBRA FOUNDATIONS
3 semester hours
Negative numbers, simplifying algebraic expressions, linear equations and inequalities, graphing, systems of linear equations, polynomials and rational expressions, equations involving fractions (incl. algebraic fractions), exponents (incl. scientific notation), radicals, quadratic equations, and applications. Credit does not count toward graduation. **Prerequisite:** a grade of "C" or better in MAT* 075 or a satisfactory score on the mathematics placement test.

MAT* 135 TOPICS IN CONTEMPORARY MATH
3 semester hours
This course is a college-level practical Math course providing a survey of a wide variety of Math topics (problem solving, set theory, logic, algebra, geometry, consumer Math, probability, and statistics). It counts as a Mathematics Elective in all degree programs. In addition, it is an excellent course to prepare students for MAT* 167 (Statistics with Technology) (suggested for Liberal Arts majors). Also, for those students with a grade in the "C" range in MAT* 095 (Elementary Algebra Foundations), MAT* 135 can provide a successful alternative pathway prior to taking MAT* 137 (Intermediate Algebra) – for those students who ultimately need to take Intermediate Algebra. **Prerequisite:** A grade of "C" or better in MAT* 095 or a satisfactory score on the mathematics placement test.

MAT* 137 INTERMEDIATE ALGEBRA
3 semester hours
This course is an extremely rigorous course in traditional Intermediate Algebra intended only for Math, Science, Engineering, Nursing, Teacher Preparation, and Business majors or for those students whose future coursework includes algebra-based courses such as upper-level Chemistry or Calculus. It has a minimal review of Elementary Algebra Foundations. Those needing a more extensive review of Elementary Algebra Foundations (due to a period of time elapsing since completing that course) should retake MAT* 095 (Elementary Algebra Foundations). Those needing a more general Math course, or additional Math preparation after completing Elementary Algebra Foundations – prior to taking Intermediate Algebra (e.g. For those with a grade in the "C" range in MAT* 095), should consider MAT* 135.

Topics include: polynomial and rational expressions, exponents and radicals, complex numbers, linear, quadratic, literal, absolute value, and radical equations, systems of linear equations, linear and absolute value inequalities, graphing linear and quadratic functions, functional notation, exponential and logarithmic functions, binomial theorem, and applications.

This course counts as a Math elective toward graduation (but does not transfer as a Math course to most 4-year colleges). Prerequisite: A grade of "C" or better in MAT*

095 ("B" or better strongly recommended) or a satisfactory score on the mathematics placement test.

MAT* 167 STATISTICS WITH TECHNOLOGY
3 semester hours
Basic concepts used in collecting, presenting, and analyzing data; descriptive statistics, probability, distributions, sampling theory, statistical inference to include hypothesis testing, regression, and correlation. The use of the microcomputer for data analysis is an integral part of the course. **Prerequisite**: MAT* 135, 137 or equivalent.

MAT* 186 PRECALCULUS
4 semester hours
An exploration of functions and their graphs. Linear, quadratic, polynomial, piecewise, absolute value, greatest integer, rational, exponential, logarithmic, and trigonometric functions and their behaviors in a two-dimensional graphing system will be covered as well as conic sections and applications. Use of the graphing calculator or appropriate computer software is an integral part of the experience. **Prerequisite**: MAT* 137.

MAT* 254 CALCULUS I
4 semester hours
Plane analytic geometry, functions, limits, continuity, derivatives, differentiation of algebraic functions, applications of the derivative, antidifferentiation, the definite integral, and an introduction to transcendental functions. **Prerequisite**: MAT* 186 or equivalent.

MAT* 256 CALCULUS II
4 semester hours
Differentiation and integration of trigonometric, exponential, and inverse functions, parametric equations, methods of integration and applications of the definite integral, hyperbolic functions, infinite series. **Prerequisite**: MAT* 254 or equivalent or consent of instructor.

MEDICAL ASSISTING

Prerequisites: ENG* 063 and ENG* 073 or satisfactory scores on placement tests.

MED* 111 ADMINISTRATIVE MEDICAL ASSISTING
3 semester hours
The theory, practice, and techniques of fundamental medical office management are presented. An overview of the profession of medical assisting and its role in providing quality health care are examined. Administrative functions, including office responsibilities, medical records, management, medical business correspondence, computer applications and professional communications for the Medical Assistant will be emphasized. (Formerly MA 101)

MED* 113 HEALTHCARE INSURANCE
2 semester hours
This course presents an overview of healthcare insurance. Course material and discussions will focus on the different types of insurance and various health care plans including government plans, private plans and managed care. There is a focus on federal and state health insurance regulations.

MED* 115 MEDICAL CODING
2 semester hours
This course will present the theory and practice of fundamental medical billing, collections and insurance processing procedures. The roles of third-party billing and guidelines in health care business practice will be stressed. This is a hands-on coding and billing course requiring basic computer skills. **Prerequisites**: MED* 113 and MED* 125.

MED* 125 MEDICAL TERMINOLOGY
3 semester hours
The basic structure, spelling, definition, and pronunciation of medical and pathological terms including all organ systems, diseases and diagnosis, and frequently used medical abbreviations. (Formerly MA 105)

MED* 133 CLINICAL MEDICAL ASSISTING
3 semester hours
This course presents the theory and practice of clinical skills used by the medical assistant in a medical office. The course focuses on practices commonly performed in assisting with clinical procedures, developing communication skills between healthcare professionals and patients, and providing patient education and instruction. Topics include clinical asepsis and infection control, physical examinations, vital signs and measurements, assisting with minor surgery, nutrition education, rehabilitative medicine and specialty examinations. (Formerly MA 102)

MED* 211 INTRO TO MEDICAL TRANSCRIPTION
3 semester hours
This course is an introduction to the necessary knowledge and skills needed in preparing and maintaining various medical documents. Instruction includes formatting of medical documents, medical transcription, and the legalities of handling medical records. Additional lab time is required outside of class hours. **Prerequisites**: basic keyboarding skills, MED* 125 or equivalent, ENG* 063 and ENG* 073 or satisfactory scores on placement tests, and proficiency in word processing. (Formerly MA 211)

MED* 245 CLINICAL LABORATORY PROCEDURES
4 semester hours
This course provides an introduction to clinical laboratory procedures and equipment. A study of basic diagnostic ambulatory tests for patient examination, evaluation and treatment are studied. Students will perform phlebotomy and capillary blood collection methods. Students will obtain the necessary skills to perform various diagnostic tests

performed in ambulatory facilities including hematology and blood chemistry tests, routine urinalysis, and electrocardiograms. Students are required to purchase a lab coat to be worn in class. A physical examination and proof of immunization is also required. (Formerly MA 202)

MED* 250 PRINCIPLES OF PHARMACOLOGY
3 semester hours
An examination of the more commonly prescribed medications as they relate to specific body systems. Topics include practices governing the use, dispensing, administration and storage of pharmaceuticals. Terminology relating to drugs and the administration of drugs is emphasized. **Prerequisite:** MED* 125. (Formerly MA 205)

MED* 281 MEDICAL ASSISTING EXTERNSHIP
4 semester hours
Preparation and work experience in an ambulatory medical setting under the supervision of the facility staff and College instructor. Students complete 10 hours of simulated training on campus in preparation for a 160 hour experience at an assigned site. The 160 hours is divided equally between the administrative and clinical areas to permit the student to be involved in the total environment of the medical facility. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. **Prerequisites:** approval by the medical assisting program coordinator; completion of all medical assisting – MED* designated courses. Students must have current CPR and first aid certification during the entire externship experience. Certifications may be obtained through RLS* 201. (Formerly MA 280)

MED* 285 EXTERNSHIP FOR HOSPITAL PATIENT CARE TECHNICIAN
3 semester hours
This is a 100 hour externship for students enrolled in the Hospital Patient Care Technician program. Students will be placed at a participating hospital for clinical rotations through various departments. The course provides the student with the opportunity to perfect those competencies learned in the classroom/laboratory setting. **Prerequisites:** current Connecticut certified nurse's assistant credential (CNA), current CPR certification, successful completion of MED* 125, MED* 133, and MED* 245.

MODERN LANGUAGES

GER* 101 & 102 ELEMENTARY GERMAN I & II
3 semester hours
This course is designed to provide a basic foundation of the German language. Emphasis will be placed on vocabulary, sentence structure and conversation. Besides language, we will also periodically investigate German culture and history and its connection to language development. **Prerequisite** for GER* 102: GER* 101.

SPA* 101 & SPA* 102 ELEMENTARY SPANISH I & II
3 - 3 semester hours
Designed to give beginning students early and successful experiences with reading, speaking, and writing Spanish. May be taken for credit or as an audit. **Prerequisites:** for SPA* 102: SPA* 101. (Formerly Span. 101 and Span. 102)

SPA* 120 BASIC SPANISH FOR HEALTH PROFESSIONALS
1 semester hour
This is a one-credit course. This course will provide the student with an opportunity to enhance healthcare communication skills for persons working with a Spanish-speaking clientele. Basic words and phrases needed to greet, refer to body parts, interview, and give instructions will be presented. (Formerly AH 150)

SPA* 201 & SPA* 202 INTERMEDIATE SPANISH I & II
3 - 3 semester hours
Continued practice with reading, speaking, and writing Spanish. May be taken for credit or as an audit. (Formerly Span. 201 and Span. 202)

MUSIC

MUS* 101 MUSIC HIS & APPRECIATION I
3 semester hours
Appreciation of music from the Middle Ages to the present. Lectures, recordings, and outside listening assignments. Previous training not required. A field trip may be required. (Formerly Mus. 101)

MUS* 103 HISTORY OF AMERICAN MUSIC
3 semester hours
A survey of America's musical heritage and the awakening acceptance of American music on its own terms. Some required concert attendance. (Formerly Mus. 105)

MUS* 106 AMERICAN POPULAR SONG
3 semester hours
A celebration of American popular music coinciding with the advent of the phonograph and the radio. Includes Broadway show tunes, jazz, pop music, rock. Concert attendance may be required. (Formerly Mus. 119)

MUS* 123 MUSIC OF THE BAROQUE ERA
3 semester hours
Concentrating on the miracle of 1685, Bach, Handel, Scarlatti, and their contemporaries. Concert attendance may be required. (Formerly Mus. 111)

MUS* 124 MUSIC OF THE CLASSICAL PERIOD
3 semester hours
Survey of the music of the classical period: 1750 - 1825, including the full flowering of Haydn, Mozart, and their contemporaries. Concert attendance may be required. (Formerly Mus. 125)

MUS* 125 MUSIC OF THE ROMANTIC ERA
3 semester hours
Traces the music of the geniuses and the turbulent times in 19th Century Europe from the mature Beethoven to the Nationalists. Examines art music from the solo song and piano miniature to the choral symphony and grand opera. Concert attendance may be required. (Formerly Mus. 113)

MUS* 126 20TH CENTURY/MODERN MUSIC
3 semester hours
Considers a wide variety of 20th century musical idioms. Composers covered include Stravinsky, Bartok, Gershwin, DeBussy, Prokofiev, Williams, Britten, Menotti, Bernstein, and the American School. Concert attendance may be required. (Formerly Mus. 117)

MUS* 132 MUSIC OF THE OPERA
3 semester hours
Reviews the origins of modern opera and studies the significant major operatic works in the repertoire. Concert attendance may be required. (Formerly Mus. 118)

PHILOSOPHY

PHL* 101 INTRODUCTION TO PHILOSOPHY
3 semester hours
An examination of basic philosophical problems: the nature of God, religion, morality, justice, knowledge, freedom, mind, and reality. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Phil. 100)

PHL* 111 ETHICS
3 semester hours
A critical examination of different ethical theories and discussion of significant contemporary issues such as abortion, nuclear war, suicide, capital punishment, euthanasia, sexual ethics, and aid for the needy. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Phil. 110)

PHL* 112 MEDICAL ETHICS AND LAW
3 semester hours
This course is an in-depth study of the ethical and bioethical issues influencing professional healthcare practice. Critical analyses of ethical principles and the relationship seen in current professional ethical issues will be developed. The student will investigate current laws governing professional healthcare providers' and health care workers' actions. (Formerly MED*170)

PHL* 116 BUSINESS & PROFESSIONAL ETHICS
3 semester hours
A case-based application of ethical theories to issues in the world of business. Examines both personal and corporate responsibilities in the context of justice and the good life. Rational philosophical analysis emphasized in class discussion and writing assignments. **Prerequisite**: ENG* 101.

PHL* 131 LOGIC
3 semester hours
An introduction to philosophy concerned with the nature of deductive and inductive reasoning and the relationship between language and thought. Class exercises include practice in analyzing and diagramming arguments, identifying logical fallacies, and determining whether arguments are valid or invalid. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Phil. 120)

PHL* 151 WORLD RELIGIONS
3 semester hours
It has been suggested that religions differ not because they give different answers to basic questions, but because they do not agree on which questions are basic. During this course we will consider the religious systems of ancient Egypt and Greece as well as Zoroastrianism, Judaism, Christianity, Islam, and the great Eastern religious systems. **Prerequisites**: ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Phil. 116)

PHYSICAL THERAPIST ASSISTANT

PTA* 120 INTRODUCTION TO PHYSICAL THERAPY
3 semester hours
Learning opportunities in this course assist the student to recognize the roles of physical therapy within various practice settings. Students differentiate functions of physical therapists and physical therapist assistants as members of the healthcare team through study of documentation principles, ethics, laws and organizations important to the provision of services. Learning also includes development of knowledge and abilities within the domains of conduct, communication and sensitivity to individual and cultural differences. **Prerequisite**: admission to the PTA Program.

PTA* 125 PHYSICAL THERAPY FOR FUNCTION
4 semester hours
(lecture: 45 contact hrs, lab: 45 contact hrs)
This course provides the student with introductory concepts and techniques for effective patient teaching and physical therapy intervention for function and mobility. Emphasis is placed on competence in problem-solving and the physical therapist assistant's role in modification of physical therapy interventions. **Prerequisite**: admission to the PTA Program.

PTA* 220 INTRODUCTION TO THE PHYSICAL THERAPY CLINIC
1 semester hour (clinic: 30 contact hrs during summer term)
This course provides an orientation to the physical therapy clinic and the provision of physical therapy interventions. Students develop communication, intervention, and problem-solving techniques within the physical therapy clinic. **Prerequisites**: PTA* 120 and PTA* 125 with a grade of "C" or higher.

PTA* 230 PHYSICAL AGENTS IN PHYSICAL THERAPY
4 semester hours (lecture:45 contact hrs, lab: 45 contact hrs)
This course develops the student's competence with problem solving and application of physical therapy interventions using physical agents, including therapeutic applications of heat, cold, water, electricity, light and mechanical forces or devices. **Prerequisites**: PTA* 120 and PTA* 125 with a grade of "C" or higher, PTA* 220 with a grade of "P".

PTA* 235 KINESIOLOGY FOR REHABILITATION
4 semester hours (lecture: 45 contact hrs, lab/clinic: 45 contact hrs)
This course fosters learning of the anatomical and biomechanical principles of human movement through the study of the musculoskeletal and nervous systems. Competencies attained include accurate data collection by goniometry, manual muscle testing, posture and gait analysis including the effects of biomechanical forces on the human body. **Prerequisites**: PTA* 120 and PTA* 125 with a grade of "C" or higher, PTA* 220 with a grade of "P".

PTA* 250 THERAPEUTIC EXERCISE
5 semester hours (lecture: 45 contact hrs, lab/clinic: 90 contact hrs)
Learning includes the theory and techniques to safely and effectively implement therapeutic exercise interventions based on a plan of care established by a physical therapist. Students also develop competence to measure a patient's response to interventions and respond accordingly and to provide effective instruction to patients and caregivers. **Prerequisites**: PTA* 230 and PTA* 235 with a grade of "C" or higher.

PTA* 253 PATHOPHYSIOLOGY FOR REHABILITATION
3 semester hours(lecture: 45 contact hrs)
This course develops comprehension about abnormalities and the physical, physiological and psychological changes that occur throughout the human lifespan. The student learns the effects of pathology on the rehabilitation of patients with orthopedic, neurological, and general medical conditions. **Prerequisites**: PTA* 230 and PTA* 235 with a grade of "C" or higher.

PTA* 258 PTA IN THE HEALTHCARE ARENA
2 semester hours(lecture: 15 contact hrs, clinic: 40 contact hrs) This course develops the student's ability to apply physical therapy interventions and data collection techniques within the clinic environment and advances the student's abilities with communication, conduct and problem-solving within the structure of the healthcare system. **Prerequisites**: PTA* 230 and PTA* 235 with a grade of "C" or higher.

PTA* 260 PHYSICAL THERAPY SEMINAR
2 semester hours (lecture: 30 contact hrs)
In this course students demonstrate the ability to apply principles of problem solving to selected professional issues, industry trends, and special populations that may be encountered as a physical therapist assistant. Learning opportunities assist in the transition from student to clinician and identification of interest areas for lifelong learning. **Prerequisites**: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher.

PTA* 262 PTA INTERNSHIP II
5 semester hours (clinic: 280 contact hrs)
Within this clinic-based course students learn to integrate and apply physical therapy concepts and to effectively perform physical therapy interventions as a physical therapist assistant. Students develop their abilities for daily organization and management of a patient caseload and effectively contribute to the healthcare team. **Prerequisites**: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher.

PTA* 265 PTA INTERNSHIP III
5 semester hours (clinic: 280 contact hrs)
Within this clinic-based course students learn to problem-solve and competently function in the clinic environment as a physical therapist assistant. Students develop competence with time management, clinical prioritization and the entry-level abilities of the physical therapist assistant prior to course completion. **Prerequisites**: PTA* 250, PTA* 253 and PTA* 258 with a grade of "C" or higher.

PHYSICS & PHYSICAL SCIENCE

PHY* 110 INTRODUCTORY PHYSICS
4 semester hours (3 class hours/2 laboratory hours)
An introductory physics course for the non-science major or individuals who may lack sufficient preparation for science and engineering courses. Principles and applied problems in kinematics, dynamics statics, energy, waves, fluids, thermodynamics, electricity, magnetism, and optics. Not open to students who have completed PHY* 221, 222. **Prerequisite**: MAT* 137. (Formerly Phys. 101)

PHY* 121 GENERAL PHYSICS I
4 semester hours (3 class hours/3 laboratory hours)
A traditional algebra and trigonometry based college physics course for the non-science major or the science major who may lack sufficient mathematical preparation for engineering physics. Subject areas include fundamental concepts and mathematical exposition, applied problems in kinematics, dynamics, statics, energy, heat and thermodynamics, and phases of matter. The use of computers, analysis software, computer interfaces and sensors will be an integral part of this course. **Prerequisite**: MAT* 186, satisfactory completion of high school general physics or PHY* 110. (Formerly Phys. 121)

PHY* 122 GENERAL PHYSICS II
4 semester hours (3 class hours/3 laboratory hours)
This is the second course in the college Physics sequence. Subject areas include fundamental concepts and mathematical exposition, applied problems in electricity, magnetism waves, optics, sound, light and as time permits, introduction to modern physics in the area of nuclear and atomic physics, special and general relativity. The use of computers, analysis software, computer interfaces and sensors will be an integral part of this course. **Prerequisite:** PHY* 121. (Formerly Phys. 122)

PHY* 221 CALCULUS-BASED PHYSICS I
4 semester hours (3 class hours/3 laboratory hours)
A traditional Calculus based college physics course for the science major or engineering major. Subject areas include applied mathematical processes and problems in kinematics, dynamics, statics, energy, heat and thermodynamics, and phases of matter. The use of computers, analysis software, computer interfaces and sensors will be an integral part of this course. **Prerequisite:** satisfactory completion of a high school general physics course or PHY* 110 and MAT* 254. (Formerly Phys. 221)

PHY* 222 CALCULUS-BASED PHYSICS II
4 semester hours (3 class hours/3 laboratory hours)
This is the second course in the Engineering Physics sequence. Subject areas include applied problems in electricity, magnetism, waves, optics, sound, light and as time permits, introduction to modern physics in the area of nuclear and atomic physics, special and general relativity. The use of computers, analysis software, computer interfaces and sensors will be an integral part of this course. **Prerequisite:** satisfactory completion of PHY* 221 or equivalent. (Formerly Phys. 222)

POLITICAL SCIENCE

POL* 111 AMERICAN GOVERNMENT
3 semester hours
The structure, functions, services, and problems of the federal government together with factors influencing political action. Application of the principles of government in today's issues. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Pol. Sci. 215)

POL* 122 THE POLITICS OF SOCIAL WELFARE
3 semester hours
The basic concepts of social welfare and its social, economic, and political roots. Analysis of welfare decision making and services. The basic practices and procedures of U.S. and State of Connecticut social welfare programs. (Formerly Pol. Sci. 122)

POL* 216 COMPARATIVE IDEOLOGIES
3 semester hours
Comparative study of modern political ideology: survey of Western and Eastern (Islam) political thought and theory with emphasis on the development of the nation-state. Prerequisite: HIS* 102. (Formerly Pol. Sci. 216)

POL* 295 POLITICAL SCIENCE INTERNSHIP
3 semester hours
A supervised work-study program to provide the student with experience in the Connecticut State Legislature. By application only. Consult department chairperson, Social Sciences. (Formerly Pol. Sci. 270)

POL* 299 INDEPENDENT STUDY IN POLITICAL SCIENCE
1, 2 or 3 semester hours
Provides students with opportunities to apply their understanding of basic social methodology in advanced and independent study/research projects. The specific objectives, procedures, and credit hours are established by the student in written form and approved in writing by the faculty member with whom the student will work before the execution of the intended project. A student may repeat the course but the total credits may not exceed six. **Prerequisites:** previous course work in political science and consent of instructor. (Formerly Pol. Sci. 230)

PSYCHOLOGY

PSY* 104 PSYCHOLOGY OF ADJUSTMENT
3 semester hours
Designed to expand the student's awareness of self and others, and to allow exploration of choices which are available in significant areas of life such as love, sexuality, identity, alienation, and goals. (Formerly Psy. 205 Psychology of Adjustment And Personal Growth)

PSY* 111 GENERAL PSYCHOLOGY I
3 semester hours
A study of human behavior and mental processes through the investigation of such topics as biological roots, human development, memory, psychological research, learning, social psychology. This course is a prerequisite for most psychology courses. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Psy. 101)

PSY* 112 GENERAL PSYCHOLOGY II
3 semester hours
A study of human behavior and mental processes through the investigation of such topics as sensation, perception, states of consciousness, motivation, emotion, personality, psychological disorders, therapy. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Psy. 102)

PSY* 141 SUBSTANCE ABUSE ISSUES
3 semester hours
In this course students will examine specific biological, psychological, and social aspects of substance abuse/dependence and its impact on the individual, family, and society. Students will be able to understand theoretical frameworks and identify effective recovery approaches and prevention strategies. Course presentation will include speakers, videos, and experiential workbook activities. This course fulfills psychology and liberal arts electives. NOTE: This course does not satisfy elective credit for the DAR* program. (Formerly Psy. 141)

PSY* 201 LIFE SPAN DEVELOPMENT
3 semester hours
This course will examine physical, social-emotional and cognitive development from conception through old age. Particular emphasis will be placed on research and methodology of the developmental perspective.
Pre**requisite**: PSY* 111.

PSY* 204 CHILD AND ADOLESCENT DEVELOPMENT
3 semester hours
The development of behavior from conception to adulthood. Patterns of growth, development of skills, intelligence, and personality. **Prerequisite**: PSY* 111. (Formerly Psy. 211)

PSY* 208 PSYCH OF ADULT DEV & AGING
3 semester hours
The development of the individual from young adult to old age. Patterns of physical, psychological, and social development. **Prerequisite**: PSY* 111 or consent of instructor. (Formerly Psy. 212)

PSY* 210 DEATH & DYING
3 semester hours
An opportunity to become more comfortable with the concepts of death. Includes discussion of personal experiences, a review of books and articles, class presentations, films, tapes, and possible guest speakers or field trips. (Formerly Psy. 109)

PSY* 211 PSYCHOLOGY OF WOMEN
3 semester hours
Psychological assumptions about women and how these assumptions are being questioned or supported by recent research. (Formerly Psy. 166)

PSY* 235 FAMILY DYNAMICS
3 semester hours
An introduction to the structure and function of the family. Includes the study of different models developed to understand the function and patterns of family interaction as well as laws enacted to protect and support the family. The life cycle of the family will be studied with emphasis on the predictable and identifiable tasks and processes with which all families must contend. Special focus will be placed on the goal of the family system to promote growth and development of its individual members and the ways in which we can maximize the potential for growth by tapping the power of the family. **Prerequisite**: PSY* 111. (Formerly Psy. 210)

PSY* 240 SOCIAL PSYCHOLOGY
3 semester hours
Personal and situational factors which affect individual social behavior. Topics include "the self" attitudes, affiliation, aggression, group formation, and environmental psychology. **Prerequisite**: PSY* 111. (Formerly Psy. 260)

PSY* 243 THEORIES OF PERSONALITY
3 semester hours
The structure, dynamics, and development of personality. Psychological theories and philosophical issues. **Prerequisite**: PSY* 111. (Formerly Psy. 235)

PSY* 245 ABNORMAL PSYCHOLOGY
3 semester hours
An exploration of the causes, effects and treatment of abnormal behavior. Topics covered include the difficulty of defining normal and abnormal behavior, critical understanding of diagnostic and research tools used by mental health professionals, and discussion of the possible developmental roots of psychological disorders. P**rerequisite**: PSY* 111 (Formerly Psy. 206)

PSY* 247 INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY
3 semester hours
Identification of personal career goals. How to become more motivated in a job or career, as well as how to motivate others. Heavy emphasis on class participation and class exercises. **Prerequisite**: PSY* 111 or BMG* 202. (Formerly Psy. 272)

PSY* 258 BEHAVIOR MODIFICATION
3 semester hours
This course is designed to teach students the theoretical and practical aspects of Applied Behavior Analysis. Principles of both Operant and Classical Conditioning paradigms will be covered. Strict emphasis will be placed on definition and measurement of behavior, identification and methods of reinforcer delivery and analysis of behavioral change. Students will be expected to design and implement a behavior change program as part of the course. **Prerequisite**: PSY* 112

PSY* 260 PSYCH OF THE EXCEPTIONAL CHILD
3 semester hours
Special children, who they are, how they behave, and what can be done to help them. Emphasis on the child in the home and in social environments; school-related problems. **Prerequisite**: PSY* 111. (Formerly Psy. 218)

PSY* 275 ALTERED STATES OF CONSCIOUSNESS
3 semester hours
The variety and extent of human awareness. Research and theory relating to waking and sleeping, hypnosis, meditation, sensory deprivation, drug states, and related topics. **Prerequisite**: PSY* 111. (Formerly Psy. 240)

PSY* 298 SPECIAL TOPICS IN PSYCHOLOGY
1 - 3 semester hours
Designed to offer the student an opportunity to understand the investigation of a specific topic in psychology. One to three semester hours are prearranged in writing with the instructor. A student may repeat the course but the total credits may not exceed six. **Prerequisites**: consent of instructor and PSY* 111. (Formerly Psy. 290)

RECREATION

RLS* 101 INTRO TO REC & LEISURE SVCS
3 semester hours
Historical background, social significance, and importance of recreation. Aims to foster a positive outlook toward recreation programming and organization. One field trip required. (Formerly Rec. 111)

RLS* 102 SOCIAL RECREATION
3 semester hours
Methods and materials for planning, organizing, and conducting social activities for groups of various sizes and ages. Committee techniques to plan and produce actual social recreational situations. (Formerly Rec. 114)

RLS* 103 SOCIAL AND FOLK DANCE I
2 semester hours
Basic dance skills and methods of teaching dancing. Encourages an enjoyment of dancing and an appreciation of its significance in the recreation program. Meets the Social and Folk Dance requirement of the Recreation and Physical Education programs. May be taken for Physical Activity credit. (Formerly Rec. 129)

RLS* 121 INTRO TO THERAPEUTIC REC SVC
3 semester hours
Therapeutic recreational services in hospitals, residential centers, correctional, and special institutions. Relationship of therapeutic recreation with other rehabilitative services. Field trips required. (Formerly Rec. 218)

RLS* 122 PROC & TECH IN THERAPEUTIC REC
3 semester hours
Acquaints students with physical activities adapted for various special populations. Adaptive, corrective, and development techniques are explored in lectures, demonstrations, and activities. (Formerly Rec. 119)

RLS* 145 PARK MANAGEMENT
3 semester hours
The management of park and outdoor recreation areas, including acquisition, organization finances, legal responsibilities, and operational policies: consideration of both public and private areas. Field trips. (Formerly Rec. 152)

RLS* 171 PROGRAMMING ADVENTURE ED
3 semester hours
This course is designed to provide the student with an understanding of a variety of programs using an adventure based model and the skills necessary to lead specific adventure activities. (Formerly Rec. 180)

RLS* 172 ADVENTURE BASED COUNSELING
3 semester hours
Adventure Based Counseling(ABC) is a mixture of experiential learning, outdoor education, and group counseling techniques. It is a tool that can be adapted to almost any setting where group work is practiced. This course is an exploration of the theory and practice of Adventure Based Counseling as coined by Project Adventure, which will provide the practitioner with an alternative approach to group work. (Formerly Rec. 181)

RLS* 175 LDRSHP & GRP PROC IN ADV ED
3 semester hours
This course is designed to provide the student with an overview of group development, group dynamics, group maintenance, and leadership models. This course serves students majoring in Recreation, Human Services, and students whose tasks require an understanding of group function and dysfunction. Students will observe group development and behavior as the class moves through its stages. Prerequisite: PSY* 111 or its equivalent. (Formerly Rec. 185)

RLS* 176 ROPES COURSE MANAGEMENT
3 semester hours
A challenge ropes course is a series of individual and group physical challenges that require a combination of team work skills and individual commitment. Constructed of rope, cables, and wood, courses are built outdoors in trees or telephone poles and indoors in gymnasiums. This course is intended to provide guidelines for the operation of a ropes course as used by Project Adventure and other certified programs. The course addresses safety, management and training issues, and instructions for several high and low ropes activities and initiatives. (Formerly Rec. 186)

RLS* 179 FIELD WORK IN ADVENTURE EDUCATION
3 semester hours
Practicum placement for second semester students in the Adventure Education Certificate Program. (Formerly Rec. 285)

RLS* 191 CONNECTICUT COACHING CERT
3 semester hours
A survey of the legal, medical, safety, and psychological aspects of coaching youth and adolescents along with the basic principles and practices of coaching. (Formerly Rec. 160)

RLS* 201 FIRST AID & EMERGENCY CARE
3 semester hours (3 class hours/1 laboratory hour)
Theoretical and practical techniques and skills in emergency care in a variety of demonstrable situations. Offers certification by American Red Cross. Field trips required. (Formerly Rec. 200)

RLS* 215 RECREATIONAL LEADERSHIP & SUPERVISION
3 semester hours
Application of theoretical and practical leadership methods and skills in park and recreation services. Prerequisite: RLS* 101. (Formerly Rec. 211)

RLS* 219 FIELD WORK IN REC LEADERSHIP
3 semester hours
Field internship for second-year students enrolled in recreation leadership, therapeutic recreational service, or park management. Requires consent of program counselor. (Formerly Rec. 280)

RLS* 221 THERAPEUTIC RECREATION PROGRAMMING
3 semester hours
A study of the equipment selection, leadership techniques and program modifications required for appropriate special programs designed to meet the needs and interests of members of various special populations. Classes will meet at alternate sites on occasion as announced by the instructor. Off-campus site visits required. (Formerly Rec. 217)

RLS* 271 WILDERNESS FIRST RESPONDER
4 semester hours
Created to provide outdoor leaders with the knowledge and skills necessary to deal with medical emergencies in remote settings. Applicable to expedition work, camping, backpacking, guiding, rangers, and travelers, this sixty-four hour course carries a three year certification through the Wilderness Medical Associates. Topics include CPR, ALS, BLS, extrication, search and rescue, hypothermia, emergency childbirth, allergies, toxins, burns, wounds, fractures, dislocations, and legal issues. Will substitute for RLS* 201. No prerequisite. Certification fee approximately $160.00 additional. Offered on a pass/fail basis. (Formerly Rec. 205)

SCIENCE

EAS* 102 EARTH SCIENCE
3 semester hours
An exploration of the basic processes that have formed and continue to form our planet. Included are causes of earthquakes, volcanic eruptions and origins of volcanoes, mountain building, erosional forces, movement of the plates (plate tectonics). Other topics are atmosphere, the rock cycle, ocean currents and their influence on global and regional climate, and ocean basins. The geologic time scale and fossil evidence are discussed. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement test. (Formerly Sci. 115)

EAS* 104 NATURAL HISTORY
3 semester hours
An introduction to various aspects of the earth such as its origin, history, climates, weather, and varieties of life forms. Emphasizes general descriptions rather than technical explanations. Field trips required. (Formerly Sci. 121)

EVS* 100 INTRODUCTION TO ENVIRONMENTAL SCIENCE
3 semester hours
This three credit, non-laboratory science is designed to provide an overview of long-term effects on the well-being of the planet and its inhabitants. The course will also examine population, resources, pollution, and attitudes. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement test. (Formerly Sci. 105)

SCI* 099 FUNDAMENTAL CONCEPTS IN SCIENCE
3 semester hours
An introduction to basic principles of chemistry and biology. Topics covered include scientific method, structure of matter, basic chemical reactions, cell structure and function and basic lab skills such as measurement with metric units and microscope use. This course is designed for students who wish to strengthen their basic science skills. Successful completion with a "C" meets science prerequisites for BIO* 115 and BIO* 121. **Prerequisite:** ENG* 003 and ENG* 013 or satisfactory scores on placement tests.

SCI* 106 SCIENCE AND SOCIETY
3 semester hours
This course is designed to give students a basic understanding of the scientific method, scientific vocabulary and basic chemical and biological processes so that they can adequately evaluate the scientific information they encounter in their daily lives. Topics such as acid rain, nutrition, cancer and genetic predisposition will be explored. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement test.

SCI* 160 HAZARDOUS MATERIALS HANDLING AND SAFETY
3 semester hours
This course is a study of accident prevention, safety, industrial hygiene and proper procedures for handling hazardous materials. Properties of many industrial reagents and solvents are examined so they can be handled and stored properly. The following specific topics will be covered: Material Safety Data Sheets (MSDS), labeling, personnel training and records, emergency response program, toxicity routes of entry, storage, ventilation, personal protective equipment, barriers, spills containment, requirements of OSHA, SPCC, PCRA, and TSCA will be reviewed to provide participants with a working knowledge of the regulations. Students completing this course will be eligible for the "Hazardous Waste Operations and Emergency Response" (HAZWOPER), OSHA certification examination.

SOCIOLOGY

SOC* 101 PRINCIPLES OF SOCIOLOGY
3 semester hours
An introduction to patterns of human behavior and social interaction. The nature of social adjustment, personality and the socialization process, formal and informal groups, and institutions. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. (Formerly Soc. 100)

SOC* 104 SOCIOLOGY OF THE FAMILY
3 semester hours
A study of the basis of marriage and family living and alternatives in the present and past focusing on the general process of change. Includes speculation about future family patterns. (Formerly Soc. 120)

SOC* 114 SOCIOLOGY OF AGING
3 semester hours
The aging process as seen in American social institutions. Emphasis on the influence which the aged have on society as well as society's response to them. (Formerly Soc. 150)

SOC* 125 VOLUNTEER ORGANIZATION LEADERSHIP
3 semester hours
Through the experiential model, students develop organizational and leadership skills, examine various leadership styles and outcomes. Group dynamics are studied within the context of formal, volunteer community and government organizations. Projects are conducted through campus organizations. **Prerequisites:** ENG* 063 and ENG* 073. (Formerly Soc. 145)

SOC* 201 CONTEMPORARY SOCIAL ISSUES
3 semester hours
Selected problems in American society, including causes, effects on the individual, and approaches to resolution. **Prerequisite:** SOC* 101 or consent of instructor. (Formerly Soc. 112 Contemporary Social Problems)

SOC* 240 CRIMINOLOGY
3 semester hours
The course of Criminology deals with the causes of crime and how it relates to our society, as well as the response of society to criminal behavior. The relationship of the criminal justice system and corrections is also explored. Development of the criminal mind and the inmates' social world within prison are of particular importance. Defining the concept of crime and the nature of criminal law are important aspects of this course of study. The effects of alcohol and substance abuse are prominent factors in modern criminal behavior, since a majority of crimes are related to this type of abuse. How society deals with these social problems will shape the future of criminal acts. **Prerequisites:** ENG* 063 and ENG* 073, or satisfactory score on placment tests. (Formerly Soc. 221)

SOC* 241 JUVENILE DELINQUENCY
3 semester hours
This course will examine the social aspects of juvenile delinquency and the pressures which cause this behavior to emerge. The organization, functions and jurisdiction of the juvenile court system, as well as processing, detention, case disposition and juvenile delinquency statutes, will be discussed. The juvenile delinquency process in many states is being reexamined as today's youth have learned to abuse an antiquated system. **Prerequisites:** ENG* 063 and ENG* 073, or satisfactory score on placement tests. (Formerly Soc. 211)

SOC* 250 SOCIOLOGY OF WORK
3 semester hours
Labor as a cultural universal. The emergence and transformation of modern work structure and work processes. (Formerly Soc. 130)

SOC* 298 SPECIAL TOPICS
1 - 3 semester hours
Designed to offer the student an opportunity to undertake the investigation of a specific topic in sociology. One to three semester hours are prearranged in writing with the instructor. A student may repeat the course but the total credits may not exceed six. **Prerequisites:** SOC* 101 and consent of instructor. (Formerly Soc. 210)

VETERINARY TECHNOLOGY

VET* 100 INTRODUCTION TO ANIMAL CARE
2 semester hours
This course is designed to give students in the Veterinary Technology Program "hands-on" experience with small, large and laboratory animals. Basic animal husbandry topics discussed include breed differentiation, clinical nutrition, behavior, and species restraint techniques. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. **Fall**

VET* 101 INTRODUCTION TO VETERINARY TECHNOLOGY
3 semester hours
This course is an introduction to veterinary science. The profession and employment opportunities for veterinary technicians are presented. The principles of animal health and the prevention of disease are stressed. Common illnesses, vaccination protocols, basic nutrition and animal reproduction are discussed. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. **Fall**

VET* 102 VETERINARY OFFICE MANAGEMENT & COMMUNICATION
3 semester hours
This course is intended to introduce the student to office procedures and business practices related to private veterinary practices. Topics include reception techniques, telephone etiquette, management of medical records, billing procedures, scheduling of appointments, inventory control, computer use, and staff management. **Prerequisites:** ENG* 063 and ENG* 073 or satisfactory scores on placement tests. **Spring**

VET* 151 SMALL ANIMAL VETERINARY TECHNOLOGY
4 semester hours (3 class hours/2 laboratory hours)
This course will introduce the student to small animal nursing procedures including laboratory animals. Included topics will be restraint, physical examinations, medical and surgical nursing techniques and emergency care. The importance of client education and the role of the veterinary technician in the clinical setting will be stressed. **Prerequisites:** VET* 100 and 101. Field trips required. Rabies vaccines must be completed prior to starting class. **Spring**

VET* 152 LARGE ANIMAL VETERINARY TECHNOLOGY
4 semester hours (3 class hours/2 laboratory hours)
This course will be an overview of the technical aspects of large animal veterinary care. Emphasis will be on large animal handling, restraint and medication. In addition, common medical conditions, routine large animal care and preventive health will be discussed. **Prerequisites:** VET* 100 and 101. Field trips required. **Spring**

VET* 205 VETERINARY LABORATORY PROCEDURES
3 semester hours (2 class hours/3 laboratory hours)
A study of veterinary clinical laboratory procedures including specimen collection, hematology, cytology, blood chemistry, urinalysis, and necropsy technique. Immunology and serology will also be discussed. Field trips will be required to collect samples for lab. **Prerequisites:** MED* 125, VET* 151, and 152.

VET* 212 PRINCIPLES OF IMAGING
1 semester hour (1 class hour/1 laboratory hour)
The principles of radiation and its uses in patient diagnostics are presented as well as the technical skills needed to perform radiological procedures. Alternative imaging techniques are also included. The dog and cat are primarily used in the laboratory. **Prerequisites:** MED* 125, VET* 151, 152, 280, and BIO* 211, 212. VET* 230 and 212 must be taken concurrently. **Fall**

VET* 220 ANIMAL PATHOLOGY
3 semester hours
A study of the more common diseases affecting domestic and farm animals. The causation, progression, transmission, treatment, and prevention are presented. The impact on public health and the role of the veterinary profession are discussed. **Prerequisites:** MED* 125, VET* 151 and 152.

VET* 230 VETERINARY ANESTHESIA AND SURGICAL NURSING
4 semester hours (3 class hours/3 laboratory hours)
Surgical and anesthetic procedures, including a study of anesthetic drugs, patient preparation and post-op care will be discussed. Training manikins, anatomy models, and live dogs and cats will be used in lab. **Prerequisites:** MED* 125, 250, VET* 151, 152, 280 and BIO* 211, 212. VET* 230 and 212 must be taken concurrently. **Fall** (Formerly VET 210)

VET* 240 PERIODONTOLOGY AND ORAL RADIOLOGY
2 semester hours (lecture/lab)
This course will introduce the student to the field of veterinary dentistry. Oral anatomy, terminology, instrumentation, periodontology, and oral radiography will be discussed. The clinical applications of modern veterinary dental care and the role of the veterinary dental hygienist will be emphasized. Dental models and live animals are used in the laboratory. **Corequisites:** VET* 212 and 230.

VET* 280 VETERINARY EXTERNSHIP I
1 semester hour
This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician or animal research technician. The student will refine skills learned in the first year classes and laboratories. **Prerequisites:** Approval of Vet Tech advisor and successful completion of MED* 125, VET* 100, 101, 151 and 152.

VET* 281 VETERINARY EXTERNSHIP II
2 semester hours
This externship will offer a supervised experience under the direction of a licensed veterinarian, certified technician or animal research technician. The student will refine skills learned in all previous veterinary technology courses.
Prerequisites: Approval of Vet Tech advisor and successful completion of VET* 205, 230, 212 and 280.

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