



2008-2010

## Northwestern Connecticut Community College



*The small college that  
does great things.*

Northwestern Connecticut Community College  
Park Place East • Winsted, CT 06098  
[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)



# 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 <i>(The Jabberwocky)</i>	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](http://www.nwcc.commnet.edu)  
NCCC online registration                      <http://my.commnet.edu>

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: Sarah Marggraff, Tom Dore, Kathy Chapman, Susan Engwall*

**Northwestern Connecticut Community College  
Winsted, Connecticut**





# PRESIDENT'S MESSAGE

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Dear Student,

Your future is promising at Northwestern Connecticut Community College! In the fall of 2007, we realized our highest enrollment in over a decade. The new Art and Science Center opened in September 2007 with a wonderful community celebration and ribbon-cutting. Students are taking full advantage of our “high-tech, high-touch” approach to teaching and learning. At NCCC, “the small college that does great things,” you are a name and not a number.

I like to describe the faculty and staff at NCCC as “The A Team.” We are committed to keeping our college accessible, affordable and accountable. Access: We are founded on a mission that embraces open-entry. We will take you from where you are and help you reach your goal. Affordable: We are the best buy in public higher education in the state today. Accountable: We are committed to the success of our students and to serving our community.

In an editorial entitled the “Little College That Could,” The Litchfield County Times described NCCC as “an over-achieving local resource that propels area students on a higher education arc that leads them to success---without leaving home, without tremendous costs and without sacrificing access to great teachers, cutting-edge technology, a wonderful campus and the opportunity to go on to accomplish anything.”

Whether you are taking a continuing education course in motorcycle safety or a college credit calculus course, “The A Team” looks forward to accompanying you on your educational journey. Come learn with us!

Sincerely,

*Barbara Douglass, Ph.D.*  
President



# 2008-2010 COLLEGE CATALOG

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## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

Park Place East  
Winsted, Connecticut 06098  
[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)



# 2008-2009 ACADEMIC CALENDAR

*Academic Calendar is subject to approval by the Board of Trustees of the Connecticut Community-Technical Colleges.*

## SUMMER SESSION 2008

*Summer Sessions will be scheduled from June 2, 2008 through August 15, 2008.*

## FALL SEMESTER 2008

*(September 2, 2008 through December 24, 2008)*

Day	Date	Description
Mon-Fri	August 25-29	Professional Staff Activities
Tuesday	August 26	New Student Orientation (Evening)
Thursday	August 28	New Student Orientation (Day)
Friday	August 29	<b>Last Day for 100% Tuition Refund</b>
Monday	September 1	Labor Day – COLLEGE CLOSED
Tuesday	September 2	<b>CLASSES BEGIN</b>
Monday	September 15	<b>Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund</b>
Wednesday	September 17	Constitution Day
Monday	September 29	Last Day to change to AUDIT status
Monday	November 10	Last Day to Make-up Incompletes
Tuesday	November 11	Veteran's Day – <b>No Classes</b>
Monday	November 17	Last Day to Withdraw from Classes
Wed-Fri	November 26-28	Thanksgiving Recess – <b>No Classes</b>
Friday	December 12	Last Day of Classes
Mon-Fri	December 15-19	Final Exams
Saturday	December 20	Makeup Examination (weather cancellation)
Wednesday	December 24	Grades due by 9:00 am

## WINTER INTERSESSION 2009

*Winter Session will be scheduled from January 2, 2009 through January 16, 2009.*

## SPRING SEMESTER 2009

*(January 20, 2009 through May 28, 2009)*

Day	Date	Description
Wednesday	January 14	New Student Orientation (Evening)
Friday	January 16	Snow Date January 15, 2009 <b>Last Day for 100% Tuition Refund</b>
Monday	January 19	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 20	<b>CLASSES BEGIN</b>
Monday	February 2	<b>Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund</b>
Monday	February 16	Last Day to change to AUDIT STATUS
Thursday	February 19	Washington's Birthday Observed – <b>No Classes</b>
Mon-Sat	March 16-21	Spring Break – <b>No Classes</b>
Tuesday	March 31	<b>GRADUATION APPLICATIONS DUE</b>
Monday	April 6	Last Day to Make-up Incompletes
Friday	April 10	Good Friday – <b>No Classes</b>
Monday	April 13	Last Day to Withdraw from Classes
Friday	April 24	Professional Day – <b>No Classes</b>
Friday	May 8	Last Day of Classes
Mon-Fri	May 11-15	Final Exams
Tuesday	May 19	Grades Due by 9:00 am
Monday	May 25	Memorial Day – COLLEGE CLOSED
Wednesday	May 27	Awards Convocation
Thursday	May 28	<b>COMMENCEMENT</b>

# 2009-2010 ACADEMIC CALENDAR

*Academic Calendar is subject to approval by the Board of Trustees of the Connecticut Community-Technical Colleges.*

## SUMMER SESSION 2009

*Summer Sessions will be scheduled from June 1, 2009 through August 14, 2009.*

## FALL SEMESTER 2009

*(August 31, 2009 through December 24, 2009)*

Day	Date	Description
Tue-Fri	August 25-28	Professional Staff Activities
Tuesday	August 25	New Student Orientation (Evening)
Thursday	August 27	New Student Orientation (Day)
Friday	August 28	<b>Last Day for 100% Tuition Refund</b>
Monday	August 31	<b>CLASSES BEGIN</b>
Monday	September 7	Labor Day – COLLEGE CLOSED
Monday	September 14	<b>Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund</b>
Thursday	September 17	Constitution Day
Monday	September 28	Last Day to change to AUDIT status
Monday	October 12	Columbus Day – No Classes
Tuesday	November 3	Advising Day – No Classes
Monday	November 9	Last Day to Make-up Incompletes
Monday	November 16	Last Day to Withdraw from Classes
Wed-Fri	November 25-27	Thanksgiving Recess – No Classes
Monday	December 14	Last Day of Classes
Tue-Mon	December 15-21	Final Exams
Saturday	December 19	Makeup Examination (weather cancellation)
Thursday	December 24	Grades due by 9:00 am

## WINTER INTERSESSION 2010

*Winter Session will be scheduled from January 4, 2010 through January 15, 2010.*

## SPRING SEMESTER 2010

*(January 25, 2010 through May 27, 2010)*

Day	Date	Description
Wednesday	January 13	New Student Orientation (Evening)
Friday	January 15	Snow Date January 14 <b>Last Day for 100% Tuition Refund</b>
Monday	January 18	Martin Luther King Day – COLLEGE CLOSED
Tuesday	January 19	<b>CLASSES BEGIN</b>
Monday	February 1	<b>Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund</b>
Monday	February 15	Last Day to Change to AUDIT status
Tuesday	February 16	Washington's Birthday Observed – No Classes
Mon-Sat	March 15-20	Spring Break – No Classes
Wednesday	March 31	<b>GRADUATION APPLICATIONS DUE</b>
Friday	April 2	Good Friday – No Classes
Monday	April 5	Last Day to Make-up Incompletes
Monday	April 12	Last Day to Withdraw from Classes
Friday	April 16	Professional Day – No Classes
Friday	May 7	Last Day of Classes
Mon-Fri	May 10-14	Final Exams
Tuesday	May 18	Grades Due by 9:00 am
Wednesday	May 26	Awards Convocation
Thursday	May 27	<b>COMMENCEMENT</b>
Monday	May 31	Memorial Day – COLLEGE CLOSED



## 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 interested adults. Courses may be taken for credit or audit. In addition to courses offered on campus in Winsted, NCCC 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 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 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 natural light welcomes all patrons.

In September 2007, NCCC opened the Art and Science Center, a three-story 32,000 square foot edifice. This new Center houses Chemistry, Microbiology, Biology, Physics and General Science laboratories on the first floor. The second floor consists of classrooms, a lecture hall, student lounge and an open atrium that extends through to the third floor. On the third floor, there are 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

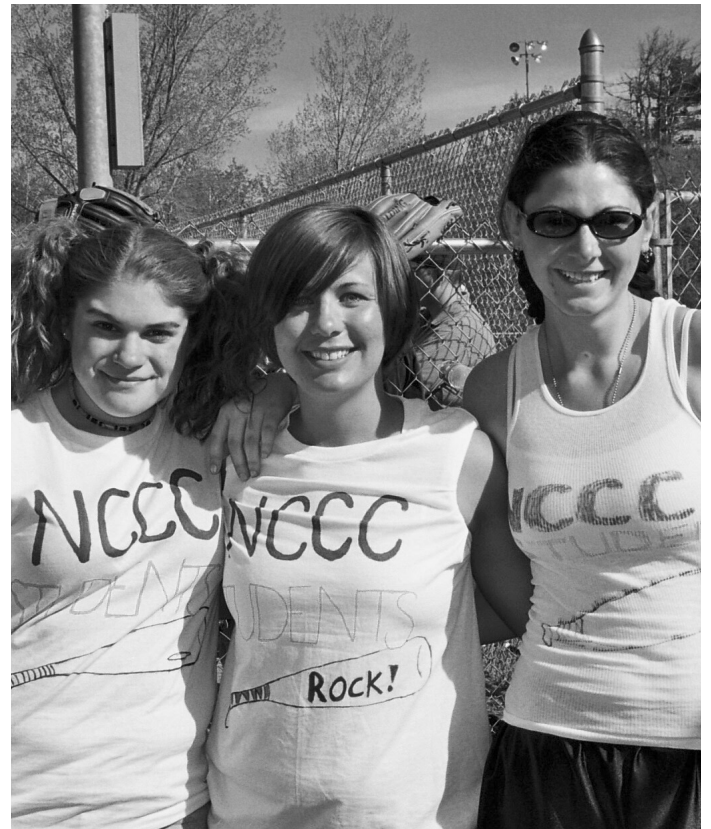
Northwestern Connecticut Community College is accredited by the Connecticut Board of Governors for Higher Education and by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through 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](http://www.neasc.org)



## About this Catalog

*This Northwestern Connecticut Community College Catalog is provided as a source of information for prospective students and does not constitute 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-Local-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](mailto: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, 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.

### College Career Pathways

College Career Pathways is a federally funded program designed to offer high school students the opportunity to explore career interests while they earn college credits. College Career Pathways 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 College Career Pathways Program. Your high school guidance counselor school to career coordinator can provide you with the enrollment application and answer any questions you may have about College Career Pathways.

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 College Career Pathways NCCC credits towards a four-year degree, or find job opportunities in their chosen field. College Career Pathways 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 College Career Pathways include:

- Earn college credits while in high school
- Save tuition costs for the college credits earned through College Career Pathways
- Develop strong math, science and communications competencies for advanced career training
- Build confidence in your ability to succeed in college
- Apply earned credits toward 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 College Career Pathways 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. 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.nwcc.commnet.edu/admissions>
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 or the Health Professions program coordinator, Barbara Berger. 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 health professions program coordinator.

### Assessment - Entering Students

ASSESSMENT OF SKILLS AND COMPETENCIES OF ENTERING STUDENTS (per Board Policy 3.19)

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.

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

### 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/skillscenter/index.htm>

### **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.

### **Transfer - Acceptance of Credit at Community Colleges (per Board Policy 3.17.1)**

#### **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).

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-specialty accredited program, the college shall provide appropriate means for the validation of the student's competency in the technical specialty course areas.

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

\*For information on transfer, both into and out of Northwestern, please go to [www.nwcc.commnet.edu/transfer.htm](http://www.nwcc.commnet.edu/transfer.htm). In addition to admission information for new transfer students, links to transfer pages and other useful links are provided.

#### **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 Readmission Form 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 a Readmission Form. (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.
- Student must have a cumulative G.P.A of 2.0 or lower prior to readmitting.
- 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-" 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.

## 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 in a 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 <http://my.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.

Students who have a Financial Aid Award are not required to make a payment at the point of registration. All Tuition and Fees will be applied to their financial aid award. If charges exceed the award for a semester the student will be billed the balance due.

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 860-738-6433 or 860-738-6313.*

Credit	Tuition	Fees	Total
1	\$110	\$59	\$169
2	220	63	283
3	330	67	397
4	440	71	511
5	550	83	633
6	660	95	755
7	770	107	877
8	880	119	999
9	990	131	1,121
10	1,100	143	1,243
11	1,210	155	1,365
12 or more*	1,320	172	1,492
Annual full time	2,640	344	2,984

\* 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	\$66.00	Per registration in a designated Laboratory course
Studio Course Fee	\$72.00	Per registration in a designated Studio course
Clinical Program Fee	\$227.00	Per Semester (Fall & Spring only) (Level 1 – Allied Health Programs)
Clinical Program Fee	\$163.00	Per Semester (Fall & Spring only) (Level 2 – Allied Health Veterinary Technology)

## 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 860-738-6433 or 860-738-6313.*

Credit	Extension Fee	Fees	Total
1	\$125.00	\$59.00	\$184.00
2	250.00	63.00	313.00
3	375.00	67.00	442.00
4	500.00	71.00	571.00
5	625.00	83.00	708.00
6	750.00	95.00	845.00
7	875.00	107.00	982.00
8	1,000.00	119.00	1,119.00
9	1,125.00	131.00	1,256.00
10	1,250.00	143.00	1,393.00
11	1,375.00	155.00	1,530.00
12	1,500.00	172.00	1,672.00
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 **withdraw** 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.

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

## 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

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 enrolled 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 various services 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 determined by the Federal Methodology means of evaluating the data reported on 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 his/her 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](http://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, although a student who is enrolled to fulfill teacher certification requirements may still 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. 2008-2009, 2009-2010) 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 FAFSA on the Web 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.

Applicants may also download FAFSA Worksheets to read and collect the income information before actually submitting the FAFSA.



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**, for new students enrolling in the fall semester. Students currently in attendance will receive early award determination and 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 self-service student information account at <http://my.commmnet.edu> and following the directions for web access for students. It is advisable to be keenly attentive especially to 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 10 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:

$$\begin{aligned} &\text{COST OF ATTENDANCE AT NCCC} \\ &- (\text{LESS}) \text{ EFC} \\ &= \text{FINANCIAL NEED} \end{aligned}$$

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-	\$ 2,984*	\$ 2,984*
Books and supplies-	\$ 1,100	\$ 1,100
Living expenses- Room/board Transportation Personal/Misc.	\$ 6,262	\$ 10,635
<hr/>		
Total	\$ 10,346	\$14,719

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 myCommNet, 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://my.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 three-quarter time enrollment status; a student enrolled for 6-8 credits would receive a prorated amount of 50% for half-time enrollment status. With the exception of

Pell Grants and NCCC Grants, other financial aid programs require at least half-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 on 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 myCommNet. 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 if eligible, are then 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 appli-

cants have fulfilled the loan entrance counseling requirement and have 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, unless the student withdraws from all courses.

## 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 Title IV Regulation formula.

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 ( $\$1,000 \times 20\%$ ). 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 aid directly administered or certified by the College must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the College.

A student must complete successfully two-thirds (66.66%) of the credits (earned/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 myCommNet 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

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**Federal Pell Grant.** Awards range from \$400 to \$4,800, or as amended by Congress, depending on student eligibility, enrollment status, and Congressional appropriations.

**Academic Competitiveness Grant.** Based on an assessment of an individual's high school academic preparation for college, these awards are \$750 for first year full-time recipients who are also eligible for a Federal Pell Grant. An AC Grant is renewable for a second year for full-time students who are also eligible for a Federal Pell Grant, have earned at least 30 credits by the end of their first year of study, and have an Inclusive Grade Point Average not less than 3.0. AC Grants for the second year rise to \$1300.

**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

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**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 a student default and origination fees.

**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**

**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 tuition and fees, 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 myCommNet 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, 2009 for the 2008-09 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 myCommNet 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 myCommNet, or may be sent via postal mail if the recipient does not have an myCommNet account enabled.
13. Financial aid recipients are expected to register for classes in a timely fashion each semester. Stafford loan applicants are subject to pro-ration of the loan amounts requested if the loan period is less than one full academic year. The College reserves the right to reduce or deny a loan request on a case by case basis that takes into account the ability of an individual to successfully manage an education loan debt level.





# 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, Engineer-

ing 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).

**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.

**Northwestern Connecticut Community College Honors Scholarships** are awarded annually to new and continuing full-time, instate students who have earned a minimum cumulative grade point average of 3.0. These scholarships fund tuition and fees (excluding lab and/or studio fees) for a period of one year (two semesters).

**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 non-traditional students and graduating seniors from Northwestern Regional High School #7, The Gilbert School, Winchester Alternate High School, Explorations School, Oliver Wolcott Technical 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).

**Classified Staff Scholarship** is awarded annually to a continuing, matriculated student at NCCC who has earned a minimum cumulative grade point average of 2.50 and who will be enrolled for six or more credits for the fall semester and who does not qualify for federal grants (not including student loans) or other outside financial resources. Preference is given to a child/step-child of a Classified Staff member who does not qualify for federal grants (not including student loans) or other outside financial resources. Students who have received this award may not reapply.

**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.

**NCCC Student Employee of the Year Scholarship** is awarded to a NCCC student employee who is matriculated in a program of study leading to his/her first associate degree or certificate. Candidates must be continuing as a student in the fall semester, have demonstrated financial need, and have earned a minimum cumulative grade point average of 3.0. Final selection will be based on the supervisor's nomination and evaluation of the student's reliability, initiative, quality of work, and contribution to the department or office of the College.

**Northwestern Connecticut Community College Honors Scholarships** are awarded annually to new and continuing full-time, instate students who have earned a minimum cumulative grade point average of 3.0. These scholarships fund tuition and fees (excluding lab and/or studio fees) for a period of one year (two semesters).

**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.

**Valley Thrift Shop Scholarships** are awarded annually to continuing students in the Collegiate Education for Deaf and Hard of Hearing (CEDHH) Persons program at NCCC. Scholarships are awarded based on financial need and academic achievement.

**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. US Navy – Korea and Vietnam.

**Sarino and Marguerite DiMauro Scholarship** is awarded annually to a continuing matriculated student at NCCC who has completed his/her first year of classes, has earned a minimum cumulative grade point average of 2.50, and

has demonstrated financial need. This scholarship will be awarded to a student in the following order of preference:

1. to a Deaf or hard of hearing student
2. to a student enrolled in the Interpreter Preparation Program: ASL/English
3. to a student enrolled in one of the following NCCC academic programs relating to the medical and public health care fields (i.e., Allied Health Administration, Medical Assisting, Physical Therapist Assistant, Human Services, Liberal Arts and Sciences: Psychology pathway).

**Regina M. Duffy Scholarships #3** are awarded to fulltime (12 credits or more) and part-time (6-11 credits) continuing students who are returning to NCCC in the fall semester.

**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.

**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.

**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.

## SCHOLARSHIPS FOR GRADUATES

*The following scholarships are awarded by Northwestern Connecticut Community College:*

**Alumni Association Scholarship** is awarded annually to a graduating student who has maintained a 2.5 cumulative grade point average, has been accepted for admission to a four-year college or university and has demonstrated personal attributes of character, service and leadership as evidenced by active involvement at NCCC. This scholarship is neither need-based nor program-specific.

**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.

**Valley Thrift Shop Scholarships** are awarded annually to graduating students in the Collegiate Education for Deaf and Hard of Hearing (CEDHH) Persons program at NCCC. Scholarships are awarded based on financial need and academic achievement.

**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):*

**George J. Atcheson Scholarship** 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 by Raymond W. Atcheson to honor his father, T/SGT George J. Atcheson, US Army – World War II.

**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. US Navy – Korea and Vietnam.

**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 #1** 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.

**Regina M. Duffy Scholarship #2** is awarded to a graduating student majoring in one of the natural sciences who is transferring to a four-year college or university.

**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.



**NCCF Nursing Scholarship** is awarded annually to the NCCC graduating student with the highest cumulative grade point average who has been accepted into the Nursing program at Naugatuck Valley Community College (NVCC).

**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.

**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.

## 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.



# ACADEMICS

## 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	P	—
in a pass/fail course		
INCOMPLETE	I	—
WITHDRAWN	W	—
AUDIT	AU	—
NO GRADE	N	—
MAINTAINING		
PROGRESS	M	—
(for developmental courses only)		

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			Weight Per			Total Grade
Hours	Grade		Semester			Points
			Hours			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 via the student online system at <http://http://my.commnet.edu>. Logon with your network ID and password.

Select “Student” Tab

In the Student Self Service Box - Select “click here to access your student/academic records”

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 by the Withdrawal deadline. 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 deadline 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.

A student who misses the withdrawal deadline and has the instructor’s permission to withdraw from the course may file an appeal for withdrawal after the deadline. The student must complete an “Appeal for Withdrawal After the Deadline” form. Forms can be obtained from, and returned to, the office of the Dean of Academic and Student Affairs. The appeal form must be signed by the instructor indicating his/her permission for withdrawal before the appeal will be considered.

After the withdrawal deadline, an instructor may deny the request for withdrawal and record an “F” in accordance with his or her written course outline policy. The “F” will be recorded by the faculty member at the end of the semester.

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

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://my.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](http://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://my.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

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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

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

## EXPERIENTIAL LEARNING PROGRAM

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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 experiential 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 the 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, 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 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 form 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 Northwestern Connecticut Community 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% 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 Northwestern Connecticut Community 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 does not need to be readmitted\* to the College they may graduate under the current catalog requirements or the catalog requirements under which they entered, providing it is not older than 10 years. If a student has re-admitted, they may graduate under the re-admit catalog, provided it is not more than 10 years old, or the current catalog.

\*Students who have not taken classes at the College for two or more years need to be readmitted to the College through the Admissions Office.

## 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 Record Retention

Student files are maintained only for matriculated students and may contain: acceptance letters, advance placement letters, applications for admission, miscellaneous correspondence, immunization records, placement test scores, official high school transcripts, official college transcripts, change of grade forms, change of major forms, course substitution forms, credit by exam forms and name/address change forms. Matriculated students who graduate will also have a graduation application and a degree evaluation in their file. Matriculated student files will be maintained by NCCC for a period of 7 years from the date of graduation or the last date of attendance. Beyond 7 years, the matriculated student file and its contents will be destroyed.

Academic history for all students (credit courses taken and grades) will be maintained for the life of the College.



# COLLEGE LIFE

## STUDENT SERVICES

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### 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 North-western.

### 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

A 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

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Students at Northwestern have a wide range of co-curricular programs and activities available to them. The Student Senate sponsors a social, cultural and recreational calendar of events, as well as community service opportunities. Some of these programs have included concerts, dances, performances, fitness and sporting events, lectures, trips, blood drives, and volunteer services such as Habitat for Humanity.

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, credit or non-credit) are automatically covered under the School-Time Injury Only (Plan A), at no charge to the student, for medical expenses related to injuries sustained while:

- Attending classes at any of the Community Colleges;
- Participating in or traveling directly to or from an activity sponsored by the Community College.

NOTE: The School-Time Injury Only Plan (Plan A), DOES NOT provide coverage for the following:

Injury sustained while (a) participating in any interscholastic, club, intercollegiate, or professional sport, contest or competition; (b) traveling to or from such sport, contest or competition as a participant; or (c) while participating in any practice or conditioning program for such sport, contest or competition. Skydiving, parachuting, hang gliding, or flight in any kind of aircraft, except while riding as a passenger on a regularly scheduled flight of a commercial airline.

Claim forms, along with the School-Time Injury Only (Plan A) OR Injury and Sickness Insurance (Plan B) Brochure can be obtained in the Information Center, located in Founders Hall, or the Academic & Student Affairs Office, also located in Founders Hall, Rm. 103. Please note that a fee is required for the Injury and Sickness Insurance (Plan B) – which offers 24-hr coverage for student and dependents. Information can also be obtained directly at [www.studentresources.com](http://www.studentresources.com) or <http://www.commnet.edu/finance/>.

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

Questions regarding student insurance can be directed to the Academic & Student Affairs Office, Founders Hall, Room 103. Phone 860-738-6320.

## ELIZABETH H. JOYNER LEARNING CENTER

The Elizabeth H. Joyner Learning Center, named for a long-time 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 over 180 periodicals. The library also offers an extensive compact disc collection of classical, jazz, and pop music, an audio-book collection, a DVD/video collection, and facilities for listening to compact discs and cassettes and for viewing DVDs and 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 on-line 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 facilitates interlibrary loan of materials not owned by the NCCC Library.

Also available for research are approximately 40 electronic databases. These include Literature Online Reference Edition, an extensive collection of literature resources; Science Full Text Select, indexing and full text for 300 science journals; and Opposing Viewpoint Reference Center, providing a wide variety of resources on contemporary social issues. In addition, the library subscribes to ARTstor, a comprehensive image database of art objects. The Library is a member of iCONN, the Connecticut Digital Library 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. There are on-line video tutorials available on the library website. Distance education students have on-line resources available on WEBCT/Vista to allow them to utilize the library's various services. 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 week-end 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).

### 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 according to availability.

### 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 former educators and/or employers and admission test results. For admission, 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, 10th 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 placement test.

Following completion of the admission test, the Director will send either a letter of acceptance or a letter of recommendation for the applicant to seek an alternative program.

## 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 and voice-generated captionists, and student note-takers are hired as needed on a contract basis. All of the staff members of the Department are fluent in sign language.

All interested applicants should contact the CEDHH Director. Deaf and hard of hearing people may use the following TTY phone number: 860-738-6382 or e-mail [mmyers@nwcc.commnet.edu](mailto: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.

## 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](mailto:rdennerlein@nwcc.commnet.edu).

## 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 sometimes 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, FH206 and FH301) exists to support the student in his or her academic adventure. Professional and peer tutors and community volunteer tutors are available to help the student to excel or to overcome academic difficulties. There is no charge for these services. 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 proof-reading. Online tutoring is also available free of charge to Northwestern students.

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, as well as computer skills tutorials. Many of the resources are available online. 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 and Foundations, Northwestern's youth programs (federally funded by the Northwest Regional Workforce Investment Board).

## 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

The role of the Media Services Department is to provide educational technology, media equipment, and support services to the faculty and staff to enhance the educational experience of all students. In addition, Media Services provides equipment and support services for the variety of programs, meetings, and conferences taking place on campus.

Overhead projectors, TV Monitors, DVD players, and VCRs are available in most classrooms in Joyner Learning Center. Founders Hall, the Art and Science Center, 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 created by students of the college. Records indicate that the *Anthology* has been continuously published since 1972. Typically, in recent editions, the magazine's selection of writing has been 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 an English Department faculty advisor. The magazine's art work is primarily black and white photographs 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 sometimes 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.

## 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 and the Art and Science Center.

## 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 located at the Art and Science Center. 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 Northwestern Connecticut Community College Alumni Association has recently been reactivated and is welcoming all NCCC graduates in both degree and certificate programs to enroll. At the Commencement Ceremony in the spring, each graduate receives an honorary membership for their first year in the Association.

The mission of the NCCC Alumni Association is to engage and involve alumni, students and the community through the promotion of educational, professional and community opportunities. The purpose is to: keep graduates connected and involved in the College and its future; enhance current students' educational and community opportunities; and help promote the College to alumni, students and the community.

Graduates who would like to be kept informed will find pertinent information on the website under [www.nwcc.commnet.edu/alumni](http://www.nwcc.commnet.edu/alumni) including: a membership application, meeting and event announcements, agendas and minutes, the constitution and by-laws, as well as email to contact the officers [NW\\_Alumni@nwcc.commnet.edu](mailto:NW_Alumni@nwcc.commnet.edu). You may also contact the Director of Student Activities.



## 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* 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](http://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 at 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 Uni-

versity. Students can obtain more information by visiting: [www.admissions.uconn.edu](http://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. Within the College of Liberal Arts & Sciences are majors in Agriculture & Natural Resources and Human Development & Family Studies. To be eligible for this transfer opportunity, Northwestern students must:

- Complete Northwestern's Associate Degree in Liberal Arts and Science 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](mailto:info@charteroak.edu). Information is also available on their website: [www.charteroak.edu](http://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](http://www.nebhe.org).



# CONTINUING EDUCATION

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The Division of Continuing Education of Northwestern Connecticut Community College provides programs relevant to changing community needs and promotes the College as a focus for lifelong learning. Each year more than 1,500 area residents become involved in credit and credit-free courses, seminars, and workshops.

## BUSINESS & INDUSTRY SERVICES (860) 738-6423

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As part of a collaborative effort of the state's 12 community colleges, the division provides businesses with training and educational services. It works closely with business and industry, as well as local agencies, to provide both credit and credit-free, on-campus or on-site instructional programs for employers. Popular training areas include adventure education, manufacturing and technology, computer skills and applications, presentation skills, and management and supervision skills. Individual courses are offered as well as certificate programs.

## WORKFORCE DEVELOPMENT PROGRAMS (860) 738-6444

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Credit-free workforce development certificate programs have been developed by faculty and area professionals to provide a strong foundation of practical and up-to-date information that can assist students in developing skills for their current jobs or for new careers. These programs are hands-on with a small student/teacher ratio and are taught by professionals in the field.

Workforce development certificate programs include:

- Basic Computer Skills
- Certified Nurse Aide with ESL Option
- Customer Service Bank Teller
- Customer Service Call Center
- Customer Service Medical Receptionist
- Customer Service Retail Sales
- Emergency Medical Technician
- Landscape Design
- OSHA Construction Industry Outreach
- Paramedic Certificate
- Real Estate
- ServSafe/Qualified Food Operator

## PERSONAL & WORKFORCE DEVELOPMENT (860) 738-6444

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The Continuing Education Division administers an extensive array of credit-free programs. Each semester more than 200 courses are offered for career and personal development, cultural enrichment, and contemporary living. Courses are offered days, evenings, weekends, and online.

## ALLIED HEALTH (860) 738-6484

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Allied Health certificate and continuing education programs are offered for those interested in pursuing a career in health care or for professionals looking to update or expand their skills.

Current programs include:

- Certified Nurse Aide with ESL option
- Continuing Education for Health Professionals
- CPR and BLS training
- EKG Skills
- Emergency Medical Technician (EMT-B)
- Paramedic Certificate
- Patient Care Technician
- Spanish for Health Care Professionals

## PUBLICATIONS (860) 738-6446

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Course brochures are published twice each year by the Continuing Education Division to provide schedules of educational offerings and registration information. These are available at the Continuing Education office, on the NCCC website at [www.nwcc.commnet.edu](http://www.nwcc.commnet.edu) click on the "Continuing Education" link, and at newsstands throughout the Northwest Corner of Connecticut. Over 40,000 copies are mailed directly to households in our service area.

## REGISTRATION (860) 738-6446

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Registration for courses offered through the Continuing Education Division may be done in person, by fax, or by mail. Registration by telephone is also available using MasterCard or VISA. Credit-free courses are open to everyone, regardless of educational background, on a "first-come, first-served" basis. Courses may be taken individually or as part of a planned program of study.



## 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, Fran Almeida Pistilli 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, or Fran Almeida Pistilli 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

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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

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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.

# POLICY ON STUDENT CONDUCT

## Section 1: Student Conduct Philosophy

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

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

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

## Section 2: Application of the Student Conduct Policy

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

Conduct on or off College premises that is prohibited by federal, state or local law, codes and ordinances is also covered. Students who engage in behavior prohibited by law may be subject to civil or criminal sanctions as well as to the sanctions of this Policy.

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

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

## Section 3: Expectations for Student Conduct

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

1. Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations;
2. Demonstrate academic integrity by not engaging in conduct that has as its intent or effect the false representation of a student’s academic performance, including but not limited to:
  - a. cheating on an examination,
  - b. collaborating with others in work to be presented, contrary to the stated rules of the course,
  - c. plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own,
  - d. stealing or having unauthorized access to examination or course materials,
  - e. falsifying records or laboratory or other data,
  - f. submitting, if contrary to the rules of a course, work previously presented in another course, and
  - g. knowingly assisting another student in any of the above, including an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
3. Demonstrate respect for the property of the College and of others by not damaging or destroying or attempting to damage or destroy such property, and by not possessing or attempting to possess such property without authorization, including unauthorized entry to or use of College premises;
4. Demonstrate respect for others by:
  - a. refraining from conduct that constitutes a danger to the personal health or safety of other members of the College community and guests or licensees of the College, including intentionally causing or attempting to cause injury;
  - b. refraining from conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair College-sponsored or College-authorized activities; and
  - c. refraining from harassment, which is defined as conduct that is abusive or which substantially interferes with a person’s pursuit of his or her customary or usual affairs;

5. Demonstrate respect for others by refraining from sexual misconduct (see the Sexual Misconduct and Relationship Violence Statement);
6. Be truthful in all matters and not knowingly make false statements to any employee or agent of the Board or the College with regard to a College-related matter, nor forge, alter or otherwise misuse any document or record;
7. Comply with the directions of College staff members acting within the scope of their employment responsibilities;
8. Contribute to a safe and healthy learning and working environment by refraining from the unauthorized possession or use of weapons or dangerous instruments as defined by law and pursuant to Board Policy, and by refraining from possessing or using other objects in a manner that causes harm, threatens or endangers oneself or others;
9. Respect oneself and others in the community by refraining from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, as defined by law, or possessing or consuming alcoholic beverages unless specifically authorized, pursuant to Board Policy. Use or possession of a drug authorized by prescription from a licensed medical practitioner is not covered by this statement;
10. Refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her expressed consent;
11. Conduct oneself in a civil and respectful manner, both within and outside the College.

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

#### Section 4: Sanctions

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

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

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

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

#### Section 5: Procedures

The following procedures shall govern the enforcement of this Policy:

1. Information that a student may have violated this Policy should be submitted to the Dean of Students or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) days of the date of a possible violation or within thirty (30) days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. “Interim restrictions” are limitations on the student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the student from continuing to pursue his/her academic program. A student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.



- b. "Interim suspension" is the temporary separation of the student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the student. At this meeting, the Dean shall inform the student of the information received and provide the student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) business days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the student has committed a violation of any part of Section 3 of this Policy, the Dean shall dismiss the matter and shall so inform the student in writing.
4. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the possible violation and the prior conduct record of the student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the student with a written explanation for the determination. The decision of the Dean shall be final.
5. If, upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the student has committed a violation of any part of Section 3 of this Policy and, after considering both the violation

and the prior conduct record of the student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the student with reasonable written notice of a meeting and shall inform the student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
  - b. the provision(s) of Section 3 that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in a writing, which must be received by 5:00pm on the following business day.
6. If the student requests a hearing, he/she is entitled to the following:
- a. to be heard, within five (5) business days, or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a student on the panel, if requested by the student;
  - c. to appear in person and to have a nonlawyer advisor. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses and to make a statement in his or her behalf; and
  - f. to receive a written decision following the hearing.

(See Section 6 for additional procedures regarding sexual misconduct.)

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the resident within three (3) calendar days after the student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request and any supporting documentation submitted with the request by the student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
  - a. a violation of the procedures set forth herein significantly prejudiced the student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

#### **Section 6: Additional Hearing Procedures for Sexual Misconduct Cases**

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

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

#### **Section 7: Miscellaneous**

The written decision resulting from an administrative conference or a hearing under this Policy shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). While student educational records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her College records as part of the employment application process. A record of having been sanctioned for conduct that violates Section 3 of the Policy may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

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

#### **Section 8: Publication of Student Conduct Policy**

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

#### **Section 9: Policy Review**

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

#### **Sexual Misconduct and Relationship Violence Statement**

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

#### **Sexual Misconduct is defined as:**

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit,

or to benefit or advantage any one other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

#### **Definition of Consent**

Consent must be informed, freely and actively given, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

#### **Stalking is defined as:**

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

#### **Relationship Violence is defined as:**

- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may

constitute sexual harassment include but are not limited to:

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

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

#### **Confidentiality**

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

#### **Time for Reporting**

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

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, and February 26, 1990, and entirely replaced February 26, 2007)

# PROGRAMS OF STUDY

## 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 and laboratory science 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 does not need to be readmitted\* to the College, he or she may graduate under the current catalog or the catalog under which he or she entered the College, providing it is not older than 10 years. If a student is 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-admitted, he or she may graduate under the re-admit catalog, provided it is not more than 10 years old, or the current catalog.

\* Students who have not taken classes at the College for two or more years need to be readmitted to the College through the Admissions Office.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

### Fine Arts

Animation & Video Arts (A.S.)

Fine Art (A.S.)

Graphic Communication Design (A.S.)

Graphic Design (C)

Fine Arts (C)

Digital Publishing (C)

Photography (C)

### Behavioral Sciences

Human Services (A.S.)

Human Services (C)

### Business & Management Administration

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

Computer Programming Option

Computer Business Applications (C)

Computer Programming (C)

Computer Systems Technology (C)

Webmaster/Internet Design Option

Webmaster/Internet Design (C)

### Engineering Technology

Engineering Science (A.S.)

Industrial Diagnostics (A.S.)

Technology Studies (A.S.)

Engineering Technology Option

Industrial Technology Option

### Environmental Science

Environmental Science (A.S.)

Natural Resource Option



## General Studies (A.S.)

### Health Careers

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

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

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

**Transfer Pathways:** Biology, English, History, Psychology, Teaching (*Early Childhood, Elementary, Secondary*), Forensic Science

### Social Sciences

Child Development Associate Preparation (C)  
Criminal Justice (A.S.)  
Deaf Studies (A.A.)  
Deaf Studies (C)  
Early Childhood Education (A.S.)  
Home Child Care (C)  
Interpreter Preparation Program: ASL/English (A.S.)  
Recreation Leadership (A.S.)  
Park Management Option  
Therapeutic Recreation Option  
Adventure Education (C)  
Therapeutic Recreation (C)

### Veterinary Technology

Veterinary Technology (A.S.)  
Veterinary Assistant (C)

## 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.

## 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. Students must see their academic advisor when selecting courses. To find out the name of your advisor call 860-738-6420. 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 in the office of Student Development at 56 Park Place.

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.

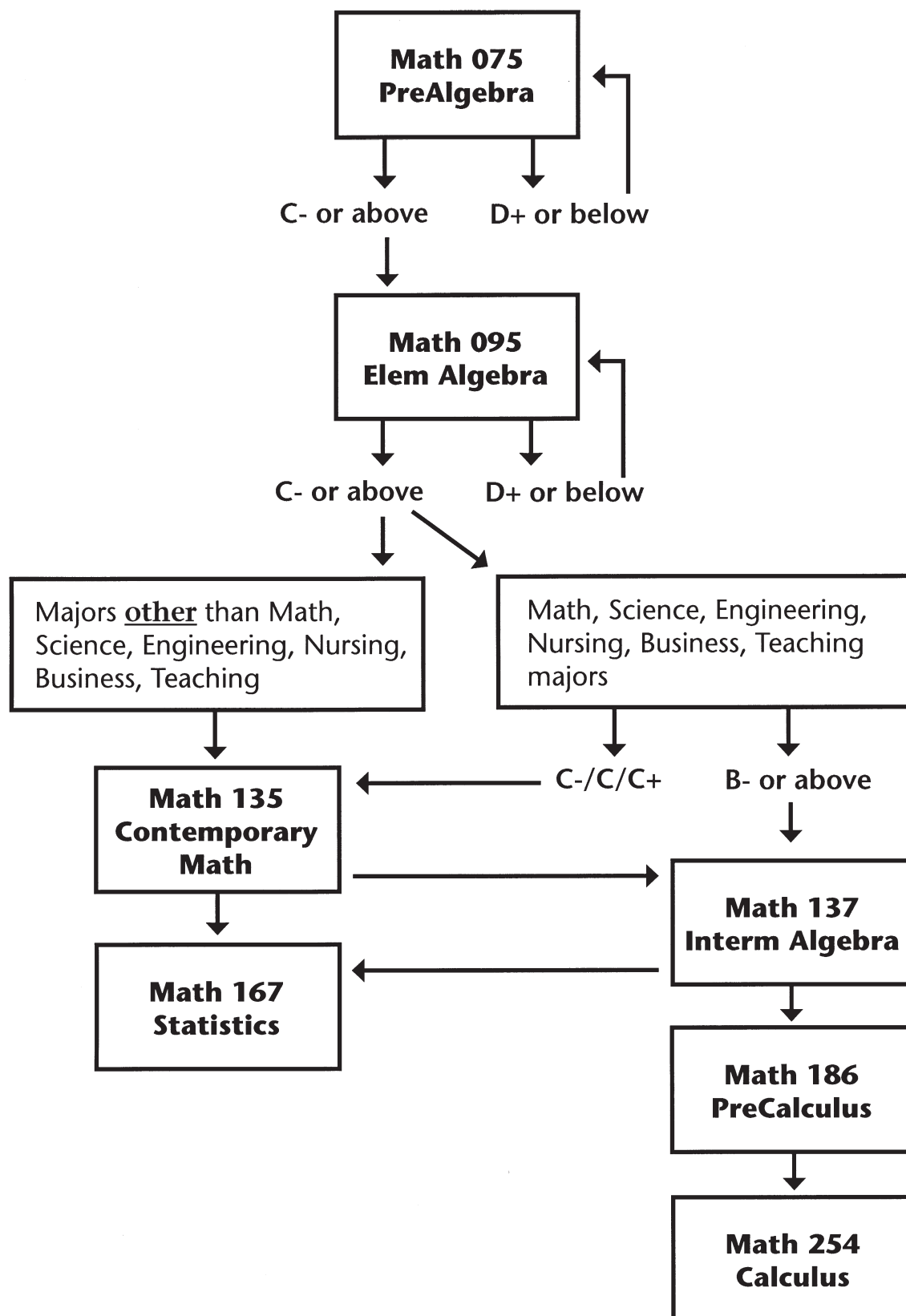
## IMPORTANT NOTE:

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

[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu)

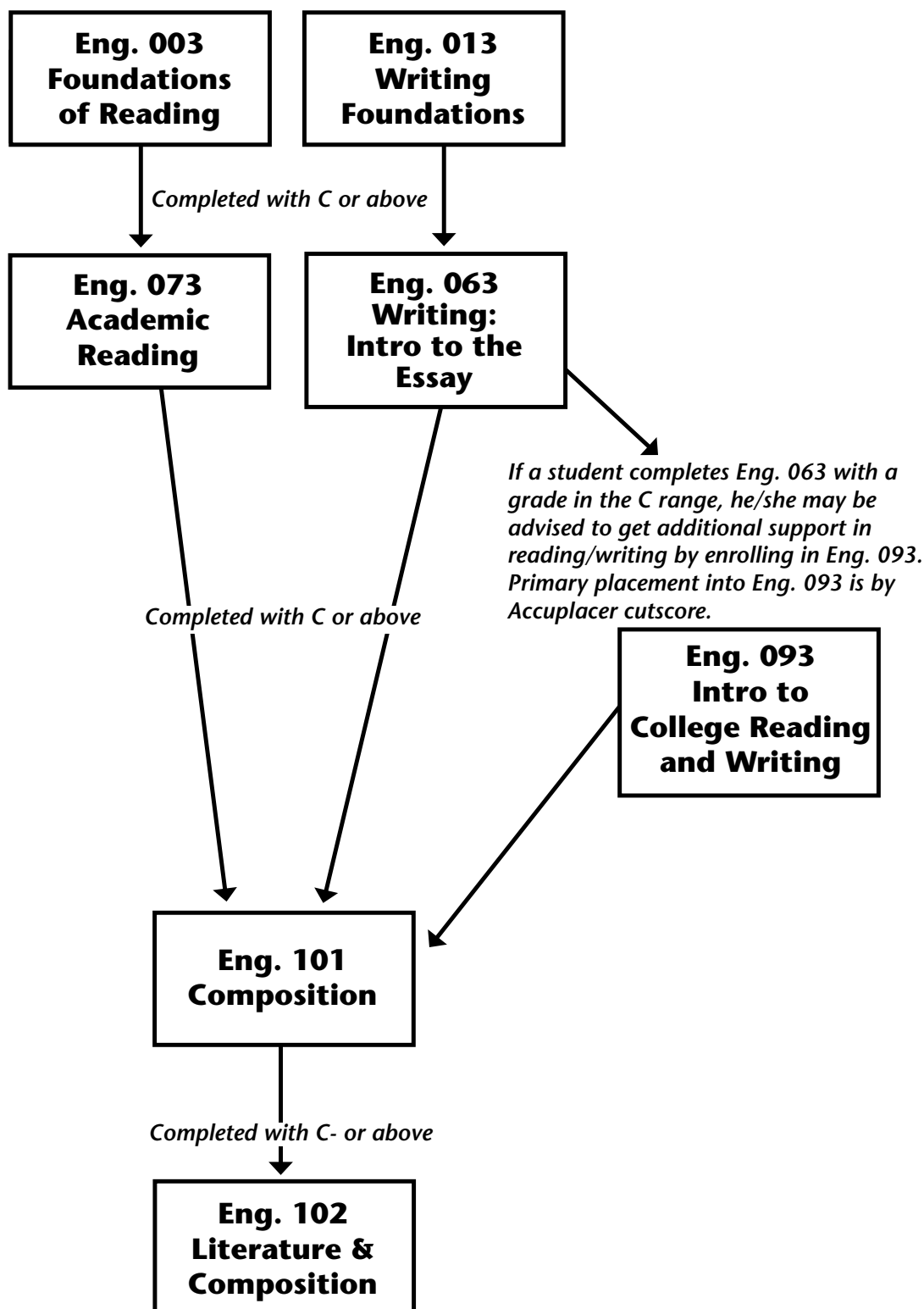


# Math Courses Flowchart



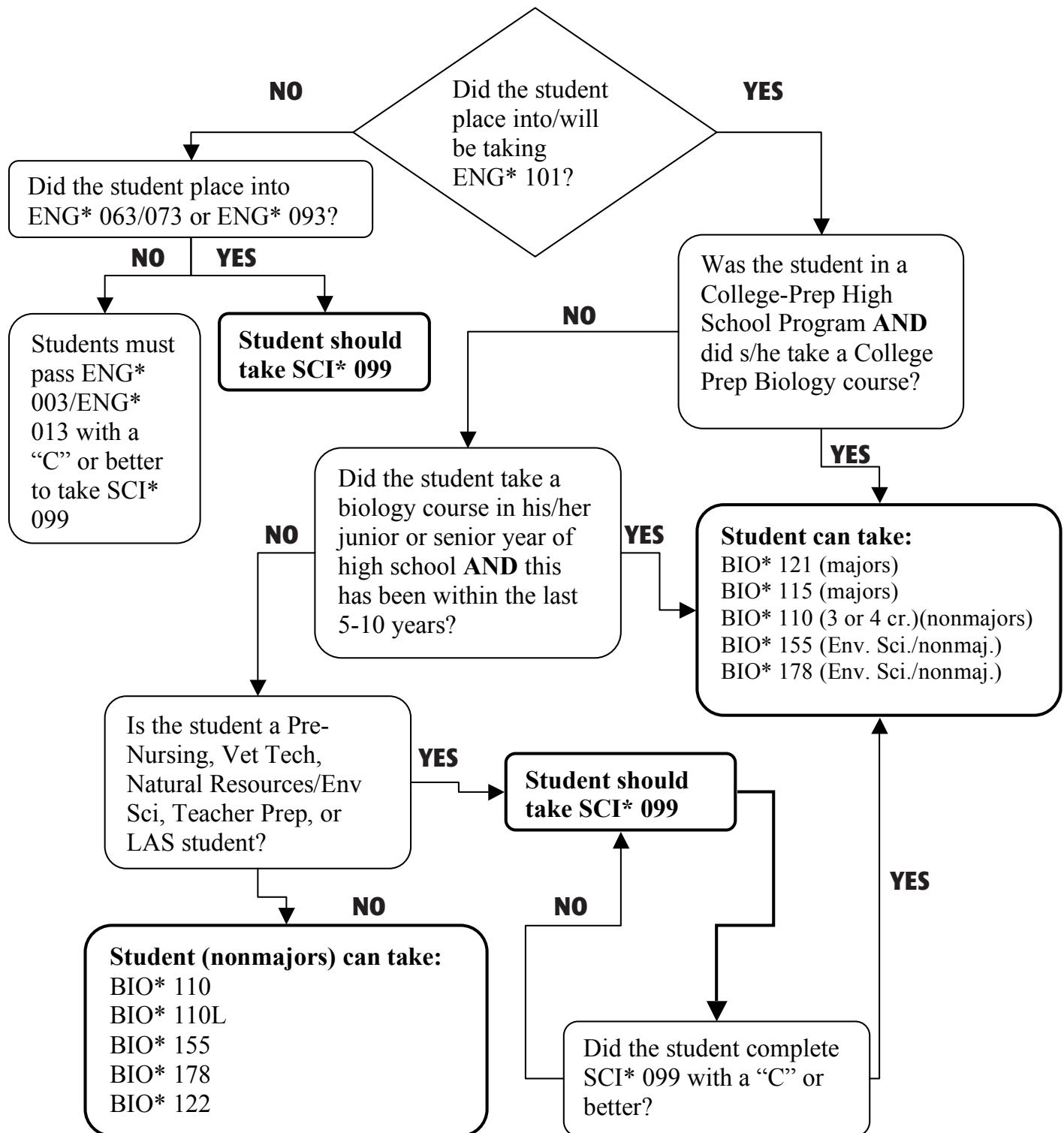
# Advising Flowchart for Basic Skills English

(initial placement is based on Accuplacer cutscores  
and **must** be followed)





# Advising Flowchart for SCI\* 099/Biology Courses at NCCC



# 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](mailto: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	Principles of Statistics	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
		<b>Total</b>	<b>63</b>

### 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](mailto: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
		<b>Total</b>	<b>61 (62)</b>

### 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 of student art submitted for credit in any art course.*

# 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 and hospitality.

**Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387**

**Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304**

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	Principles of Statistics	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. Apply a broad range of management concepts necessary to operate a business in today's changing environment.
2. Comprehend the risks and strategic moves management must take to assure success within today's dynamic global environment.
3. Assess value creation or value destruction through interpreting financial information.
4. Apply environmental scanning tools including S.W.O.T. analysis; Five Forces Analysis (Porter, 1979, 1985) and Degree of Complexity Matrix (Clifford & Cavanagh, 1988).
5. Comprehend the Six Best Practices of High Performing Winning Organizations, six big mistakes and thirteen causes of business distress and failure.
6. Demonstrate the ability to communicate effectively both verbally and in writing.
7. Develop leadership skills and critical decision making techniques.
8. Work competently in solitude or in a team environment.



# 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 and hospitality.

Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387

Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304

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	Principles of Statistics	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 and hospitality.

Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387

Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304

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 <sup>1</sup>	3
	MAT* 167	Principles of Statistics	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)

<sup>1</sup> 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 and hospitality.

**Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387**

**Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304**

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 <sup>1</sup>	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	Principles of Statistics	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking OR Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		<b>Total</b>	<b>61 (62)</b>

<sup>1</sup> 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, sales and merchandising programs.
7. Identify the critical industry activities leading to increased customer mindshare and value creation.

# BUSINESS AND MANAGEMENT ADMINISTRATION MARKETING & SALES 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 and hospitality.

**Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387**

**Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304**

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 <sup>1</sup>	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	Principles of Statistics	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking OR Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		<b>Total</b>	<b>61 (62)</b>

<sup>1</sup> 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 in order to achieve overall strategic goals.
4. Apply market research methodologies.
5. Apply the marketing mix and twelve principles of marketing.
6. Demonstrate well-developed customer service skills and appropriate human relations skills.
7. Work competently in teams and individually.
8. Communicate effectively both verbally and in writing.



# 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 and hospitality.

**Advisor: David Rodgers, [drodgers@nwcc.commnet.edu](mailto:drodgers@nwcc.commnet.edu), 860-738-6387**

**Valerie Royals, [vroyals@nwcc.commnet.edu](mailto:vroyals@nwcc.commnet.edu), 860-738-6304**

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 <sup>1</sup>	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	Principles of Statistics	3
	CSA* 135	Spreadsheet Applications	3
	COM* 173 CSA* 155	Public Speaking OR Multimedia Communications	3
	BBG* 210	Business Communication	3
			18
		<b>Total</b>	<b>61 (62)</b>

<sup>1</sup> Elective selected in consultation with advisor

### Program Outcomes

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

1. Demonstrate the ability to communicate effectively both verbally and in writing.
2. Demonstrate appropriate inter-personal, human relations skills.
3. Apply word processing, presentation graphics, electronic spreadsheet, database management, and Internet skills.
4. Relate computer knowledge communication skills, problem-solving techniques and business procedures to business applications in a work environment.
5. Develop leadership skills and display decision-making ability.
6. Direct the Human Resources function in an office environment.
7. Display appropriate professional etiquette.

# 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](mailto:mgow@nwcc.commnet.edu), 860-738-6385

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition OR Communications Elective <sup>1</sup>	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
			<b>24 (25)</b>
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
			<b>21</b>
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
			<b>15</b>
		<b>Total</b>	<b>60 (61)</b>
<sup>1</sup> 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](mailto:jcosgrove@nwcc.commnet.edu), 860-738-6377.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	ENG* 102	Literature & Composition OR Communications Elective <sup>1</sup>	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)

<sup>1</sup> 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 of 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](mailto:mgow@nwcc.commnet.edu), 860-738-6385

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	COM*	Communications Elective <sup>1</sup>	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
		<b>Total</b>	<b>60 (61)</b>
<sup>1</sup> 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](mailto:jcosgrove@nwcc.commnet.edu), 860-738-6377.

General Education Requirements			
	ENG* 101	Composition	3
Literature or Communication	COM*	Communications Elective <sup>1</sup>	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
		<b>Total</b>	<b>60 (61)</b>
<sup>1</sup> 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 web-sites 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 web/internet pages.
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 practicum/fieldwork at Criminal Justice sites. With the aid of the required courses, our program students have been successful in finding employment in their chosen field.

**Advisor:** Barry D'Onofrio, [bdonofrio@nwcc.commnet.edu](mailto: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 <sup>1</sup>	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 <sup>2</sup>	3
			24 (25)
Program Requirements			
	SOC* 101	Introduction to Sociology	3
		Elective <sup>2</sup>	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
		<b>Total</b>	<b>60 (61)</b>
<sup>1</sup> MAT* 135, MAT* 137 or MAT* 167 recommended			
<sup>2</sup> 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](mailto:jayantola@nwcc.commnet.edu), 860-738-6370  
 Anna Rinaldi, [arinaldi@nwcc.commnet.edu](mailto: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			
	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
		Program Elective <sup>1</sup>	3
		Program Elective <sup>1</sup>	3
			18
Specialized Program Requirements			
	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
			21
		Total	63 (64)

<sup>1</sup> 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 linguistic 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](mailto: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 <sup>1</sup>	3
	HPE*	Physical Activities	1
	HPE*	Physical Activities	1
		Elective <sup>2</sup>	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 <sup>3</sup>	3
	ECE* 291	Student Teaching II <sup>3</sup>	3
			30
		<b>Total</b>	<b>62 (63)</b>

<sup>1</sup> Offered only in alternate years

<sup>2</sup> 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.

<sup>3</sup> 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 high quality in early childhood programs.
2. Design a learning environment utilizing research-based principles of "best practice".
3. Plan, implement and evaluate a developmentally and culturally appropriate curriculum.
4. In a variety of early childhood settings, examine and assess all program components.
5. Demonstrate skills for advocacy.
6. Value and translate theory into practice utilizing the CT Preschool Curriculum Framework, NAEYC Accreditation Standards and NAEYC Code of Ethical and Professional Conduct.

**A REQUIRED FIELD TRIP IS  
PLANNED EACH SEMESTER.**



# 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](mailto: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	Principles of Statistics	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)

### 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](mailto: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	Principles of Statistics	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
		<b>Total</b>	<b>62 (63)</b>

### 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 plant 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 issues in art through a combination of studio, art history and liberal arts electives. Students participate in the activities of NCCC's Gallery, a facility which hosts an array of professional and student art exhibitions.

**Advisor:** Janet Nesteruk, [jnesteruk@nwcc.commnet.edu](mailto: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
		<b>Total</b>	<b>60 (61)</b>

### 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 methods, 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, integrate and apply principles of effective design.
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, digital cameras and scanners for artistic purposes.
10. Demonstrate techniques for exhibiting art in a gallery setting.

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

## 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](mailto: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
		<b>Total</b>	<b>60 (61)</b>

### 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.

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



## 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 <sup>1</sup>	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)

<sup>1</sup> 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.

### 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.

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

# 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](mailto: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
		<b>Total</b>	<b>66 (67)</b>

### 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 Connecticut. IPP graduates who also pass the RID written test satisfy the Connecticut State Statute to interpret in certain settings. Please reference State of CT Amendment LCO No. 4839, Section 68 for details.

**Advisor:** Roseann Dennerlein, [rdennerlein@nwcc.commnet.edu](mailto:rdennerlein@nwcc.commnet.edu), 860-738-6307

**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 <sup>1</sup>	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)
<sup>1</sup> 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*	Principles of Statistics 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
		<b>Total</b>	<b>62 (63)</b>

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 Principles of Statistics	3

### COMPUTER SCIENCE:

CSC* 105 Programming Logic	3
Programming Languages	6
MAT* 167 Principles of Statistics	3
CSC* 290 Adv Program Seminar	3

### MATHEMATICS:

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

### NATURAL/PHYSICAL SCIENCE:

BIO* 121 General Biology I	4
BIO* 122 General Biology II	4
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 for job entry-level competency. 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](mailto: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 5 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
			<b>26</b>
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
			<b>28</b>
Specialized Program Requirements			
	CSA* 105	Introduction to Software Applications	3
	MED* 216	Electronic Records Management	3
	RLS* 201	First Aid & Emergency Care	3
			<b>9</b>
		<b>Total</b>	<b>63</b>

### 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.

# 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 as 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](mailto: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.<sup>^</sup>

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.

All PTA\* courses are offered only at Naugatuck Valley Community College.

<sup>^</sup> For a complete list of selective admission requirements, including approved prerequisite courses contact the Director of Admissions or the Allied Health Program Coordinator.

# 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](mailto: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 <sup>1</sup>	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 <sup>1</sup>	1
	HPE*	Physical Activities <sup>1</sup>	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 <sup>1</sup>	3
		Elective <sup>1</sup>	3
			20
		Total	62

<sup>1</sup> 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](mailto: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 <sup>1</sup>	1
	HPE*	Physical Activities <sup>1</sup>	1
			17
Specialized Program Requirements			
	BIO* 170	Ecology OR Science Elective <sup>1</sup>	3
	RLS* 145	Park Management	3
		Business Elective	3
		Lab Science Elective <sup>1</sup>	4
		Elective	3
		Elective	3
			19
		<b>Total</b>	<b>61</b>

<sup>1</sup> 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 activities to individuals with disabilities or illnesses. Using a variety of techniques including arts and crafts, animals, sports, 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](mailto: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 <sup>1</sup>	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 <sup>2</sup>	1
	HPE*	Physical Activities <sup>2</sup>	1
			17
Specialized Program Requirements			
	MED* 125	Medical Terminology	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 <sup>2</sup>	3
			20
		Total	62

<sup>1</sup> BIO\* 115 is recommended  
<sup>2</sup> 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.

Certification of Veterinary Technicians in the State of Connecticut is voluntary. Individuals wishing to become certified must be graduates of an accredited Veterinary Technology Program and pass the Veterinary Technician National Examination.

**Advisor:** Susan Engwall, DVM, [sengwall@nwcc.commnet.edu](mailto:sengwall@nwcc.commnet.edu), 860-738-6485

### Program Admission Prerequisites:

BIO\* 121 – General Biology with a grade of “C” or above OR

BIO\* 115 – Human Biology with a grade of “C” or above

CHE\* 111 – Concepts of Chemistry with a grade of “C” or above

*(Above courses must be college level courses and taken within 5 years prior to entering the program)*

CSA\* 105 – Introduction to Software Applications

MAT\* 095 – Elementary Algebra Foundations or equivalent

### Other Requirements:

- Interview with fulltime veterinary technology program faculty member.
- For any VET\* course numbered 150 or higher (excluding VET\* 201 & VET\* 202), 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 at a veterinary practice.



# VETERINARY TECHNOLOGY

## Associate in Science Degree (continued)

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			
	VET* 201	Veterinary Anatomy & Physiology I	4
	VET* 202	Veterinary Anatomy & Physiology II	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 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.

## COMPUTER BUSINESS APPLICATIONS CERTIFICATE

## WEBMASTER INTERNET DESIGN CERTIFICATE

### 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.

Advisor: Janet Cosgrove, [jcosgrove@nwcc.commnet.edu](mailto: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
CSA* 296	Computer Applications	3
	Computer Science Elective	3
	<b>Total</b>	<b>18</b>

#### 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 of 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 improving 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](mailto:jcosgrove@nwcc.commnet.edu), 860-738-6377

Program Requirements		
CSA* 105	Intro to Software Applications OR	
CSA* 205	Advanced Applications	3
CSA* 163	The Internet	3
CSA* 296	Computer Applications	3
CST* 150	Web Design & Development I	3
CST* 151	Web Construction	3
CST* 250	Web Design & Development II	3
	<b>Total</b>	<b>18</b>

#### 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

## COMPUTER SYSTEMS TECHNOLOGY CERTIFICATE

### 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](mailto: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
CSA* 296	Computer Applications	3
	<b>Total</b>	<b>18</b>

#### 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 <sup>1</sup>	3
CST* 210	Operating Systems	3
	Liberal Arts Elective <sup>2</sup>	3
CST* 231	Data Communications & Networks	3
CST* 235	Network Systems	3
CST* 260	System Architecture	3
CSC* 295	Cooperative Educ/Work Experience	3
	<b>Total</b>	<b>21</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

# 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 a B.A degree or higher.

**Advisor:** Anna Rinaldi, [arinaldi@nwcc.commnet.edu](mailto: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
	<b>Total</b>	<b>30</b>

### 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 linguistic 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



## DIGITAL PUBLISHING CERTIFICATE

## GRAPHIC DESIGN CERTIFICATE

### DIGITAL 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](mailto: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
GRA* 254	Graphic Design IV	3
CSA* 105	Intro to Software Applications	3
ENG* 101	Composition OR	
BBG* 210	Business Communication	3
	<b>Total</b>	<b>18</b>

#### 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](mailto: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
	<b>Total</b>	<b>12</b>

#### 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.

## FINE ARTS CERTIFICATE

## PHOTOGRAPHY CERTIFICATE

### 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](mailto: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
	<b>Total</b>	<b>24</b>

#### Program Outcomes

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

1. Use a variety of studio art methods, tools, processes and media to produce original works of art.
2. Compile and present a portfolio of two and three dimensional art work.
3. Recognize, integrate and apply principles of effective design.
4. Understand the relationship of form to content in a work of art as well as demonstrate the ability to use form to convey a specific content.
5. Demonstrate techniques for exhibiting art in a gallery setting.

### PHOTOGRAPHY Certificate

This certificate program aims to provide the student with entry-level photographic skills to work as a commercial photography assistant, as a local newspaper photographer, or photographing freelance assignments. Some students may take this certificate for the purpose of using photography as a means of artistic self-expression.

Advisor: Charles Dmytriw, [cdmytriw@nwcc.commnet.edu](mailto:cdmytriw@nwcc.commnet.edu), 860-738-6338

Program Requirements		
ART* 141	Photography I	3
ART* 142	Photography II	3
ART* 249	Photography Independent Study	3
ART* 270	Digital Imaging	3
	<b>Total</b>	<b>12</b>

#### Program Outcomes

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

1. Create photographs using darkroom and digital processes.
2. Explore photography and writing in combination to enhance creativity.
3. Present a final portfolio of photographic prints that express personal creativity.



## HEALTH CAREER PATHWAYS Certificate

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

This program is designed to assist the student to achieve success in health care programs. Students will be provided with the foundation necessary for health care professions. Credits from this program may be applied toward health care program requirements within Connecticut's Community College system. However, completion of this program does not guarantee an automatic acceptance into any health care program. Students are responsible for verifying specific requirements for their program of interest.

### 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. 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" in the Special Transfer Program section of this catalog.

### 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 Health Career Pathways 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.

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

Program Requirements		
ENG* 101	Composition	3
MAT* 137	Intermediate Algebra	3
PSY* 111	General Psychology I	3
HLT* 103	Investigations in Health Careers	3
BIO* 115 BIO* 121	Human Biology OR General Biology	4
BIO* 211	Anatomy & Physiology I	4
BIO* 212	Anatomy & Physiology II	4
BIO* 235	Microbiology	4
CHE* 111	Concepts of Chemistry	4
	<b>Total</b>	<b>32</b>

### Program Outcomes

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

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

## HOME CHILD CARE CERTIFICATE

## CHILD DEVELOPMENT ASSOCIATE PREPARATION CERTIFICATE

### 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](mailto:lday@nwcc.commnet.edu), 860-738-6305

Program Requirements		
ECE* 101 ECE* 141	Intro to Early Childhood Ed OR Infant/Toddler Growth & Devl <sup>1</sup>	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 <sup>2</sup>	3
	<b>Total</b>	<b>15</b>
<sup>1</sup> Offered only in alternate years.		
<sup>2</sup> 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 utilizing research-based principles of "best practice".
3. Plan, implement and evaluate a developmentally and culturally appropriate curriculum.
4. In a variety of early childhood settings, examine and assess all program components.
5. Demonstrate skills for advocacy.
6. Value and translate theory into practice utilizing the CT Preschool Curriculum Framework, NAEYC Accreditation Standards and NAEYC Code of Ethical and Professional Conduct.

### 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.

Advisor: Linda Day, [lday@nwcc.commnet.edu](mailto:lday@nwcc.commnet.edu), 860-738-6305

Program Requirements		
ECE* 101 ECE* 141	Intro to Early Childhood Ed OR Infant/Toddler Growth & Devl <sup>1</sup>	3
ECE* 182	Child Development	3
ECE* 180	CDA Credential Preparation	3
ECE* 181	CDA Credential Preparation II	3
	<b>Total</b>	<b>12</b>
<sup>1</sup> 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 utilizing research-based principles of "best practice".
3. Plan, implement and evaluate a developmentally and culturally appropriate curriculum.
4. In a variety of early childhood settings, examine and assess all program components.
5. Demonstrate skills for advocacy.
6. Value and translate theory into practice utilizing the CT Preschool Curriculum Framework, NAEYC Accreditation Standards and NAEYC Code of Ethical and Professional Conduct.

## 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 for 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, [kinane@nwcc.commnet.edu](mailto:kinane@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
	<b>Total</b>	<b>27</b>

### 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



## MEDICAL ASSISTING CERTIFICATE

## HOSPITAL PATIENT CARE TECHNICIAN CERTIFICATE

### 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](mailto: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 5 years.

Program Requirements		
MED* 111	Administrative Medical Assisting	3
MED* 113	Healthcare Insurance	2
MED* 125	Medical Terminology	3
MED* 133	Clinical Medical Assisting	4
MED* 245	Clinical Laboratory Procedures and Practices	4
MED* 250	Principles of Pharmacology	3
MED* 281	Medical Assisting Externship <sup>1</sup>	4
BIO* 115	Human Biology	4
PHL* 112	Medical Ethics	3
	<b>Total</b>	<b>30</b>
<sup>1</sup> Students must have current CPR and first aid certification during the entire externship experience. Certifications may be obtained through RLS* 201.		

#### 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.

### 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](mailto: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
BBG* 210 COM* 173	Business Communications OR Public Speaking	3
	<b>Total</b>	<b>17</b>

#### 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 commonly-used medical terminology.
4. Participate in a healthcare environment complying with legal and ethical codes of behavior.
5. Produce accurate healthcare documentation.
6. Perform as an integral member of a healthcare team.



# 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.

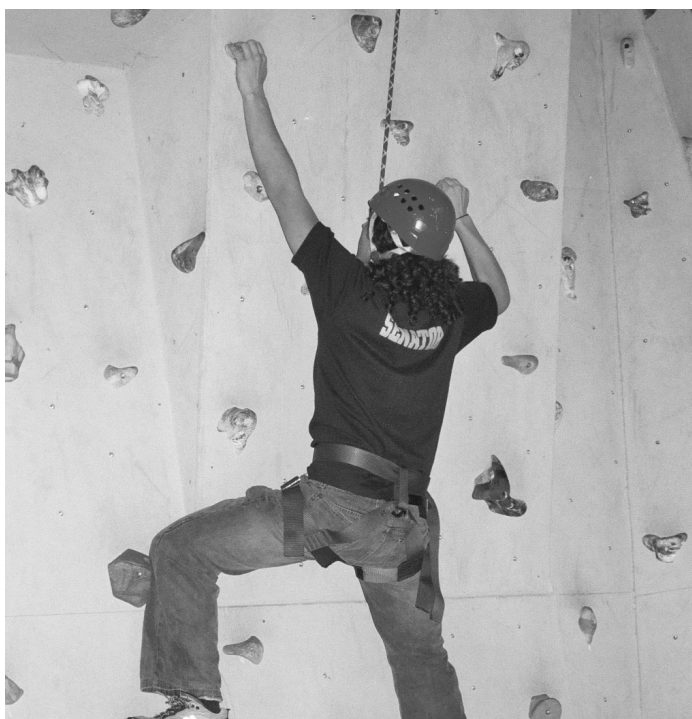
**Advisor:** H. Clark Schroeder, [hcschroeder@nwcc.commnet.edu](mailto:hcschroeder@nwcc.commnet.edu), 860-738-6427

Program Requirements		
RLS* 171	Programming Adventure Education	3
RLS* 172	Adventure Based Counseling	3
RLS* 175	Leadership & Grp Process In Ad Ed <sup>1</sup>	3
RLS* 176	Ropes Course Management	3
RLS* 179	Field Work in Adventure Education	3
RLS* 271	Wilderness First Responder	4
	<b>Total</b>	<b>19</b>
<sup>1</sup> 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 Adventure 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](mailto: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 <sup>1</sup>	3
	<b>Total</b>	<b>21</b>
<sup>1</sup> 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.

## CAREER OPPORTUNITIES:

Convalescent Homes  
Nursing Homes  
Mental Retardation  
Corrections  
Rehabilitation  
Intermediate Care  
Community Recreation  
Special Schools  
Adult Day Care  
and many others

# VETERINARY ASSISTANT

## Certificate

This certificate program provides students with the necessary skills for immediate employment as a veterinary assistant in veterinary hospitals, boarding kennels, animal shelters, laboratories, and pet shops. The role of the veterinary assistant on the veterinary health care team is to provide assistance for the veterinarian and veterinary technician.

Graduates of this Program may continue their education in the Veterinary Technology Program after completing the necessary prerequisite courses. Individuals wishing to become certified veterinary technicians must graduate from the Veterinary Technology Program and then pass the Veterinary Technician National Examination.

**Advisor:** Sheryl Keeley, [skeeley@nwcc.commnet.edu](mailto:skeeley@nwcc.commnet.edu), 860-738-6483

**Note:** A minimum grade of “C” (2.00) is required for all VET\* and VAS\* designated courses. Additionally, this certificate program must be completed within a 5-year period.

**Prerequisites:** ENG\* 063/073, MAT\* 095 or satisfactory scores on placement exams, SCI\* 099 or higher level college biology course with laboratory and basic computer skills required.

Program Requirements		
ENG* 101	Composition	3
MED* 125	Medical Terminology	3
VET* 100	Introduction to Animal Care	3
VET* 101	Introduction to Veterinary Technology	3
VAS* 150	Veterinary Assisting	3
VAS* 180	Veterinary Assistant Externship	3
	<b>Total</b>	<b>18</b>

### Program Outcomes

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

1. Demonstrate an understanding of basic animal husbandry, medical, and safety procedures utilized in the veterinary hospital.
2. Effectively communicate as a veterinary health care team member.
3. Demonstrate an understanding of the veterinary assistant's role on the veterinary health care team.
4. Perform job-entry level skills needed to be employed as a veterinary assistant.



# SPECIAL TRANSFER PROGRAMS

## 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](mailto:ajassen@nwcc.commnet.edu), 860-738-6391





## 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	ART* MUS*	Art Elective OR Music Elective	3
Mathematics	MAT* 186	Precalculus	4
Natural/Physical Science	BIO* 121	General Biology I	4
Social Science		POL*, GEO*, OR ECN* 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			
	PHL*	Philosophy Elective	3
	BIO*	Biology Elective	4
	BIO*	Biology Elective	4
	BIO*	Biology Elective	4
	BIO* CHE* PHY*	Biology Elective OR Chemistry Elective OR Physics Elective	4
			19
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
			16
		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*	Principles of Statistics 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		POL*, GEO* OR ECN* Elective	3
Liberal Arts		Liberal Arts Elective	3
			25 (26)
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives <sup>1</sup>	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)

<sup>1</sup> 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](mailto: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 <sup>1</sup> or Music Elective <sup>1</sup>	3
Mathematics	MAT* 167 MAT* 186 MAT*	Principles of Statistics <b>OR</b> Precalculus <b>OR</b> Math Elective higher than MAT* 137	3 (4)
Natural/Physical Science	BIO* CHE* PHY*	Biology Elective <b>OR</b> Chemistry Elective <b>OR</b> Physics Elective	4
Social Science		POL*, GEO* <b>OR</b> ECN* Elective	3
Liberal Arts		Liberal Arts Elective	3
			25 (26)
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives <sup>2</sup>	6
	BIO* CHE* PHY*	Biology Elective <b>OR</b> Chemistry Elective <b>OR</b> Physics Elective	4
			13
Specialize Program Requirements			
	HIS* 101 HIS* 102 HIS* 201 HIS* 202	Western Civilization I <b>OR</b> Western Civilization II <b>OR</b> U.H. History I <b>OR</b> U.S. History II	9
	HIS*	History Elective <sup>3</sup>	3
	HIS*	History Elective <sup>3</sup>	3
		Liberal Arts Elective	3
		Elective	3
		Elective	3
			24
		<b>Total</b>	<b>62 (63)</b>
<sup>1</sup> Directed elective to be chosen in consultation with advisor			
<sup>2</sup> Complete either SPA* 101 & SPA* 102 <b>OR</b> 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. If the language requirement is waived, 6 credits in liberal arts courses will be substituted.			
<sup>3</sup> HIS* 213 or higher			



### 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 broad understanding of the field.

Advisor: Dr. Robert Beck, [rbeck@nwcc.commnet.edu](mailto:rbeck@nwcc.commnet.edu), 860-738-6386



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	Principles of Statistics	3
Natural/Physical Science	BIO* CHE* PHY*	Biology Elective OR Chemistry Elective OR Physics Elective	4
Social Science		POL*, GEO* OR ECN* Elective	3
Liberal Arts		Liberal Arts Elective	3
			25
Program Requirements			
	PHL*	Philosophy Elective	3
		Foreign Language Electives <sup>1</sup>	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 <sup>2</sup>	3
		Elective <sup>2</sup>	3
			21
		Total	62

<sup>1</sup> 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.

<sup>2</sup> 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 program at NCCC that provides 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:** Linda Day, [lday@nwcc.commnet.edu](mailto:lday@nwcc.commnet.edu), 860-738-6305  
Sharon Gusky, [sgusky@nwcc.commnet.edu](mailto:sgusky@nwcc.commnet.edu), 860-738-6395  
Dr. Keith Adams, [kadams@nwcc.commnet.edu](mailto: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.



# 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](mailto: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 <sup>1</sup>	3 (4)
Social Science		Social Science Elective <sup>2</sup>	3
Liberal Arts	PSY* 204	Child & Adolescent Psychology	3
			24 (25)
Program Requirements			
		Elective <sup>1</sup>	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)

<sup>1</sup> Electives should be chosen with your advisor.  
<sup>2</sup> HIS\* 201 recommended.



### 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: Sharon Gusky, [sgusky@nwcc.commnet.edu](mailto:sgusky@nwcc.commnet.edu), 860-738-6395  
Dr. Keith Adams, [kadams@nwcc.commnet.edu](mailto:kadams@nwcc.commnet.edu), 860-738-6301

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 <sup>1</sup>	3
	BIO*	Biology Lab Science Elective	4
	ENG*	200 level English Literature Elective	3
		Social Science Elective	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
			28
		Total	61

<sup>1</sup> Directed Electives in your subject area should be chosen with your advisor.

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.



### 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.

## SECONDARY EDUCATION TEACHING CAREERS 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:** Sharon Gusky, [sgusky@nwcc.commnet.edu](mailto:sgusky@nwcc.commnet.edu), 860-738-6395  
Dr. Keith Adams, [kadams@nwcc.commnet.edu](mailto:kadams@nwcc.commnet.edu), 860-738-6301

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	ART* MUS*	Art Elective OR Music Elective	3
Mathematics	MAT*	Mathematics Elective (above MAT* 137)	3 (4)
Natural/Physical Science		Lab Science Elective	4
Social Science		POL*, GEO*, OR ECN* 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			
Liberal Arts		Social Science Elective <sup>2</sup>	3
Liberal Arts	ENG*	English Literature Elective (200 level or higher)	3
Liberal Arts	COM* 173	Public Speaking	3
Liberal Arts	CSC* 102	Introduction to Computer Science	3
Liberal Arts		Liberal Arts Elective	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
		Directed Elective <sup>1</sup>	3
			27
		Total	61 (62)
<sup>1</sup> Directed Electives in your subject area should be chosen with your advisor.			
<sup>2</sup> Economics or History recommended			

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.



### 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.



# 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**.

The forensic sciences form a vital part of the criminal justice system. Some of the different divisions of forensic science have 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](mailto: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	3
Humanities/Arts	ART*	Art Elective <sup>1</sup>	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 <sup>2</sup>	3
		Computer Science Elective	3
			36
		Total	62

<sup>1</sup> ART\* 101 – Art History I or ART\* 102 – Art History II recommended.  
<sup>2</sup> PHL\* 111 – Ethics recommended



### 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

## TECHNOLOGY STUDIES

### Associate in Science Degree

The College of Technology is a specialized curriculum that allows a student to begin technology or engineering technology studies at any of the state's 12 Community Colleges with the ultimate goal of achieving a 4-year, baccalaureate degree in Engineering or Technology at the University of Connecticut, Fairfield University, Central Connecticut State University, the University of Hartford, University of New Haven, or Charter Oak State College.

Along the way, a student has the opportunity to earn a two-year associate degree, gain marketable skills, and explore interesting careers in fields projected to enjoy employment growth in the coming years. The program, as a whole, allows students to continue their studies at the participating colleges and universities as juniors without any loss of credit.

**Advisor:** Dr. Keith Adams, [kadams@nwcc.commnet.edu](mailto:kadams@nwcc.commnet.edu), 860-738-6301

INDUSTRIAL TECHNOLOGY OPTION			ENGINEERING TECHNOLOGY OPTION		
General Education Requirements			General Education Requirements		
ENG* 101	Composition	3	ENG* 101	Composition	3
ENG* 102	Literature & Composition	3	ENG* 102	Literature & Composition	3
COM* 173	Public Speaking	3	COM* 173	Public Speaking	3
HIS*	History Elective	3	HIS*	History Elective	3
ECN* 101	Principles of Macroeconomics	3		<i>Technical Writing</i>	3
PHL*	Philosophy Elective OR		PHL*	Philosophy Elective OR	
	Fine Arts Elective OR			Fine Arts Elective OR	
ENG*	English Literature Elective	6	ENG*	English Elective	6
GEO*	Geography Elective OR		ECN*	Economics Elective OR	
POL*	Political Science Elective OR		GEO*	Geography Elective OR	
HIS*	History Elective	3	POL*	Political Science Elective OR	
			HIS*	History Elective	3
PSY*	Psychology Elective OR		ANT*	Anthropology Elective OR	
SOC*	Sociology Elective	3	PSY*	Psychology Elective OR	
			SOC*	Sociology Elective	3
		27			27
Program Requirements			Program Requirements		
CHE* 111	Concepts of Chemistry	4	CHEM* 111	Concepts of Chemistry	4
PHY* 110	Introductory Physics	4	PHY* 121	General Physics I	4
MAT* 167	Principles of Statistics	3	PHY* 122	General Physics II	4
MAT* 186	Precalculus	4	MAT* 167	Principles of Statistics	3
		15	MAT* 186	Precalculus	4
Specialized Program Requirements			MAT* 254	Calculus I	4
ENGR 110	<i>Introduction to CAD</i>	3	MAT* 256	Calculus II	4
CSC* 102	Introduction to Computer Science	3			27
	<i>Technical Writing</i>	3	Specialized Program Requirements		
BMG* 202	Principles of Management	3	ENGR 110	<i>Introduction to CAD</i>	3
	<i>Directed Elective</i>	3	CSC* 102	Introduction to Computer Science	3
	<i>Directed Elective</i>	3	CSC* 219	C Programming	3
	<i>Directed Elective</i>	3		<i>Applied Mechanics (Statics)</i>	3
	<i>Directed Elective</i>	3		<i>Applied Mechanics (Dynamics)</i>	3
		24		<i>Intro to ET/Engineering</i>	3
	Total	66			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 objective tests in reading, writing, grammar, mathematics, and possibly, a short composition sample 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 test 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.

The 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 test 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
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



## ACCOUNTING

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### 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

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### 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\* 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 begin-

ning 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. No previous art experience necessary. (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. No previous art experience necessary. (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. No previous art experience necessary. (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 modeling in low fire clay. No previous art experience necessary. (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 dark-room, 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. No previous art experience necessary. (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. No previous art experience necessary. (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. No previous art experience necessary. (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. No previous art experience necessary. (Formerly Art 108)

**ART\* 169 STAINED GLASS ART**

3 semester hours

This class presents the fundamental techniques for working with stained glass and is intended for those getting started in the craft. Class demonstrations and instruction include materials and tools, as well as the cutting, assembling, and soldering of glass items. Projects may include hanging glass panels, boxes, and lamps. Technical instructions for cutting glass, assembling, and soldering using copper-foil and lead came (where individual pieces of glass are fitted into metal channels), safety tips, pattern making, selecting glass, cutting techniques, tools (cutters, grinders, smoothing stones, etc.) and other illuminating topics are included. Students will be required to design, construct and finish simple and complex projects in magnificent colors. This course is designed for the non-art major.

**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\* 249 PHOTOGRAPHY INDEPENDENT STUDY**

3 semester hours (6 studio/lab hours)

This course provides the student an opportunity to apply photographic skills in the development and execution of an independent and creative photography portfolio by using traditional darkroom techniques or by using digital techniques. Topics include portfolio proposals, identifying a creative style, advanced printing techniques, and skills in preparing advanced portfolios and exhibits. **Prerequisite:** ART\* 270 and consent of the instructor.

**ART\* 270 DIGITAL IMAGING**

3 semester hours (6 studio hours)

The creation and modification of photographic images through the use of computer technology. Topics include digital input, Photoshop software, and the use of scanners

and printers. Emphasis is placed on the creative applications of digital imaging in photography.

**Prerequisite:** ART\* 142

### **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:** 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.

### **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:** 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 or ART\* 277.

### **ART\* 298 SPECIAL TOPICS: ADVANCED PROJECT**

(1- 3 credits, 3 – 6 studio hours)

Students plan, execute, display and document an advanced project in fine art under the direction of an art faculty mem-

ber. Course is designed to help the serious student progress to his or her “next step” which may involve transfer, employment or exhibition. Instruction in the development of personal content, contemporary issues, exhibition techniques, portfolio development as well as professional practices in art. Previous art experience necessary. Permission of instructor required. Contact Professor Janet Nesteruk at [jnesteruk@nwcc.commnet.edu](mailto:jnesteruk@nwcc.commnet.edu)

### **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\* 110 PRINCIPLES OF THE HUMAN BODY**

3 semester hours (3 lecture hours)

This non-majors science course is designed to provide an introduction to the structure and function of the human body with an overview of many organ systems of the body. The cellular nature of life is emphasized. This course may be taken with or without the laboratory. In addition to the textbook, students use a variety of resources from traditional print to electronic media to acquire and evaluate relevant scientific content. Representative disease states are discussed. BIO\* 110 and BIO\* 110L cannot be used as a prerequisite for BIO\* 211 or BIO\* 235. Not open for credit to students who have completed BIO\* 115 or BIO\* 211 with a “C” or better. **Prerequisite/Corequisite:** ENG\* 063 and ENG\* 073 or ENG\* 093 or satisfactory scores on the placement test.

### **BIO\* 110L PRINCIPLES OF THE HUMAN BODY LABORATORY**

1 semester hour (2 laboratory hours)

Laboratory to accompany BIO\* 110 Principles of the Human Body lecture. Laboratory activities supplement BIO\* 110 lecture content. Principles of animal cells and human body systems will be explored.



**BIO\* 115 HUMAN BIOLOGY**

4 semester hours (3 class hours/2 laboratory hours)

This one semester laboratory science course covers principles of animal cell biology, including basic biological chemistry, cell structure and function, human genetics, cell division, cellular respiration, and protein synthesis. These concepts are applied to a study of the structure and function of the major organ systems of the human body. Aspects of health and disease are presented including basic elements of nutrition, exercise, cancer, and chemical addictions. The course can be used as a prerequisite for BIO\* 211 or BIO\* 235. **Prerequisites:** ENG\* 063 and ENG\* 073, or ENG\* 093 or satisfactory scores on the placement test. SCI\* 099 is recommended for students who do not have a strong science background.

**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**

4 semester hours (3 class hours/3 laboratory hours)

Offered: Spring Term, Even Numbered Years

The biology of organisms including plant and animal structure and function, nutrition, life cycles, and ecological relationships; the origin and evolution of life. **Prerequisite:** SCI\* 099 with a "C" or better or equivalent and ENG\* 063 and ENG\* 073 or satisfactory scores on placement tests. (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)

This course is the first semester of a two semester sequence that provides a comprehensive study of the structure and function of the human body. Anatomy and Physiology I covers terminology, tissues, integumentary, skeletal, muscular, and nervous systems and their relationships to other systems. The physiology of movement is emphasized. Selected pathology examples are examined. Students study the relationship between structure and function using interactive physiology software, diagnostic imaging, dissection and histology slides. **Prerequisite:** BIO\* 121 or BIO\* 115. (Formerly Bio. 203)

**Prerequisite or Corequisite:** CHE\* 111

**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. **Prerequisite:** BIO\* 211 and CHE\* 111 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 Business & Professional Communication)

### **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 outstanding business students who want a challenging opportunity to apply their knowledge and learn from experience in a business or community organization. Students are evaluated in an intern position obtained by the student and agreed upon by the supervisor of the cooperating worksite. Business interns are required to work a minimum of 120 hours during the semester and meet with the instructor on a regular basis. Students must have successfully completed at least 15 credit hours of study in business courses (with a minimum grade of "C" in all classes) or an equivalency and be approved by the course instructor. **Prerequisite:** ENG\* 073 and ENG\* 063 or satisfactory scores on placement tests, successful completion of 15 credit hours of study in business courses and approval by the course instructor. (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)

### **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)

### **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 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

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:** MAT\* 135 or higher and 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)



## COLLEGE FORUM

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### COL\* 100 FRESHMAN SUCCESS SEMINAR

1 semester hour

COL\* 100 is an extension of First-Year Experience orientation, designed to ease students' transition to NCCC. COL\* 100 is designed to help first-year students learn about college resources and requirements, explore personal learning styles, values and interests. Students will be encouraged to discover different ways to seek academic support. COL\* 100 is highly recommended for full-time students with two or more college prep placements.

## COMMUNICATION

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### 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.

## COMPUTER APPLICATIONS

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*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.

### 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. **Prerequisite:** CSA\* 105 with a grade of "C-" or higher.

### 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:** CSA\* 105 with a grade of "C-" or higher.

### 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.

### 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:** CSA\* 105 with a grade of "C-" or higher.

### 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. (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:** CSC\* 102 with a grade of "C" or higher or CST\* 110 with a grade of "C" or higher. (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\* 205 with a grade of "C" or higher and CSC\* 231 with a grade of "C" or higher. CSC\* 290 or other programming courses are recommended. (Formerly CSCI 245)

### 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 with a grade of "C" or higher. (Formerly CSCI 250)

### 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:** 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. (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. (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 micro-processors, 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 Hyper-Text 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:** CSA\* 163 with a grade of "C-" or higher (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. (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 with a grade of "C+" or higher. (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 with a grade of "C+" or higher. (Formerly CST 220)

## CST\* 250 WEB DESIGN AND DEVELOPMENT II

3 semester hours

Web page creation beyond HTML. JavaScript 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 with a grade of "C" or higher. (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 with a grade of "C-" or higher. (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

One credit courses are 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).

## **DEAF STUDIES**

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### **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. **Prerequisites:** 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**

3 semester hours

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**

3 semester hours

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**

3 semester hours

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.

### **ECE\* 141 INFANT/TODDLER GROWTH & DEVELOPMENT**

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.

### **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.

### **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 studied in depth. This course requires ten hours of observation (in an instructor approved center) in order to receive credit.

### **ECE\* 206 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD 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. Some components of K – 3 and 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. May be taken prior to or concurrently with ECE\* 290 Student Teaching I. (Formerly ECE 200)

### **ECE\* 231 EARLY LANGUAGE & 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 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 objec-

tively his or her emerging pre-teaching skills. The student will be under the supervision of an on-site supervisor as well as the College instructor. Ten hours in the College's Child Laboratory School 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. **Prerequisites:** 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.

## 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 the 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: INTRODUCTION 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 satisfactory score on placement tests. 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\* 003 with a grade of "C" or better or satisfactory score on placement tests. Does not fulfill degree credit requirements. (Formerly Eng. 010B)

### ENG\* 093 INTRODUCTION TO COLLEGE READING AND WRITING

3 semester hours

This course explores the natural link between careful reading and good writing. Examples of professional writing will be studied as models for student writing. The expansion of the student's world through reading will be reflected in the writing assigned in the class. **Prerequisites:** successful completion of ENG\* 063 and ENG\* 073 with a grade of "C" or better or satisfactory scores on placement tests.

### 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 satisfactory scores on placement tests. (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 "C-" or better.

### ENG\* 114 CHILDREN'S LITERATURE

3 semester hours

This course offers an exploration of award winning children's literature from past to present. Its range also includes both international and multicultural writings in a variety of genres. The class incorporates diverse approaches and activities for using and teaching literature to children of all ages. (Formerly Eng. 180)

### ENG\* 194 LITERARY CHAMPIONS – NOBEL AND PULITZER PRIZEWINNERS

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 written communication skills by completing advanced writing assignments and research projects of their own choosing. Students will learn proper documentation styles and more complex writing and research techniques. The course will improve students' information literacy skills and allow them to effectively navigate through a wide variety of sources in order to collect credible evidence that will support their written claims. Advanced Composition is open to students in all majors and careers, and students will be allowed to pursue research on topics in their individual disciplines. The course requires computer and library usage. **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 LITERATURE 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 literary 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 mod-

ern 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\* 271 FILM AND LITERATURE

3 Semester hours

The course examines film both as a genre and in its relationship to literature. Film is a relatively new art form that has only recently earned its place in both academic and popular culture as a leading medium for storytelling. The course will consider film techniques and will focus on how films tell stories that engage viewers in unique ways. The course will touch on the history of film and will consider the relationship of film to literature. Students will consider elements common to film and literature such as character development and presentation, narrative tension and structure, diction and point of view, as well as such innate differences as arise between a reader visualizing a literary text and an onlooker engrossed by a filmed moving image. **Prerequisite:** ENG\* 102 or consent of instructor.

### 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)

## ENVIRONMENTAL AND EARTH 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)

## 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 reproductive 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**

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### **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\* 102 INTRODUCTION TO HUMAN GEOGRAPHY**

3 semester hours

Introduction to Human Geography is the study of human activity on the Earth's surface. This interdisciplinary study looks at human population growth and decline, culture, politics, agriculture, economics, and settlement patterns as they apply to different geographic areas around the Globe. This course will expose students to the systematic study of patterns and processes that have shaped human understandings, use, and alterations of the Earth's surface. Students will employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. To learn about the methods and tools geographers use in their science and practice students will complete weekly computer-based and hands-on lab activities. The end result of the course will be for students to become more informed citizens in a globalizing world. **Prerequisite:** ENG\* 063 and ENG\* 073, or ENG\* 093, or eligibility for ENG\* 101.

### **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**

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### **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 multi-page 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. **Prerequisites:** 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.

## HEALTH CAREERS

### HLT\* 103 INVESTIGATIONS IN HEALTH CAREERS

3 semester hours

This course is designed to assist traditional and non traditional college students to meet the expectations of a curriculum and a career in health related fields. The student will become familiar with the rigors of an educational program designed for health careers and the specific skills needed to maximize the student's opportunity for academic and clinical success. The student will have the opportunity to observe various health care career opportunities and how these professions function in the health care arena. The course will include a comprehensive overview of the duties

and responsibilities associated with clinical competency. Interdisciplinary learning strategies, correlating clinical and didactic education, life management skills, work ethics, and critical thinking skills necessary for all health providers will be emphasized.

## 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 choose 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.

## 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 ca. 1300 through the 20th Century. Emphasis will be placed on the development of modern ideas and institutions. **Prerequisite:**

ENG\* 073 with a “C-“ or better or satisfactory score on the reading placement test.

### **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. **Prerequisites:** 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)

## **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 INTRODUCTION TO COUNSELING / 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 & ETHICAL ISSUES IN HUMAN SERVICES**

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)

## HUMANITIES

### HUM\* 250 CROSS-CULTURAL EXPERIENCE

3 semester hours

This is a 3 credit service-learning course which takes place primarily in a foreign country (typically the Dominican Republic or Mexico). Students study beforehand an overview of the history of the country and the social issues confronting the population we will be working with. Cross-Cultural communication is emphasized and explored. Under the leadership of faculty, students develop projects to present to school students and adult learners in the service-learning site. Working in groups of 3-4, students may develop projects in the following areas: creative experiences; music and movement; science and math. A daily journal, self-evaluation, final report and presentation are required. **Prerequisite/Corequisite:** Students should be able to communicate using basic or more advanced Spanish.

## 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:** ASL\* 102. **Corequisite:** ASL\* 201.

### 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 in contemporary math).

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 PRINCIPLES OF STATISTICS**

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 micro-computer 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**

### **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\* 216 ELECTRONIC MEDICAL RECORDS MANAGEMENT**

3 semester hours

This course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and performing electronic office management. The course provides experience with actual office practice duties including payments, claims, patient entries, patient billing statements, production of health care claims and management of electronic health care records. **Pre-requisites:** MED\* 111, MED\* 125, CSA\* 105 **Co-requisites:** MED\* 113, MED\* 115, MED\* 133, MED\* 245

### **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 grammar. 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. **Prerequisite:** 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. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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, and rock. Concert attendance may be required. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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.

**Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (Formerly Mus.)

**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. **Prerequisite:** ENG\* 063, ENG\* 073 or eligibility for ENG\* 093, ENG\* 101 or consent of the instructor. (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)

**PHL\* 178 MODERN PHILOSOPHY**

3 semester hours

This course will look at the progress of modern philosophical thinking, its modifications and various rejections of long standing premises. It will include references to the feminine as well as an acknowledgement of the various views that represent modern thought and how it is manifested in aspects of today's living. **Prerequisite/Corequisite:** ENG\* 063 and ENG\* 073 or satisfactory score on placement tests and PHL\* 101 or PHL\* 111.



# 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. **Prerequisites:** ENG\* 063 and ENG\* 073 or satisfactory scores on placement tests. (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. **Prerequisite:**

sites: 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.

**Prerequisite:** 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 PSYCHOLOGY OF ADULT DEVELOPMENT & 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. **Prerequisite:** 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 PSYCHOLOGY 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 INTRODUCTION TO RECREATION & LEISURE SERVICES**

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 INTRODUCTION TO THERAPEUTIC RECREATIONAL SERVICES**

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 PROCESS & TECHNIQUE IN THERAPEUTIC RECREATION**

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 LEADERSHIP & GROUP PROCESS IN ADVENTURE EDUCATION**

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

**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\* 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 placement 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**

### **VAS\* 150 VETERINARY ASSISTING**

5 semester hours (3 class hours/2 laboratory hours)

The objective of the Veterinary Assisting course is to develop student's skills to assist Veterinarians and Veterinary Technicians at an entry-level position to treat illness, ease discomfort, cure diseases, mend injuries, and improve nutrition.

Students will learn the basics of animal husbandry including common small animal species and breeds characteristics and

various routine care requirements. They will learn the basics of animal restraint, first aid, anatomy, emergency care, surgical preparation, basic nursing techniques, laboratory procedures and basic imaging techniques. Students will also learn how to work as an effective veterinary team member and to maintain safe work practices within the veterinary office. **Prerequisites:** VET\* 100, VET\* 101, ENG\* 101

#### **VAS\* 180 VETERINARY ASSISTANT EXTERNSHIP** 2 semester hours

The student completes 200 hours of work experience under the supervision of a veterinarian or certified veterinary technician in a clinical setting. The externship will allow the student to apply the conceptual knowledge and technical skills learned in the classroom. Essential skills will be evaluated by the clinical supervisor and only checked off after they are satisfactorily completed under standardized guidelines; "C" or higher. **Corequisite:** VAS\* 150

#### **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\* 201 VETERINARY ANATOMY & PHYSIOLOGY I** 4 semester hours (3 class hours/3 laboratory hours)

This course is the first of a two part series designed to provide students with a broad foundation of the structure and function of the major animal species for students intending to pursue a career as a Veterinary Technician or continue on with their education in veterinary science or a related field.

Beginning with basic chemistry, the body's three major levels of organization (cells, tissues, and organs) provide the foundation for a systematic investigation of the structure and function of the animal body, for the most common species seen in veterinary practice, including companion animals, livestock, avian, laboratory animals and exotics. The laboratory component will allow students to gain experience with the tools and techniques used to study the body on a macroscopic and microscopic level. Students will measure and assess physiological parameters used to evaluate the major organ systems and investigate the connections between the study of anatomy and physiology with clinical veterinary medical and surgical practice. **Prerequisite:** BIO\* 115 Human Biology or BIO\* 121 General Biology

#### **VET\* 202 VETERINARY ANATOMY & PHYSIOLOGY II**

4 semester hours (3 class hours/3 laboratory hours)

This course is the second part of a two part series designed to provide students with a broad foundation of the structure and function of the major animal species for students intending to pursue a career as a Veterinary Technician or continue on with their education in veterinary science or a related field.

A continuation of topics from Veterinary Anatomy and Physiology I including: organ systems of the body and their mutual interdependence, homeostasis and regulation (chemical, hormonal, neuro-endocrine), the biochemistry of how cells obtain energy from food, reproduction and the inheritance of physical characteristics. The connection between the study of anatomy and physiology with clinical veterinary medical surgical practice will be emphasized. **Prerequisite:** VET\* 201

**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 and VET\* 151.

**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, 201, 202, and 280. 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, 152, 201, and 202.

**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, 201, 202, and 280. 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, and 151.

**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 and 230.



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\*Part time

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# Directions to Northwestern Connecticut Community College

(We are approximately 30 minutes from Hartford and Waterbury.)

From Hartford and points East

From Route 44 (Albany Turnpike):  
West from Hartford to Winsted  
East from Canaan to Winsted

From I-91 South toward Hartford:  
Toward Bradley International Airport to Route 20 to Route 219S to Route 318W to Route 44W to Winsted

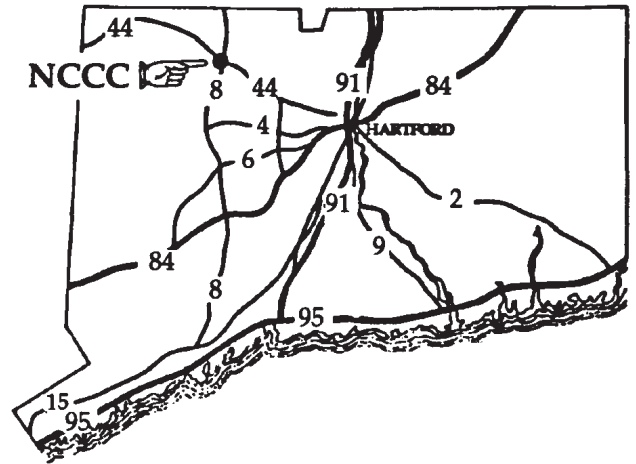
From I-91 North toward Hartford:  
To I-84 West to Rt 4 (Farmington) to Rt 10 N to left onto  
Route 44W to Winsted

From I-84 in Waterbury region:  
To end of Route 8N (toward Torrington) right onto  
Route 44W to Winsted

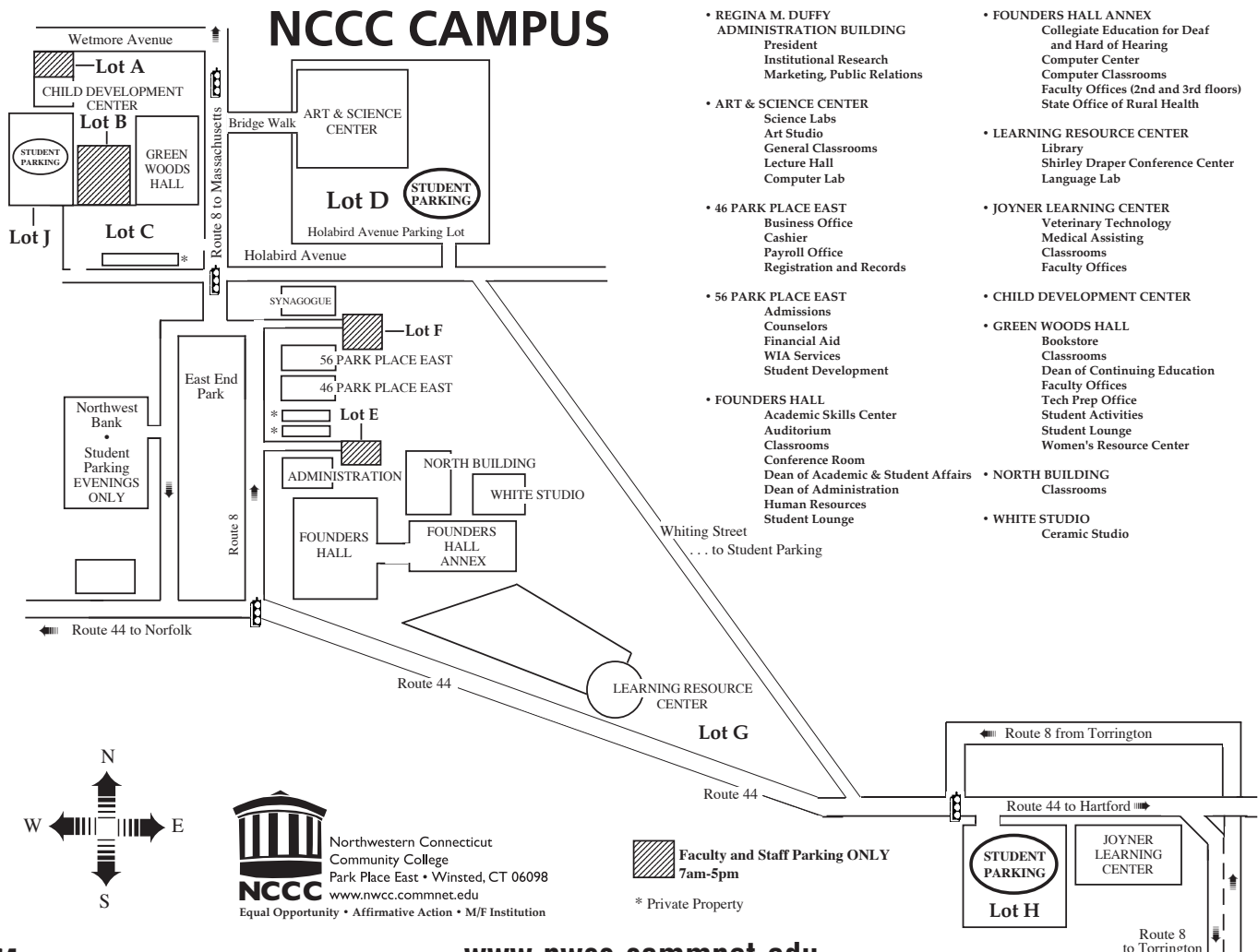
From I-95 in Bridgeport region:  
To end of Route 8N (toward Torrington),  
right onto Route 44W to Winsted

From I-90E:  
Route 20, left to Route 8S to Winsted

From I-90W:  
Route 202 to Route 20 to Route 219S to  
Route 318W to Route 44W to Winsted



For a detailed map from your home, go online to [www.mapquest.com](http://www.mapquest.com)







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